

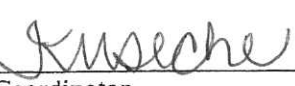
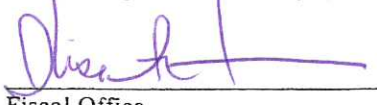
BEAR RIVER HEAD START EMPLOYMENT REQUISITION

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

<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>	<p>Date of Request: <u>9/18/17</u> Action Requested by: <u>Krista Useche</u></p> <p>POSITION REQUESTED: <u>Box Elder TA</u></p> <p>Check Program: <input type="checkbox"/> Early Head Start <input checked="" type="checkbox"/> Preschool Head Start</p> <p>Focus Area: _____ Center Location: _____</p>
<p>Status:</p> <p><input checked="" type="checkbox"/> Regular (No. Hrs. Day <u>8</u>) <input checked="" type="checkbox"/> 9½ Month Position _____ Hours Variable</p> <p>_____ Part Time (No. Hrs. Week _____) _____ 12 Month Position <input checked="" type="checkbox"/> Hours Fixed</p> <p>_____ Temporary (Period _____ to _____)</p>	
<p>Benefits after one year's employment:</p> <p><input checked="" type="checkbox"/> SEP Retirement Plan</p> <p>_____ Vacation</p>	<p>Benefits:</p> <p><input checked="" type="checkbox"/> Medical Insurance</p> <p><input checked="" type="checkbox"/> Personal Leave</p> <p><input checked="" type="checkbox"/> 403B Retirement Plan</p>
<p>Desired Hire Date: <u>10/13/17</u></p>	
<p>Rate of Pay: \$ <u>10.10</u> (Circle) <u>Hour</u> Pay Period / Month Grade: <u>3</u> Step <u>7</u></p>	
<p>Special Needs:</p> <p>_____</p> <p>_____</p> <p>_____</p>	

OPENING DATE: 9/19/17 (Allow 2 days after completion for opening date.) CLOSING DATE: 10/2/17 (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.)

 Coordinator	_____ Program Director (verbal confirmation)	 Fiscal Office
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Distribution of completed form:

<input type="checkbox"/> PHS Receptionist <input type="checkbox"/> EHS Receptionist <input type="checkbox"/> PHS Secretary <input type="checkbox"/> Fiscal Assistant/Fiscal Officer	<input type="checkbox"/> Parent Involvement Specialist - EHS <input type="checkbox"/> Parent Involvement Specialist - PHS <input type="checkbox"/> Coordinator/Supervisor Requesting Action <input type="checkbox"/> Hiring File for Position
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