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Easy Steps to Joining



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:

1

Apply for RetireRehire program

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



2

Submit required employment documents

These can be uploaded or presented in-person:

- Valid IVP Fingerprint Clearance Card (required for all school-based positions) [More info»](#)
- Position-specific credentials

Federal requirement to present these documents in-person to ESI:

- [E-Verify/I-9 Acceptable Documents](#)
- Required to verify U.S. employment eligibility
- We'll let you know if you can provide these to your employer instead.



3

Complete background check online

Sent via email from from DISA with the subject line, "Background Authorization Request from Educational Services, Inc.". We're screening for criminal history, not a credit check. This is independent of the IVP Card. Our concern is the safety of the communities we serve.



4

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".

- **Register as a new user.**
- **Fill out tax withholding, direct deposit, emergency contact info, and other important employment forms.**



5

Receive e-mail confirmation once you have completed the hiring process



6

Sign offer letter via electronic signature



7

Get to work on your contracted start date!



Questions? Contact contracts@esiaz.us or call 480-719-3271.