# EMPLOYEE 101

## STEP ONE – SUBMIT AN APPLICATION

☐ Submit an application to https://pikes-peak-respite-services.prismhr-hire.com/

## STEP TWO – COMPLETE ONBOARDING

☐ Submit all required documentation to Brett Seemann

- Driver's license
- A Second Form of Identification (e.g. passport, etc.)
- I-9
- COVID Vaccine Information
- Flu Vaccine Information (October 1 through March 1)
- CPR/First Aide
- Negative TB Test (must have been completed within the past (1) year)
- HCA Disclosure Notice
- Fingerprint Policy Form
- Social Security Card
- Car Registration
- Car Insurance
- Seven Year Motor Vehicle Record from the DMV
- All other electronic documents needed.
- If you need help onboarding with PPRS please contact brettseemann.pprs@outlook.com

Please Contact PPRS for the Following Onboarding Items:

- Please Create an account on our Staff Portal: www.pikespeakrespiteservices.com
- Background/Fingerprinting Appointment
- Schedule a CPR certification class if needed with Jessica Gervasi