

BEAR RIVER HEAD START EMPLOYMENT REQUISITION

Coordinators and Supervisors: Have form completed and signed before action is requested.

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| <p><i>If you have any questions regarding the information on this Employment Requisition or hiring procedures of Bear River Head Start, please contact our representative:</i></p> <p>Diane Midkiff Phone: 755-0081, ext. 242 FAX: 755-0125</p> | Date of Request: <u>10/10/19</u> Action Requested by: <u>Steph Wood</u> POSITION REQUESTED: <u>Brigham Extended Day Teacher</u> Check Program: _____ Early Head Start _____ Preschool Head Start Focus Area: _____ Center Location: _____ | |
| Status: <input checked="" type="checkbox"/> Regular (No. Hrs. Day <u>8</u>) _____ 9 ½ Month Position _____ Hours Variable _____ Part Time (No. Hrs. Week _____) <input checked="" type="checkbox"/> 12 Month Position <input checked="" type="checkbox"/> Hours Fixed _____ Temporary (Period _____ to _____) | | |
| Benefits after one year's employment: <input checked="" type="checkbox"/> SEP Retirement Plan <input checked="" type="checkbox"/> Vacation | Benefits: <input checked="" type="checkbox"/> Medical Insurance <input checked="" type="checkbox"/> Personal Leave <input checked="" type="checkbox"/> 403B Retirement Plan | Desired Hire Date: _____ |
| Rate of Pay: \$ <u>3128.00</u> (Circle) Hour / Pay Period / <u>Month</u> Grade: <u>21</u> Step <u>13</u> | | |
| Special Needs: _____ _____ | | |

OPENING DATE: 10/10/19 (Allow 3 days after completion for opening date.)
 CLOSING DATE: until filled (Allow 10 working days from opening to closing.)

APPROVED BY: (Signatures authorize expense of advertising this position in newspapers and placing ad with local employment agencies.)

[Signature] _____ [Signature]
 Coordinator Program Director (verbal confirmation) Fiscal Office

Distribution of completed form:

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| _____ PHS Receptionist | _____ Parent Involvement Specialist - EHS |
| _____ EHS Receptionist | _____ Parent Involvement Specialist - PHS |
| _____ PHS Secretary | _____ Coordinator/Supervisor Requesting Action |
| _____ Fiscal Assistant/Fiscal Officer | _____ Hiring File for Position |