



NEW HIRE INFORMATION

Welcome! We are very pleased that you are joining us. This email contains important information and provides you with all of the requirements that are necessary to complete your onboarding as a new employee. **Please read it carefully.**

Failure to follow the directions below will:

- Delay my orientation date.
- Delay my start date.
- Delay my compensation.

1. SUBMIT AN ESC-COG APPLICATION: [Click Here](#)

- **Immediately** complete your ESCCO/COG application.
- **Once completed** please email: HumanResources@Escoco.org.

PLEASE NOTE: A General Application with the ESC must be submitted even if a district application has already been completed.

2. OBTAIN VALID BCI and FBI BACKGROUND CHECK RESULTS: [Click Here](#)

- Results can take up to 30 days to come back.
- Please complete required background checks 30 days prior to orientation.
- Hard copy results that are within 365 days before the scheduled start date will be accepted.

PLEASE NOTE: Jobs cannot be started without valid results.

3. APPLY FOR APPROPRIATE LICENSURE: [Click Here](#)

- If you work directly with children you **must** apply.
- ESC of Central Ohio's IRN#: **046938**
 - This IRN# **must** be used on your application at the Ohio Department of Education.

4. COMPLETE NEW HIRE eForm

- Upon HR notification that the online application has been completed, the new hire eForm will be sent via email .
- The eForm **must** be completed prior to attending orientation.

5. ATTEND A **MANDATORY** NEW HIRE ORIENTATION: [Click Here](#)

ORIENTATION TIPS:

- Plan on 2 hours for orientation.
- No children.
- When attending orientation, come prepared with ID to satisfy the I-9 requirements: [Click here](#)

Prior to attending orientation the above job requirements must be completed.