

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>	Date of Request: <u>6/1/18</u> Action Requested by: <u>Krista Useche</u> POSITION REQUESTED: <u>EHS Center Based Assistant</u> Check Program: <input checked="" type="checkbox"/> Early Head Start <input type="checkbox"/> Preschool Head Start Focus Area: <u>Center Based</u> Center Location: <u>The Loft</u>	
Status: <input checked="" type="checkbox"/> Regular (No. Hrs. Day <u>6</u>) <input type="checkbox"/> 9 1/2 Month Position <input type="checkbox"/> Hours Variable <input type="checkbox"/> Part Time (No. Hrs. Week <u> </u>) <input checked="" type="checkbox"/> 12 Month Position <input checked="" type="checkbox"/> Hours Fixed <input type="checkbox"/> Temporary (Period <u> </u> to <u> </u>)		
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: <u>6/22/18</u>
Rate of Pay: \$ <u>12.00</u> (Circle) <input checked="" type="radio"/> Hour Pay Period / Month		Grade: <u>3</u> Step <u>14</u>
Special Needs: <hr/> <hr/> <hr/>		

OPENING DATE: 6/1/18
(Allow 2 days after completion for opening date.)

CLOSING DATE: 6/14/18
(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.)*

Krista Useche
 Coordinator

approved
 Program Director *(verbal confirmation)*

[Signature]
 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