

## EDUSTAFF APPLICATION PROCEDURES

1. Log on to <http://www.edustaff.org> and click on “Start Application”.
  - Be sure to select your appropriate position.
    - If position is not listed, please contact the school or Human Resources.
  - Continue the application



2. Complete all the state required GCN Training modules.
3. On the last step, please print out your completed application. Once you have printed your application, please view the final “EDUStaff Non-Classroom Based Applicant Meeting.” This module walks through your application with you page by page to show you where to sign and date.
4. Make your fingerprint appointment as soon as possible. Directions and forms can be found on the EDUStaff website.

### **5. Substitute Teachers:**

Register to attend a substitute teacher meeting. You will need to bring your two forms of acceptable ID which you indicated on your EDUStaff application (Driver’s License, Social Security Card, Birth Certificate, Passport). Print your entire EDUStaff packet and bring to the meeting. The meeting lasts approximately 2 hours. Be sure to upload your transcripts to your EDUStaff account.

### **6. Lunchroom Supervisors, Cashiers, Sub Paraprofessionals, other:**

Submit your signed EDUStaff application along with two forms of acceptable ID (Driver’s License, Social Security Card, Birth Certificate, Passport) to the Utica Community Schools Administration Office, to be forwarded to EDUStaff for approval. Contact Human Resources at 586-797-1130 to set up an appointment to bring in your paperwork.

The address for the Utica Community School’s Administrative Service Center is as follows:

Utica Community Schools  
Administrative Service Center  
11303 Greendale  
Sterling Heights, MI 48312

**Please follow instructions regarding the Livescan fingerprinting process. You will need to carry out the process after you have submitted your application. Be sure to send a copy of your completed Livescan Fingerprint Request form to EDUStaff once you have completed the process with Apple Screening or Michigan State Police Department.**

7. Please contact Calvin Freeman, at EDUStaff, at: 877-974-6338 x132, or [cfreeman@edustaff.org](mailto:cfreeman@edustaff.org) regarding any questions.

***Final approval by UCS and EDUStaff must be completed before working. You will receive a confirmation email.***