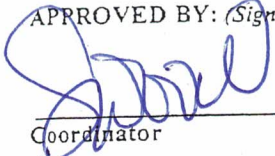
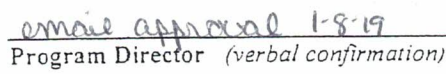
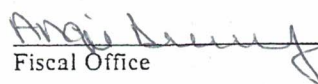


BEAR RIVER HEAD START EMPLOYMENT REQUISITION

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>1/3/19</u> Action Requested by: <u>Steph Wood</u> POSITION REQUESTED: <u>On-call Substitute Teacher Assistant</u> Check Program: <input type="checkbox"/> Early Head Start <input checked="" type="checkbox"/> Preschool Head Start Focus Area: <u>Center based</u> Center Location: <u>Cache</u>	
Status: <input type="checkbox"/> Regular (No. Hrs. Day _____) <input checked="" type="checkbox"/> 9 ½ Month Position <input checked="" type="checkbox"/> Hours Variable <input checked="" type="checkbox"/> Part Time (No. Hrs. Week <u>on-call</u>) <input type="checkbox"/> 12 Month Position <input type="checkbox"/> Hours Fixed <input type="checkbox"/> Temporary (Period _____ to _____)		
Benefits after one year's employment: <input type="checkbox"/> SEP Retirement Plan <input type="checkbox"/> Vacation	Benefits: <input type="checkbox"/> Medical Insurance <input type="checkbox"/> Personal Leave <input type="checkbox"/> 403B Retirement Plan	Desired Hire Date: _____
Rate of Pay: \$ <u>10.36</u> (Circle) <u>Hour</u> / Pay Period / Month		Grade: <u>3</u> Step <u>7</u>
Special Needs: _____ _____		

OPENING DATE: 1/3/19 (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.)*




- Distribution of completed form:
- | | |
|--|---|
| <input type="checkbox"/> PHS Receptionist | <input type="checkbox"/> Parent Involvement Specialist - EHS |
| <input type="checkbox"/> EHS Receptionist | <input type="checkbox"/> Parent Involvement Specialist - PHS |
| <input type="checkbox"/> PHS Secretary | <input type="checkbox"/> Coordinator/Supervisor Requesting Action |
| <input type="checkbox"/> Fiscal Assistant/Fiscal Officer | <input type="checkbox"/> Hiring File for Position |