



## Emergency Certified Substitute Teacher Application Process



1. Go to the website: [educationservicesinc.com](http://educationalservicesinc.com) and select the following options:
  - Click "Apply Now"
  - Get Started
  - Continue
  - Select "SubSource Substitute Position"
  - Fill out application and ensure to check "Yuma Elementary School District" in the last step.
  - Submit Application
2. Once your application is submitted, you will receive an email from Yuma School District One to do an online interview, which consists of 6 questions. You will get the link to the online interview. This is not a live interview, so you can record your answers as many times as you want. The email will contain more information.

**The following is a checklist you may use to track your progress through the hiring process with ESI. These next steps are listed in no particular order. You may work on these items in any order or simultaneously:**

- Emergency Substitute Certificate
  - To obtain this you will need the following:
    - Application
    - AA degree, high school diploma, GED, or official HS transcripts with diploma date posted or official university/college transcripts with posted HS graduation date
    - IVP fingerprint card (Copy)
    - Money order, cashier's check or personal check for \$60 made payable to ADE
- IVP Fingerprint Card (Ask for procedure sheet)
- Complete onboarding with ESI
- Complete a background authorization with ESI
- I9 documents
- Copy of MMR proof (immunizations)

**When all steps are complete and you are hired through ESI, our tech department will work to set up a district email for you. Once you have a district email set up, you will be required to take a SafeSchools online training (You will receive an email with the link). Yuma School District One will also contact you to set up a time and date to obtain your photo ID badge.**

### Contact Information

#### **Educational Services Inc. (ESI)**

**Main:** (480) 719-3271  
**Toll Free:** (844) 614-7784  
**Fax:** (480) 535-9118

#### **Yuma School District One**

**Julissa Hernandez**, HR Admin Secretary  
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