

**BEAR RIVER HEAD START
EMPLOYMENT REQUISITION**

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

<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> Diane Midkiff Phone: 755-0081, ext. 242 FAX: 755-0125	<div>Date of Request: <u>10/13/17</u> Action Requested by: <u>Krista Useche</u></div> <div>POSITION REQUESTED: <u>Cache TA</u></div> <div>Check Program: <input type="checkbox"/> Early Head Start <input checked="" type="checkbox"/> Preschool Head Start</div> <div>Focus Area: <u>Center Based</u> Center Location: <u>Cache</u></div>	
<div>Status:</div> <div><input checked="" type="checkbox"/> Regular (No. Hrs. Day <u>6.5</u>) <input checked="" type="checkbox"/> 9 ½ Month Position <input type="checkbox"/> Hours Variable</div> <div><input type="checkbox"/> Part Time (No. Hrs. Week <u> </u>) <input type="checkbox"/> 12 Month Position <input checked="" type="checkbox"/> Hours Fixed</div> <div><input type="checkbox"/> Temporary (Period <u> </u> to <u> </u>)</div>		
Benefits after one year's employment: <input checked="" type="checkbox"/> SEP Retirement Plan <input 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: <u>11/6/17</u>
<div>Rate of Pay: \$ <u>10.10</u> (Circle) <u>Hour</u> / Pay Period / Month</div> <div>Grade: <u>3</u> Step <u>7</u></div>		
Special Needs: <u>Spanish speaking required</u>		

OPENING DATE: 10/16/17 (Allow 2 days after completion for opening date.) CLOSING DATE: 10/25/17 (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.)

K Useche
Coordinator

pre-approved
Program Director (verbal confirmation)

KRSimp
Fiscal Office

Distribution of completed form:

☐ PHS Receptionist
☐ EHS Receptionist
☐ PHS Secretary
☐ Fiscal Assistant/Fiscal Officer

☐ Parent Involvement Specialist - EHS
☐ Parent Involvement Specialist - PHS
☐ Coordinator/Supervisor Requesting Action
☐ Hiring File for Position