



Dear Lexington School District Two Substitute,

ESS is excited to announce that we've partnered with Lexington School District Two to manage their substitute program. ESS is an experienced managed services organization that is dedicated to providing talented and qualified substitute professionals to PreK-12 school districts.

As you've already been notified, in order to continue as a substitute for Lexington School District Two, you must become an employee of ESS. Together, we will continue to provide exceptional educational services to the children of Lex Two, helping students learn, grow, and thrive.

We're eager for you to join our team as soon as you successfully complete the application process, submit the required paperwork, and update your credentials – we're 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 our upcoming orientation sessions:

**Thursday, December 13<sup>th</sup> 4:00pm – 6:00pm**

**District Office**

**715 Ninth St.**

**West Columbia, SC 29169**

**Monday, December 17<sup>th</sup> 12:30pm-2:30pm**

**District Office**

**715 Ninth St.**

**West Columbia, SC 29169**

**Monday, December 17<sup>th</sup> 4:00pm-6:00pm**

**District Office**

**715 Ninth St.**

**West Columbia, SC 29169**

### **Before Your Orientation**

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

- Go to [ESS.jobs](https://www.ess.jobs)
- Click the blue "District Originals" button above the map

- Click "District Originals"
- Click Lexington School District Two and then click red "Apply" button
- Click "Start" and follow the prompts to create 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 enclosed I-9 form for a list of acceptable documents)
- Voided check for the direct deposit form

In addition, please complete and bring the following forms (enclosed):

- Signed Offer Letter of Employment, Employee Manual Acknowledgement, 401k Acknowledgement, and Emergency Contact Form
- Employment Eligibility Verification (I-9) Form
- Federal Tax (W-4) Form
- Direct deposit or Focus Card enrollment form
- Release of records form

### **Optional Forms**

If you have easy access to copies of any of the below documents, it would be helpful to bring them to your orientation. If you do not have them readily available, don't worry – ESS will work with the district in an effort to obtain these items.

- Certificate(s)
- Highest level of education
- TB Test Results
- Background Check

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

### **Moving Forward**

Thank you for your cooperation during this transition period. Members of our Human Resources staff 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 Jessica Church at [JChurch@ESS.com](mailto:JChurch@ESS.com) or 803-216-4528 or Tashma Spencer at [TSpencer@ESS.com](mailto:TSpencer@ESS.com) or 803-849-0062.

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

Best Regards,  
*Buddy Helton*  
Chief Executive Officer