

New Employee Checklist

Due within:	Turn in the following:	Date turned In:
2 days from hire	Certifications (if you have: CNA, First Aid, CPR, Medication tec, etc... please turn in a copy of your certificate)	
2 days from hire	Drivers License and Social Security card (if you don't have these documents call the office to see what other documents you can use instead)	
2 days from hire	Voided check (for direct deposit)	
2 days from hire	Copy of auto insurance on vehicle	
7 days from hire	Finger print cards (schedule with local police department. Finger print cards need to be mailed in. Do not bend.)	
7 days from hire	TB test form (test must be read 48-72 hours after the shot is given)	
14 days from hire	Trainings (complete the 5 online training courses. You can obtain your username & password from office.)	
30 days from hire	Medication Tec. course certificate (for Res/Hab employees only. Must enroll in 8 hour course)	

Above is a checklist of items that you need to turn into the office. In order to maintain employment all documents need to be turned in by the due date. Should you have any questions, please call the office at: 801-642-2665

Documents can be turned in one of the following three ways:

Mail: Senior Care, 359 E. Main Street. Ste 4 American Fork Utah, 84003

Emailed: sue@trustseniorcare.com

Faxed: 801-642-2667

* please note finger print cards must be mailed in. Do not bend the cards.