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# Steps to Start Substituting

with ESI

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.**

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## Complete Part I of ESI Application Online



Go to [educationalservicesinc.com](http://educationalservicesinc.com) » Click on the **Apply Now** button.

2

## Complete Part II of ESI Application



Sent via email with the subject line, "Part II of your Application"  
- without this, your application is incomplete.

3

## Reference Check



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

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## Submit Required Employment Documents



These can be **uploaded** or **presented in-person**:

- Valid IVP Fingerprint Clearance Card (required for all substitutes – must be 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:**

- [E-Verify/I-9 Acceptable Documents](#)
- Required to verify U.S. employment eligibility
- We'll let you know if you can provide these to your district instead.

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## Complete Background Check Online



Sent via email from Crimcheck with the subject line, "Background Authorization Request from Educational Services, Inc.". We're screening for criminal history, not a credit check. This is independent of the IVP Card. Our concern is the safety of the students we serve.

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## 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.



**Welcome Aboard!**

The ESI hiring team will review all your forms and documents, and if complete, you will receive a Welcome Letter from ESI with important information on how to begin working as a substitute!

**Questions?** Contact [onboarding@esiaz.us](mailto:onboarding@esiaz.us) or call 480-719-3271 or 844-614-7784.

