



## **Application & Hiring Process**

### **What to Expect**

Below you'll find a general outline of the ESS application and hiring process for substitutes (keep in mind that it varies slightly by state). You should expect the process to take a minimum of three weeks due to state-mandated credentialing requirements for working with children.

#### **Phase One: Create an Account & Apply**

Follow the directions on [ESS.jobs](https://ESS.jobs) to access our online application. When applying to ESS, you must apply for a "county position" - but you'll have the opportunity to select specific districts later in the process.

#### **Please have the following information ready:**

- Your personal information such as address, email, phone number, social security number
- Your education history
- Your previous employers with addresses
- Electronic files of any applicable documents such as your resume, transcripts, and certifications (not needed for every position)

It should take about 10 - 20 minutes to complete your application. Don't worry if you can't finish it all in one shot - you can save your progress and revisit your application at a later time.

#### **Phase Two: Onboarding Paperwork & Credentialing**

Once you submit your application, you'll receive an email with a series of links to new-hire forms you must complete (such as a W-4 and direct deposit form) and credentialing documents you must upload.

Please note, certain applicants may need to fill out multiple W-4 forms. Several legal entities fall under the ESS family of companies, and depending on your location, the districts you work in, and the type of services you provide, you may work under more than one ESS entity. We will provide the appropriate forms.

The documents you'll need to upload for credentialing purposes will depend on your state's requirements. They most commonly include fingerprinting, background checks, and a TB test. The acquisition of such documents and any associated fees are the responsibility of the applicant. More information on the requirements for your state can be found on the ESS website under Substitutes - Requirements.

### **Phase Three: Orientation & Training**

Once you've completed key credentialing items, you'll be invited to meet with us to learn about the policies and procedures of working for ESS. You'll also participate in our interactive training class which will make you feel confident and prepared to start your new position. At the training, your photo will be taken for an ESS ID badge.

### **Phase Four: Documentation Audit**

Our applicant processors will verify that all of your paperwork is collected, accurate, and current so that you're clear to start working in our partner school districts.

### **Phase Five: Get Hired & Start Working**

Your ESS ID badge will be mailed to you and you'll receive a new-hire email containing your login information to our Absence Management system, through which you'll be able to start searching for and accepting substitute jobs right away!