



Dear Greater Clark School Corporation Substitute,

ESS is excited to announce that we've partnered with Greater Clark School Corporation to manage their substitute program. ESS is an experienced managed services organization that is dedicated to providing talented and qualified substitute professionals to PreK-12 school districts.

As you've already been notified, in order to continue as a substitute for Greater Clark School Corporation, you must become an employee of ESS. Together, we will continue to provide exceptional educational services to the children of the Greater Clark School Corporation, helping students learn, grow, and thrive.

We're eager for you to join our team as soon as you successfully complete the application process, submit the required paperwork, and update your credentials – we're here to help every step of the way.

In order to familiarize you with our organization and collect the employment data we need to seamlessly bring you on board, it is mandatory that you attend one of our upcoming orientation sessions:

July 9, 2018: 2:00pm – 4:00pm
Board Conference Room – Administration Bldg.
2112 Utica-Sellersburg Rd
Jeffersonville, IN 47130

July 9, 2018: 4:00pm – 6:00pm
Board Conference Room – Administration Bldg.
2112 Utica-Sellersburg Rd
Jeffersonville, IN 47130

July 10, 2018: 11:00am – 1:00pm
Board Room – Administration Bldg.
2112 Utica-Sellersburg Rd
Jeffersonville, IN 47130

July 10, 2018: 2:00pm – 4:00pm
Board Room – Administration Bldg.
2112 Utica-Sellersburg Rd
Jeffersonville, IN 47130

Before Your Orientation

Prior to attending your orientation session, please create an ESS profile by following the instructions below:

- Go to [ESS.jobs](#)
- Click the blue "District Originals" button above the map
- Click "District Originals"
- Click your School District and then click red "Apply" button
- Click "Start" and follow the prompts to create your profile

What to Bring to Your Orientation

Please bring the following documents with you to your orientation session:

- Proper identification needed to verify your employment eligibility (please see the enclosed I-9 form for a list of acceptable documents)
- Voided check for the direct deposit form

In addition, please complete and bring the following forms (enclosed):

- Signed Offer Letter of Employment, Employee Manual Acknowledgement, 401k Acknowledgement, and Emergency Contact Form
- Employment Eligibility Verification (I-9) Form
- Federal Tax (W-4) Form
- Direct deposit or Focus Card enrollment form
- Release of records form

*****Important information regarding how to obtain your background check report*****

If you are the subject of a background check report prepared by IntelliCorp, or if you wish to access records that IntelliCorp may have on file for you, you are entitled to a free copy of the report(s). To request a copy of your report, you may complete the online request form via this link <https://consumer.intellicorp.net/> or download the 'Copy Request' form and return to IntelliCorp by mail, email, or fax. IntelliCorp will release a copy of the report to you if the report was completed within a two (2) year period from the date of your request. Expected Delivery Time: 3-7 Business Days

Optional Forms

If you have easy access to copies of any of the below documents, it would be helpful to bring them to your orientation. If you do not have them readily available, don't worry – ESS will work with the district in an effort to obtain these items.

- Certificate(s)
- Highest level of education

Please be prepared for your photo to be taken for your ESS Identification Badge.

Moving Forward

Thank you for your cooperation during this transition period. Members of our Human Resources staff will be available at each orientation session to assist with quickly processing your paperwork and answering any questions you may have.

We are excited about this new partnership and our shared future. We look forward to meeting you soon!

Best Regards,

Buddy Helton
Chief Executive Officer