



Frequently Asked Questions

Applicant Tracking

Q. When will you be hiring for the school year?

A. At ESS, we hire year-round!

Q. How long will it take to get hired?

A. The time it will take to process your application and get hired depends on a number of factors, starting with your state. Every state has specific credentialing requirements for working with children, and some take longer than others to obtain. Other factors that affect application processing time include whether you already have any of the required credentials, the efficiency in which you obtain and submit the required documentation, and the turnaround time of any associated agencies. You should expect the process to take at least three weeks.

Q. Do you accept paper applications?

A. No. ESS only accepts online applications through the Applicant Tracking system for all open positions.

Q. I have documents that are not electronic files. How do I submit them with my online application?

A. All documents must be scanned and uploaded to your Applicant Tracking application.

Q. I received an error when trying to upload documents into my online application. What should I do?

A. Check that your documents are saved as one of the following accepted file types before uploading: .doc, .docx, .rtf, .pdf, .bmp, .gif, .jpg, .png, or .tif.

Q. I'm trying to upload a document to Applicant Tracking, but the file size is too big. What should I do?

A. If your document contains multiple pages (such as a three-page college transcript), upload each page as a separate attachment. Decreasing the resolution of the document scanner and scanning files in black and white will also decrease file size.

Q. I'm having difficulty uploading materials to my application. May I mail them to you?

A. No. All application materials (resumes, transcripts, certifications, etc.) must be submitted with your online application to be processed correctly. If you don't have your supporting materials in an electronic format, a local business services company such as FedEx Office or Staples can help you scan your "hard copy" materials and create PDFs for you.

Q. How do I know whether ESS has received my online application?

A. Once you've completed the steps to create and submit your online application, you'll receive a confirmation email.

Q. Are all applicants interviewed?

A. No. Hiring managers review applications and interview those who best match the requirements of the position.

Q. Once my application is completed and submitted, am I able to make changes?

A. Yes. Simply log in with the email address and password you provided when initially completing your application, and you'll be able to update your information, make corrections, and upload additional documents. You must click the "Finish and Save Changes" button at the bottom of the page to submit your changes.

Q. If I see another position I wish to apply for, should I complete a separate application?

A. No. Please complete only one application. Once hired, you'll be able to work in additional ESS positions for which you're qualified.

Q. Would contacting ESS directly help to expedite my application?

A. No. By submitting a completed application with all supporting documents, you've done all you need to put yourself in the best possible position to be considered for available positions.

Q. I forgot my password for my ESS application. What should I do?

A. To reset your password, click the "Forgot Password" link and enter your email address.

Q. I've previously completed an application for another school district that uses Applicant Tracking. Do I have to start over?

A. No. If you've applied to any other school district that uses the Applicant Tracking system, you can import your data to your ESS application. After you create your applicant profile, you'll see an option that says "Import."

Q. How do I know which application to complete, New Applicants or District Original Substitutes?

A. Complete "New Applicants" if you've never applied to work with ESS before, and if you're **not** an employee of a school district that is currently transitioning to an ESS program.

Complete "District Original Substitutes" if you're a current employee of a school district that is transitioning to an ESS program. **Please note:** If you select this option and are not an actual District Original Substitute, you will not be contacted for employment.



Federal I-9, Section 1 Tips

You Must Provide the Following:

- Full legal name.
- Do not use nicknames. For example, if your full legal name is Thomas Smith but you use the nickname Tommy Smith, enter Thomas Smith not Tommy Smith.
- If you have two last names (family names), include both.
- If you have two first names (given names), include both.
- If you hyphenate your first or last names, include the hyphen (-) between the names.
- Include your **middle initial**, if applicable. If not, write N/A.
- Other names used, if applicable (e.g., maiden name). If not, write N/A.
- Current address, including street name and number (**P.O. Box is Not Acceptable**), city, state and ZIP code.
- Date of birth (MM/DD/YYYY).
- Check mark next to the appropriate box to indicate whether you are a U.S. citizen or national, lawful permanent resident of the United States, or an alien authorized to work in the United States.
- Alien Registration/USCIS or Form I-94 Admission number and the date employment authorization expires (if applicable).
- Signature and Date (MM/DD/YYYY).

Additionally, You May Provide Your:

- Social Security number for E-Verify
- E-mail Address
- Telephone Number

Important Reminders

- Any missing or wrong information will result in having to redo a new I-9 Form
- Make sure you did not sign or date the translator/preparer section
- Make sure you sign and date Section 1 in the proper spot
- Your name in Section 1 must match the name on the documents provided for Section 2
- Make sure your name is written the same way on all of your documents
- The information on the form must be clear and legible
- Highlighting marks, hole punches and staples must not interfere with an authorized official's ability to read the information on the form



W-4 Tips

ESS is not able to tell you how to complete your W-4. Please seek advice from your tax advisor, or by visiting the [IRS website](#).

You Have Two Choices for Your W-4

1. You can choose to **have taxes taken out**. The amount of taxes taken out is decided by the total number of allowances you claim on line five. By placing a “0” on line 5, you are indicating that you want the highest taxable amount taken out of your pay each pay period. If you wish to claim 1 for yourself instead, then less tax is taken out of your pay each pay period.
2. You can choose to have **no taxes taken out** of your tax and claim **Exempt**.