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Steps to Start Substituting with

We are delighted you want to join ESI! Schools can't wait to have your help and we will do our absolute best to get you hired quickly. Most substitutes are cleared to begin working in 1-3 weeks. Why so long? ESI must make sure every person we hire is safe and completely qualified. The biggest delay is usually missing credentials or misplaced emails. **Pro tip: Keep an eye on your email. We'll keep in touch this way.**

Our hiring team will guide you through this process, but here's an outline of what to expect:



Complete Part I of ESI Application Online



Go to esiworkforce.com » Click on the **APPLY NOW** button »

Select the **SubSource Substitute Position**.



Complete Part II of ESI Application



ESI will review Part I of your application. If you meet the minimum qualifications, you will receive an email with the subject line, "Part II of your Application" – without this, your application is incomplete.



Reference Check



Your references are emailed a short form to fill out. Be sure to provide the correct email addresses in Part II of your application so there's no delay.



Submit Required Employment Documents



These can be [uploaded](#) or presented in-person:

- Valid Level One IVP Fingerprint Clearance Card (required for all substitutes – must be Level One IVP) [More info»](#)
- Valid AZ Teacher or Substitute Certificate (required for Certified Substitute positions) [More info»](#)

Federal requirement to present these documents in-person to ESI **OR** over a live video conference, scheduled with ESI:

- [E-Verify/I-9 Acceptable Documents](#)
- Required to verify U.S. employment eligibility
- We'll provide detailed instructions when you get to this step.



Complete Background Check Online



You will receive an email from DISA with the subject line, "Background Authorization Request from Educational Services, LLC (ESI)". We're screening for criminal history, not a credit check. This is independent of the Level One IVP Card. Our concern is the safety of the students we serve.



Complete New Hire Onboarding Forms Online



If you've been approved for hire, you'll receive an email with the subject line, "ACTION REQUIRED: New Hire Forms for ESI".

- Register as a new user.
- Fill out tax withholding, direct deposit, emergency contact info, and other important employment forms.
- The ESI hiring team will review all your forms and documents submitted and if complete, will process your employee activation.



Welcome Aboard!

After you have been activated as an ESI employee, you will receive a **Welcome Email** from ESI with important information on how to begin working as a substitute!

Questions? Contact onboarding@esiworkforce.com or call 480-719-3271 or 844-614-7784.