

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>8-21-19</u> Action Requested by: <u>Steph. Parker</u> POSITION REQUESTED: <u>ERSEA EHS Specialist</u> Check Program: <input checked="" type="checkbox"/> Early Head Start <input type="checkbox"/> Preschool Head Start Focus Area: _____ Center Location: _____	
Status: <input checked="" type="checkbox"/> Regular (No. Hrs. Day <u>8</u>) <input type="checkbox"/> 9 ½ Month Position <input type="checkbox"/> Hours Variable <input type="checkbox"/> Part Time (No. Hrs. Week _____) <input checked="" type="checkbox"/> 12 Month Position <input checked="" type="checkbox"/> Hours Fixed <input type="checkbox"/> Temporary (Period _____ to _____)		
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>9-6-19</u>
Rate of Pay: \$ <u>13.52</u> (Circle) <input checked="" type="radio"/> Hour Pay Period / Month		Grade: <u>20</u> Step <u>5</u>
Special Needs: _____ _____ _____		

OPENING DATE: ASAP (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.)

Stephanie Parker Coordinator
[Signature] Program Director (verbal confirmation)
[Signature] Fiscal Office

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