

eForm Assistance

Prior to receiving the eForm, new employees must notify Human Resources when they have completed their application by email at HumanResources@escco.org. This notification will initiate the process providing employees access to the eForm for completion. The employee will receive an email with instructions to begin.

The eForm requests new employee information regarding federal, state and local employment requirements such as tax deductions and retirement systems.

The following documents are needed to complete the eForm:

- College transcripts, if applicable
- [Ohio Department of Education](#) license(s) or permit, if applicable
- Information for federal, state and local tax withholding
- Voided check with routing numbers for direct deposit
- BCI and FBI [background checks](#)
- Copy of driver's license
- Copy of social security card
- Copies of other documents needed to satisfy [Form I-9](#) requirements, such as a passport in lieu of a driver's license

New employees may upload required documents as attachments to the eForm.

PLEASE NOTE: New employees are not to submit their eForm until it is complete and all required attachments have been uploaded. Once the eForm has been submitted, employees will no longer have access to add any additional information or attachments.

Questions? Please contact HumanResources@escco.org.

