

# 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><b>Diane Midkiff</b>  <i>Phone: 755-0081, ext. 242</i>  <i>FAX: 755-0125</i></p>	<p>Date of Request: <u>9/22/17</u> Action Requested by: <u>Krista Useche</u></p> <p>POSITION REQUESTED: <u>Box Elder Teacher</u></p> <p>Check Program: <u>Early Head Start</u> <input checked="" type="checkbox"/> <u>Preschool Head Start</u></p> <p>Focus Area: <u>Center Based</u> Center Location: <u>3 Mile Perry, UT</u></p>	
<p>Status:</p> <p><input checked="" type="checkbox"/> Regular (No. Hrs. Day <u>8</u>) <input checked="" type="checkbox"/> <u>10</u> 1/2 Month Position <u>Hours Variable</u></p> <p><u>Part Time</u> (No. Hrs. Week <u>        </u>) <u>12 Month Position</u> <input checked="" type="checkbox"/> <u>Hours Fixed</u></p> <p><u>Temporary</u> (Period <u>        </u> to <u>        </u>)</p>		
<p>Benefits after one year's employment:</p> <p><input checked="" type="checkbox"/> SEP Retirement Plan</p> <p><u>        </u> 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:</p> <p><u>10/13/17</u></p>
<p>Rate of Pay: \$ <u>29.96</u> (Circle) Hour / Pay Period <u>Month</u> Grade: <u>21</u> Step <u>13</u></p>		
<p>Special Needs:</p> <p><u>        </u></p> <p><u>        </u></p> <p><u>        </u></p>		

OPENING DATE: 9/22/17 (Allow 2 days after completion for opening date.) CLOSING DATE: 10/5/17 (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.)

Krista Useche Coordinator     
 Verbal approval Program Director (verbal confirmation)     
 Angie Dwyer Fiscal Office

Distribution of completed form:

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