Easy Steps to Joining es the RetireRehire Program with ESI

Before you begin, make sure you have your current employer's approval and an official retirement date set with ASRS. To participate in the RetireRehire program, you will become an ESI employee.

Follow the steps below to join ESI:



Apply for RetireRehire program

- · Go to educationalservicesinc.com/apply-esi
- · Use a personal email that you check frequently
- · Complete screening questions

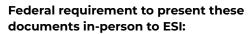




Submit required employment documents

These can be uploaded or presented in-person:

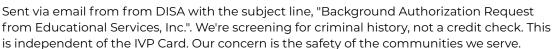
- Valid IVP Fingerprint Clearance Card (required E-Verify/I-9 Acceptable Documents for all school-based positions) More info»
- Position-specific credentials



- Required to verify U.S. employment eligibility
- We'll let you know if you can provide these to your employer instead.











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".



· Fill out tax withholding, direct deposit, emergency contact info, and other important employment forms.









Sign offer letter via electronic signature





Get to work on your contracted start date!

