

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>9/15/17</u> Action Requested by: <u>Kristi Simper</u></p> <p>POSITION REQUESTED: <u>Program Receptionist</u></p> <p>Check Program: _____ Early Head Start _____ Preschool Head Start</p> <p>Focus Area: _____ Center Location: <u>Admin</u></p>
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Status:

<input checked="" type="checkbox"/> Regular (No. Hrs. Day <u>8</u>)	_____ 9 ½ Month Position	_____ Hours Variable
_____ Part Time (No. Hrs. Week _____)	<input checked="" type="checkbox"/> 12 Month Position	<input checked="" type="checkbox"/> Hours Fixed
_____ Temporary (Period _____ to _____)		


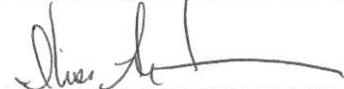
<p>Benefits after one year's employment:</p> <p><input checked="" type="checkbox"/> SEP Retirement Plan</p> <p><input checked="" type="checkbox"/> Vacation</p>	<p>Benefits:</p> <p><input checked="" type="checkbox"/> Medical Insurance</p> <p><input checked="" type="checkbox"/> Personal Leave</p> <p><input checked="" type="checkbox"/> 403B Retirement Plan</p>	<p>Desired Hire Date:</p> <p style="text-align: center;"><u>10/13/17</u></p>
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Rate of Pay: \$ 10.77 (Circle) Hour / Pay Period / Month Grade: 4 Step 8

Special Needs: Spanish speaking required

OPENING DATE: 9/18/17 (Allow 2 days after completion for opening date.) CLOSING DATE: 9/24/17 (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	<u>email approval</u> _____ Program Director (verbal confirmation)	 _____ Fiscal Office
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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