

# Required Documents

Below is a list of documents that are required for your employment with ESI.



## Employment Eligibility Verification (E-Verify) Documents

- ➔ E-Verify documents must be presented **in person** to ESI personnel or **in person** to authorized district personnel (district permitting). They will not be accepted via email, upload or text.
- ➔ See list of federally accepted E-Verify documents on the next page.

The following documents may be submitted by scanning or taking a smartphone photo and:

- **Uploading legible copies via our secure website at <https://educationalservicesinc.com/document-upload>**
- **Emailing them to [documents@esiaz.us](mailto:documents@esiaz.us)**
- **Texting them to 480-719-3271**

If you are transitioning to ESI from a school district, you may be able to obtain a copy of the following documents from the district. As the employee, it is your responsibility to provide them to ESI.



## IVP Fingerprint Clearance Card (all positions)

- ➔ All employees must provide ESI with a current IVP Fingerprint Clearance Card or an IVP Fingerprint Clearance Card application confirmation before working.
- ➔ ESI employees applying for a Fingerprint Clearance Card for the first time are required to apply for the [IVP Fingerprint Clearance Card](#) (Level 1 is not an acceptable card).
- ➔ Please review [ESI's Policy for Fingerprinting](#). If you do not have an IVP Fingerprint Clearance Card, please contact ESI to request a guide with instructions for an electronic application or to be sent a paper application packet in the mail.



## Certification

- ➔ All employees working in a Certified position must provide ESI with a current Teaching / Substitute / Administrative Certificate before working.
- ➔ To obtain a copy of your certificate or apply for a certificate or renewal, contact the Arizona Department of Education at [www.azed.gov](http://www.azed.gov) or by calling 602-542-4367.



## MMR Immunization Record

- ➔ If you were born on/after January 1, 1957, please provide your MMR Immunization Record.
- ➔ Employees born before January 1, 1957 are considered naturally immune and are not required to provide proof of MMR Immunization.
- ➔ You may elect not to provide your MMR immunization record due to your beliefs, religious preferences, or any other undisclosed reason. However, in the event of an outbreak, you will be sent home and/or not permitted to work until the quarantine is lifted or until you provide proof of immunity. During this time, you will not receive compensation for missed work.



# E-Verify Required Documents

Your employment eligibility required documents (for I-9/E-Verify) **must be presented in person** to ESI or authorized district personnel, district permitting. You may call ESI at 480-719-3271 to confirm where to present your documents.

You must provide one document from List A, or a combination of one selection from List B and one selection from List C. These are the only documents acceptable for completing form I-9, which is used for the government's E-verify process.

## Lists of Acceptable Documents

All documents must have a valid expiration date.

### List A

#### Documents that Establish Both Identity and Employment Authorization

1. U.S. Passport or U.S. Passport Card
2. Permanent Resident Card or Alien
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine readable immigrant visa
4. Employment Authorization Document that contains a photograph (Form I-766)
5. For a non-immigrant alien authorized to work for a specific employer because of his or her status:
  - a. Foreign passport; and
  - b. Form I-94 or Form I-94A that has the following:
    - I. The same name as the passport; and
    - II. An endorsement of the alien's non-immigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating non-immigrant admission under the Compact of Free Association Between the United States and the FSM or RMI

### List B

#### Documents that Establish Identity (must contain photograph)

1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address
  2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address
  3. School ID card with a photograph
  4. Voter's registration card
  5. U.S. Military card or draft record
  6. Military dependent's ID card
  7. U.S. Coast Guard Merchant Mariner Card
  8. Native American tribal document
  9. Driver's license issued by a Canadian government authority
- For persons under age 18 who are unable to present a document listed above:**
10. School record or report card
  11. Clinic, doctor, or hospital record
  12. Day-care or nursery school record

### List C

#### Documents that Establish Employment Authorization

1. A Social Security Account Number card, unless the card includes one of the following restrictions:
  - a. NOT VALID FOR EMPLOYMENT
  - b. VALID FOR WORK ONLY WITH INS AUTHORIZATION
  - c. VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)
3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
4. Native American tribal document
5. U.S. Citizen ID Card (Form I-197)
6. Identification Card for Use of Resident Citizen in the United States (Form I-179)
7. Employment authorization document issued by the Department of Homeland Security

OR

AND



# Additional Required Documents Based on Position



## Head Varsity Coaches\*

- ➔ Arizona Teaching Certificate or Arizona Coaching Certificate
- ➔ Concussion in Sports Training (proof)
- ➔ AACCA Safety Certificate (proof) - Spirit Line Coaches only
- ➔ NFHS Spirit Rules (proof) - Spirit Line Coaches only
- or**
- ➔ NFHS Fundamentals of Coaching Training (proof)
- ➔ Current First Aid & CPR Card
- ➔ Concussion in Sports Training (proof)
- ➔ Sport specific course or teaching sport skills (proof)
- ➔ AACCA Safety Certificate (proof) - Spirit Line Coaches only
- ➔ NFHS Spirit Rules (proof) - Spirit Line Coaches only



## Junior Varsity/Freshman & Assistant Coaches\*

- ➔ Fundamentals of Coaching Training (proof) **or** Teaching Certificate
- ➔ Concussion in Sports Training (proof)
- ➔ AACCA Safety Certificate (proof) - Spirit Line Coaches only
- ➔ NFHS Spirit Rules (proof) - Spirit Line Coaches only



## School Nurses

- ➔ Current Registered Nursing (RN) License

\* You will be notified if your district requires further certification in addition to what ESI requires.

