



MIDDLETOWN TOWNSHIP PUBLIC SCHOOLS

Office of Human Resources

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www.middletownk12.org

William O. George III, Ed.D.
Superintendent of Schools

Kimberly Pickus
Assistant Superintendent

July 1, 2019

Dear Substitute,

We are pleased to announce that Middletown Township Public Schools has approved ESS to manage our substitute program. The seasoned educational staffing firm has nearly two decades of experience providing trained and qualified substitute personnel to school districts and we are excited to work with them.

What does this partnership mean for our current substitutes?

We cannot thank our dedicated substitutes enough for stepping in at a moment's notice to ensure our students experience continuity in academic and support services. The new partnership with ESS will further enhance the district's ability to meet staff absence needs in order to provide consistent implementation of our curriculum and IEP/504 services.

Effective July 1, 2019, ESS officially began managing our substitute program. It is our sincere hope that you will continue to substitute for our district – but to do so, you will need to become an employee of ESS. At our request, ESS will contact you within the next few days to offer you a position with their organization. They will provide you with details for upcoming orientation meetings where you'll have the opportunity to meet with their staff, ask questions, and complete the transition. It is our understanding that the transfer is a quick and simple process, which the district will be coordinating with ESS. You are under no obligation to join ESS, however, you won't be able to continue as a substitute in our district until you do so.

Our current substitutes will be staffed by ESS as **priority substitutes** for our district. In addition, ESS provides a plethora of added benefits such as the ability to work a 5-day work week, accrual of paid sick time, bonus and incentive opportunities, health benefits and 401(k) options. All substitutes assigned to vacancies in Middletown Township by ESS will continue to be paid at our current daily and hourly substitute rates.

Again, we truly appreciate your commitment to the children of our community and hope you will continue your valuable service. We will be working very closely with ESS to ensure a smooth transition for everyone involved.

Best Regards,

The Office of Human Resources



Good Afternoon,

ESS is excited to announce that we have partnered with Middletown Township Public Schools to manage their substitute program. ESS is an experienced managed services organization that provides talented and qualified substitute professionals to PreK-12 school districts.

To continue as a substitute for Middletown Township Public Schools, you must become an employee of ESS. Together, we will continue to provide exceptional educational services to the students of Middletown Township Public Schools, helping them learn, grow, and thrive.

We are eager for you to join our team. The first steps are to successfully complete the application process, submit the required paperwork, and update your credentials – we are here to help every step of the way.

In order to familiarize you with our organization and collect the employment data we need to seamlessly bring you on board, it is mandatory that you attend one of the upcoming orientation sessions:

Location:

**High School South
Auditorium
900 Nut Swamp Road
Middletown, NJ 07748**

July 16th

Session 1: 10:00 AM
Session 2: 1:00 PM

July 18th

Session 1: 10:00 AM
Session 2: 1:00 PM

July 23rd

Session 1: 1:00 PM
Session 2: 4:00 PM

July 25th

Session 1: 10:00 AM
Session 2: 1:00 PM

Before Your Orientation

Prior to attending your orientation session, please create an ESS profile by following the instructions below:

- Go to [ESS.jobs](#)
- Type Middletown Township Public Schools and then click "Apply now" button
- Select your position and click "Apply"
- Enter your email address and click "Apply"
- Click "Start" and follow the prompts to create your profile
- Once your application is completed, you will be sent electronic paperwork within 48 hours to complete
 - Most of the forms can be completed through your profile

What to Bring to Your Orientation

Please bring the following documents with you to your orientation session:

- **Proper identification needed to verify your employment eligibility (please see the electronic I-9 form for a list of acceptable documents)**

Please be prepared for your photo to be taken for your ESS Identification Badge.

Additional Documents

These forms are required to complete the hiring process. If a District Release form is signed (which will be in your new hire packet)- the district can release the forms below. If these forms are not on file, you will have to provide the copies to ESS.

- NJ DOE Fingerprint Approval Guide is available in your new hire documents- please review and complete in **ESS codes**
- Tuberculosis Test Results
- Highest Level of Education
 - Documentation on your highest level of education such as college transcripts, degree, or diploma
- Certifications, if applicable
 - *Example: Teaching Certificate or Substitute Certificate*

Moving Forward

Thank you for your cooperation during this transition period. Members of our team will be available at each orientation session to assist with quickly processing your paperwork and answering any questions you may have.

If you have any questions, please contact Gary Vosgerichian at GVosgerichian@ESS.com or 856.482.0300 ext. 3232.

We are excited about this new partnership and our shared future. We look forward to meeting you soon!

Best Regards,

Brian Engle

Regional Manager