



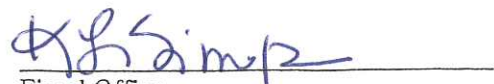
**BEAR RIVER HEAD START  
EMPLOYMENT REQUISITION**

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> Phone: 755-0081, ext. 242 FAX: 755-0125</p>	<p>Date of Request: <u>8-13-18</u> Action Requested by: <u>Rebecca</u></p> <p>POSITION REQUESTED: <u>EHS Homebased Child Development Assistant</u></p> <p>Check Program: <input checked="" type="checkbox"/> Early Head Start <input type="checkbox"/> Preschool Head Start</p> <p>Focus Area: <u>Homebased</u> Center Location: _____</p>	
<p><b>Status:</b></p> <p><input checked="" type="checkbox"/> Regular (No. Hrs. Day _____) <input type="checkbox"/> 9 1/2 Month Position <input checked="" type="checkbox"/> Hours Variable</p> <p><input type="checkbox"/> Part Time (No. Hrs. Week _____) <input checked="" type="checkbox"/> 12 Month Position <input type="checkbox"/> Hours Fixed</p> <p><input type="checkbox"/> Temporary (Period _____ to _____)</p>		
<p><b>Benefits after one year's employment:</b></p> <p><input checked="" type="checkbox"/> SEP Retirement Plan</p> <p><input checked="" type="checkbox"/> Vacation</p>	<p><b>Benefits:</b></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>9-20-18</u></p>
<p>Rate of Pay: \$ <u>11.74</u> (Circle) <u>Hour</u> Pay Period / Month Grade: <u>20</u> Step <u>1</u></p>		
<p><b>Special Needs:</b></p> <p><u>Spanish speaking preferred</u></p> <p><u>must submit transcripts with application.</u></p>		

OPENING DATE: 8-15-18 (Allow 2 days after completion for opening date.) CLOSING DATE: 8-28-18 (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.)

 Coordinator	 Program Director (verbal confirmation)	 Fiscal Office
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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