

BEAR RIVER HEAD START EMPLOYMENT REQUISITION

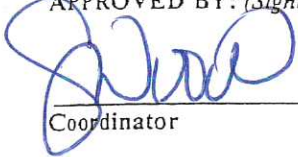
Coordinators and Supervisors: Have form completed and signed before action is requested.

<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>9/3/19</u> Action Requested by: <u>Steph Wood</u> POSITION REQUESTED: <u>Teacher Assistant</u> Check Program: _____ Early Head Start <input checked="" type="checkbox"/> _____ Preschool Head Start Focus Area: <u>Center-based</u> Center Location: <u>Preston</u>	
Status: <input checked="" type="checkbox"/> Regular (No. Hrs. Day <u>6.5</u>) <input checked="" type="checkbox"/> 9 ½ Month Position _____ Hours Variable _____ Part Time (No. Hrs. Week _____) _____ 12 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: _____
Rate of Pay: \$ <u>10.55</u> (Circle) <u>Hour</u> / Pay Period / Month		Grade: <u>3</u> Step <u>7</u>
Special Needs: _____ _____		

OPENING DATE: 9/3/19
(Allow 2 days after completion for opening date.)

CLOSING DATE: _____
(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

Program Director *(verbal confirmation)*



 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