

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>	<p>Date of Request: <u>4.9.2019</u> Action Requested by: <u>Kami Christensen</u></p> <p>POSITION REQUESTED: <u>PHS/EHS Maintenance</u></p> <p>Check Program: <input checked="" type="checkbox"/> Early Head Start <input checked="" type="checkbox"/> Preschool Head Start</p> <p>Focus Area: <u>Health & Safety</u> Center Location: <u>PHS North</u></p>
<p>Status:</p> <p><input checked="" type="checkbox"/> Regular (No. Hrs. Day <u>7</u>) <input type="checkbox"/> 9 1/2 Month Position <input type="checkbox"/> Hours Variable</p> <p><input type="checkbox"/> Part Time (No. Hrs. Week <u> </u>) <input checked="" type="checkbox"/> 12 Month Position <input checked="" type="checkbox"/> Hours Fixed</p> <p><input type="checkbox"/> Temporary (Period <u> </u> to <u> </u>)</p>	
<p>Benefits after one year's employment:</p> <p><input checked="" type="checkbox"/> SEP Retirement Plan</p> <p><input checked="" type="checkbox"/> 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: <u>4.29.2019</u></p>	
<p>Rate of Pay: \$ <u>11.05</u> (Circle) <u>Hour</u> / Pay Period / Month Grade: <u>4</u> Step <u>B</u></p>	
<p>Special Needs: <u>Knowledge of routine maintenance, flexible work hours, available as needed.</u></p>	

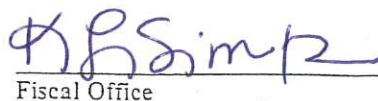
OPENING DATE: 4.19.2019
(Allow 2 days after completion for opening date.)

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.)


 Coordinator

Program Director (verbal confirmation)


 Fiscal Office

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