How to Apply for STAFFEZ – Benton County Schools

Log into http://staffez.org and select “Apply Now-Employee Login”. Once the page opens, click on Apply Now.

Complete the following 10 tabs:

- Add Position
- Review Positions
- Account Registration

  - After you complete this tab, you will be asked to confirm your email address by clicking a link in an automated email that will be sent to you by STAFFEZ (if it does not confirm right away, all emails are confirmed every 5 minutes).

- Agreements
- Personal Information
- Work History
- Education
- Other Qualifications
- Background
- Electronically Print & Sign (E-sign) You do not have to print the I-9 form. We will have them at the meeting.

When your application is complete, you can log into your Homeroom Dashboard at https://my.staffez.org/ as a returning user. Please use the same login information you used to create the application. To to view the requirements for the position(s) you have selected, login, select the Opportunity Center, and then select My Requirements. You can select each individual requirement directly from the Homeroom site and complete them. A few requirements (File Verification, Highest Degree Document, & Background) are completed by internal STAFFEZ staff when the required documents are received and/or approved.

Below is a list of requirements that will need to be completed to become a STAFFEZ employee. Some modules are dependent upon the position selected:

- GCN Modules:
  - GCN: STAFFEZ Employee Training Section 1
  - GCN: STAFFEZ Employee Training Section 2
  - GCN: STAFFEZ Employee Training Section 3
  - GCN: STAFFEZ Employee Training Section 4
  - GCN: Allergy Management/Food Allergies
  - GCN: Bloodborne Pathogens
  - GCN: Bullying
  - GCN: Child Abuse
  - GCN: FERPA
  - GCN: Food Safety (food service only)
Please complete the above minimum requirements and click on the Enrollment Meeting icon to schedule a meeting. Choose a 30-minute time frame in which you will meet with a STAFFEZ representative at the meeting locations offered. At that time, the representative will scan copies of your identification and have you physically sign the I9 form. This form is required to have a physical signature, even though you have completed it online. The representative can also scan a copy of your transcripts or your Teaching Certificate if you bring them to the meeting with you.

For the enrollment meeting you will need to bring the following items:

- Required forms of identification. The most popular forms of ID are:
  - Driver License and Social Security or
  - Driver License and Birth Certificate or
  - Passport
- Educational documents, such as college transcripts or high school diploma. Once the meeting is completed, your paperwork will be verified by our StaffEZ team. You will be sent an email with any missing information as well as the next steps in the application process.
- If you are a current substitute with Benton County Schools, you will need to complete a new background check before school begins for the 2020-2021 school year. The background check you currently have on file with BCS is active until July 1, 2020.
- If you are a new substitute you will be given the information on how to apply for a background check at the enrollment meeting you have scheduled.