



## Michigan Application Process

1. Go to [www.willsub.com](http://www.willsub.com)
2. Click on the **Green Start** button.
3. Create your application- must have valid email and STRONG password.
4. Check your email address for a “Start Application” email from [no\\_reply@willsub.com](mailto:no_reply@willsub.com)
  - Open email and click **START APPLICATION link**

**Please note- verification email is only good until MIDNIGHT the day it is requested.**

5. Enter created password.
6. Input requested information and select the school district and position applying for.
7. Once inside application you will need to complete each of the following sections.
  - **Personal Information** – Input name, address and phone number. Make sure to include any other last names including maiden names or prior married names.
  - **Legal Information** – If you answer “yes” to any of the conviction questions, you **MUST** provide an official court document AND a hand signed and dated statement detailing the circumstances surrounding the incident you disclose. If you answer “yes” to the MPERS question, please contact ORS for guidance before proceeding with the application. You must verify that you can work for a third party contractor such as ESS.
  - **Background Check** – The background check must be scheduled at [www.identogo.com](http://www.identogo.com) using the forms that are obtained by contacting Robyn Kuehne at BAISD. Her email address is [kuehner@baisd.net](mailto:kuehner@baisd.net) or you can call her at 989-667-3225. If you have recently completed a background check for a MI school district, you can have the district send it to Robyn. She may then also have other forms for you to complete as well. The fee should be around **\$65-\$70** for the background check.
  - **References** – We require 3 references. You can input reference information so that the system can email them, you can upload reference letters, or a combination of those 2 options. You will need to make sure that you provide valid email addresses for your references. Letters will need to be dated within the last 12 months and hand signed.
  - **Employment History** – Please list your most recent employers.

- **Education** – Input high school information. If you attended college, you can also input your college information and upload supporting documents. OFFICIAL TRANSCRIPTS must be used as proof of college if you are applying as a sub teacher. For our purposes, transcripts must have the official designation and the Registrar’s signature and seal. They do not need to be in a sealed envelope for us to accept. You must upload a copy of the official transcript to your application OR you can email an official copy yourself or via Parchment to HRMidwest@ess.com.
- **Substitute Permit** – If you are applying for a sub teacher position and do not have a valid MI teaching certificate you will need to pay for a \$45 sub teaching permit. We will apply for that once part one of the application has been completed. You will get an email from MOECS to pay the permit fee online.
- **Video Training** – You will need to watch any required training videos. Video completion takes approximately two hours and 15 minutes. If you have previously watched the videos you can provide a training certificate to us at HRMidwest@ess.com, and we can credit any videos that are the same.
- After you have completed every section you will then need to **submit** your application for processing. Once we have approved each section of the application you will be offered employment and your hiring documents will be available for you to fill out.
- **Hiring Documents (Part 2)** – In this section you will be able to complete your tax forms and input your direct deposit information. For the I9 section you will fill out the form online. You will then be required to provide valid forms of identification. A list of acceptable documents is provided. You will also be able to provide your emergency contact information. There will be some forms that you will need to review and acknowledge. Each section of your hiring documents will need to be completed before we will be able to process them.

**If you need any assistance, please contact our Employee Engagement department at 989-667-3216 or toll free at 877-855-7564 between the hours of 8:00 am and 5:00 pm Monday through Friday. You may also email us at HRMidwest@ess.com.**