

BEAR RIVER HEAD START EMPLOYMENT REQUISITION

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

If you have any questions regarding the information on this Employment Requisition or hiring procedures of Bear River Head Start, please contact our representative:

Diane Midkiff
 Phone: 755-0081, ext. 242
 FAX: 755-0125

Date of Request: 10/22/18 Action Requested by: Steph Wood
 POSITION REQUESTED: CACHE PHS Teacher Assistant
 Check Program: _____ Early Head Start _____ Preschool Head Start
 Focus Area: Center-based Center Location: Richmond

Status:

Regular (No. Hrs. Day 8) 9 1/2 Month Position _____ Hours Variable
 _____ Part Time (No. Hrs. Week _____) _____ 12 Month Position Hours Fixed
 _____ Temporary (Period _____ to _____)

Benefits after one year's employment: <input checked="" type="checkbox"/> SEP Retirement Plan <input type="checkbox"/> Vacation	Benefits: <input checked="" type="checkbox"/> Medical Insurance <input checked="" type="checkbox"/> Personal Leave <input checked="" type="checkbox"/> 403B Retirement Plan	Desired Hire Date: _____
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Rate of Pay: \$ 10.36 (Circle 0) Hour / Pay Period / Month Grade: 3 Step 7

Special Needs:

OPENING DATE: 10/22/18 (Allow 2 days after completion for opening date.) CLOSING DATE: Until Filled (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.)

Steph Wood Coordinator email approval (10/22) Program Director (verbal confirmation) Angie Perry 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