

## 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>9/17/19</u> Action Requested by: <u>Steph Wood</u> POSITION REQUESTED: <u>Teacher Assistant</u> Check Program: _____ Early Head Start <input checked="" type="checkbox"/> Preschool Head Start Focus Area: <u>center-based</u> Center Location: <u>Malad</u>	
Status: _____ Regular (No. Hrs. Day _____) <input checked="" type="checkbox"/> 9 ½ Month Position _____ Hours Variable <input checked="" type="checkbox"/> Part Time (No. Hrs. Week <u>16</u> ) _____ 12 Month Position <input checked="" type="checkbox"/> Hours Fixed _____ Temporary (Period _____ to _____)		
Benefits after one year's employment: _____ SEP Retirement Plan _____ Vacation	Benefits: _____ Medical Insurance <input checked="" type="checkbox"/> Personal Leave _____ 403B Retirement Plan	Desired Hire Date: _____
Rate of Pay: \$ <u>10.55</u> (Circle) <u>Hour</u> / Pay Period / Month		Grade: <u>3</u> Step <u>7</u>
Special Needs: _____ _____		

OPENING DATE: 9/17/19 (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

\_\_\_\_\_  
 Program Director (verbal confirmation)

[Signature]  
 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