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 16**th  
  Session 1: 10:00 AM  
  Session 2: 1:00 PM

- **July 18**th  
  Session 1: 10:00 AM  
  Session 2: 1:00 PM

- **July 23**nd  
  Session 1: 1:00 PM  
  Session 2: 4:00 PM

- **July 25**th  
  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