

## 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>	Date of Request: <u>1/3/19</u> Action Requested by: <u>Steph Wood</u> POSITION REQUESTED: <u>On-call Substitute Teacher</u> Check Program: _____ Early Head Start <input checked="" type="checkbox"/> _____ Preschool Head Start Focus Area: <u>center based</u> Center Location: <u>Cache</u>	
<b>Status:</b> <input checked="" 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> )    _____ 12 Month Position    _____ Hours Fixed _____ Temporary (Period _____ to _____)		
<b>Benefits after one year's employment:</b> _____ SEP Retirement Plan _____ Vacation	<b>Benefits:</b> _____ Medical Insurance _____ Personal Leave _____ 403B Retirement Plan	<b>Desired Hire Date:</b> _____
Rate of Pay: \$ <u>14.55</u> (Circle) (Hour / Pay Period / Month)    Grade: <u>21</u> Step <u>5</u>		
<b>Special Needs:</b> _____ _____ _____		

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.)

[Signature] Coordinator   
 email approval 1-8-19 Program Director (verbal confirmation)   
 [Signature] 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                 |