

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>PHS Teacher Assistant</u> Check Program: _____ Early Head Start <input checked="" type="checkbox"/> _____ Preschool Head Start Focus Area: <u>Center Based</u> Center Location: <u>Box Elder</u> <u>Extended Duration</u>	
Status: <input checked="" type="checkbox"/> Regular (No. Hrs. Day <u>8</u>) <input checked="" type="checkbox"/> <u>10 1/2</u> Month Position _____ Hours Variable _____ Part Time (No. Hrs. Week _____) <input checked="" type="checkbox"/> <u>12</u> Month Position <input checked="" type="checkbox"/> Hours Fixed _____ Temporary (Period _____ to _____)		
Benefits after one year's employment: <input checked="" type="checkbox"/> SEP Retirement Plan _____ 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>8/6/18</u>
Rate of Pay: \$ <u>10.10</u> (Circle) <u>Hour</u> / Pay Period / Month		Grade: <u>3</u> Step <u>7</u>
Special Needs: <u>Position begins in August for 2018 school year</u>		

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.)

K Useche Coordinator
approved Program Director (verbal confirmation)
K Simpson Fiscal Office

- Distribution of completed form:
- | | |
|---------------------------------------|--|
| _____ 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 |