


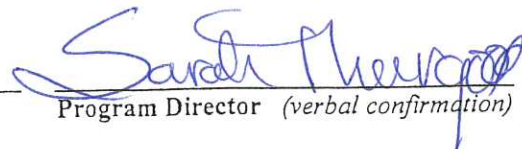
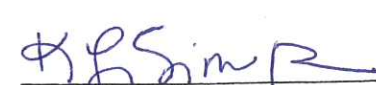
# BEAR RIVER HEAD START EMPLOYMENT REQUISITION

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>  <i>Phone: 755-0081, ext. 242</i>  <i>FAX: 755-0125</i></p>	<p>Date of Request: <u>6-24-19</u> Action Requested by: <u>R. Torberson</u></p> <p>POSITION REQUESTED: <u>PHS Homebased Family Educator</u></p> <p>Check Program: _____ Early Head Start <input checked="" type="checkbox"/> _____ Preschool Head Start</p> <p>Focus Area: <u>Boysen/Coché</u> Center Location: _____</p>	
<p><b>Status:</b></p> <p><input checked="" type="checkbox"/> Regular (No. Hrs. Day _____) <input checked="" type="checkbox"/> 9 ½ Month Position <input checked="" type="checkbox"/> Hours Variable</p> <p>_____ Part Time (No. Hrs. Week _____) _____ 12 Month Position _____ Hours Fixed</p> <p>_____ Temporary (Period _____ to _____)</p>		
<p>Benefits after one year's employment:</p> <p><input checked="" type="checkbox"/> SEP Retirement Plan</p> <p>_____ 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><u>7-18-19</u></p>
<p>Rate of Pay: \$ <u>2248</u> (Circle) Hour / Pay Period <u>(Month)</u> Grade: <u>20</u> Step <u>4</u></p>		
<p>Special Needs: <u>Candidates must submit transcripts w/ application.</u></p> <p><u>Spanish speaking preferred.</u></p>		

OPENING DATE: 6-27-19 (Allow 2 days after completion for opening date.) CLOSING DATE: open 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.)

 _____ 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
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