

New Hires Checklist

# Welcome!

Your start date is approaching quickly. Please review the following checklist as these steps **MUST** be completed **PRIOR** to your start date or you will not be able to begin working for us. To complete each step, please click on the appropriate link.

- Complete** and **submit** a General Application on our website.  
(Please follow the link in Step #1 in your Welcome Email)
- Attend** a New Hire Orientation: [Schedule here](#)
- ALL employees working directly with children must have a permit or license on file with ODE:  
[Apply here](#)
  - Create a SAFE Account
  - Click CORE.ODE
  - Click Apply or Renew
  - ESC of Central Ohio's IRN#: **046938** | LPDC IRN: **014561**
- ALL new hires must have a valid FBI & BCI Background Check on file.  
(The results may take up to 30 days. Complete this step as soon as possible.)
  - FBI/BCI background checks completed within the last 12 months of the start date and printed on Mike DeWine letterhead will be accepted.
  - Upload these results to the COG or ESC New Hire eForm.  
(You will not receive the COG or ESC New Hire eForm until you have completed Step #1 of your Welcome Email)

FBI/BCI Background checks can be completed at our offices during walk-in hours. Please identify yourself as a new-hire to the receptionist:

ESCCO Central Office  
2080 Citygate Dr.  
Columbus, OH 43219

ESCCO Northern Office  
7840 Graphics Way  
Lewis Center, OH 43035

Monday: 8:30 a.m. – 11:30 a.m.  
Wednesday: 2 p.m. – 4 p.m.  
Thursday: 8:30 a.m. – 11:30 a.m.

Tuesday: 8 a.m.-10 a.m. & 2 p.m.-3:30 p.m.  
Wednesday: 8 a.m.-10 a.m. & 2p-3:30 p.m.  
Thursday: 8 a.m.-10 a.m.

If your FBI/BCI was completed at one of these ESC offices your background check results will be mailed or emailed to you. Once received, please scan and upload to your Application Attachment page of the New Hire Forms.