



Please provide the following to complete the onboarding process or update our records. Please email all copies to j.franke@wellnessathomeconcierge.com

Thank you!

- New Hire Check List:
- Provide Copy of Driver's License
- Provide Copy of Social Security Card
- Provide Email
- Provide Copy of Car Insurance
- Car registration
- Except Criminal Background Check Agreement (Through ADP)
- Acquire Personal Liability Insurance (HPSO) (Personal Care Aide)
- Provide Copy of Liability Insurance
- Complete New Hire Documents (safety/training acknowledgement)
- Handbook Acknowledgment
- CPR CERTIFICATION (Provide Copy of records)

