

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>1/15/19</u> Action Requested by: <u>Tannah Smith</u> POSITION REQUESTED: <u>EHS Box Elder / Cache Advocate</u> Check Program: <input checked="" type="checkbox"/> Early Head Start <input type="checkbox"/> Preschool Head Start Focus Area: <u>Family</u> Center Location: <u>Box Elder / Cache</u>	
Status: <input checked="" type="checkbox"/> Regular (No. Hrs. Day <u>8</u>) <input type="checkbox"/> 9 ½ Month Position <input checked="" type="checkbox"/> Hours Variable <input type="checkbox"/> Part Time (No. Hrs. Week <u> </u>) <input checked="" type="checkbox"/> 12 Month Position <input type="checkbox"/> Hours Fixed <input type="checkbox"/> Temporary (Period <u> </u> to <u> </u>)		
Benefits after one year's employment: <input checked="" type="checkbox"/> SEP Retirement Plan <input checked="" 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: <u>1/31/19</u>
Rate of Pay: \$ <u>2302</u> ^{2302.00 KC} (Circle) Hour / Pay Period / Month		Grade: <u>20</u> Step <u>4</u>
Special Needs: <u>Degree in Human Services Field preferred</u> <u>Spanish speaking preferred</u>		

OPENING DATE: 1/16/19 (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.)

HistoCut _____ Coordinator
 _____ Program Director (verbal confirmation)
Angi _____ 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