



EMPLOYEE 101

STEP ONE – SUBMIT AN APPLICATION

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

STEP TWO – COMPLETE ONBOARDING VIDA HR

Submit all required documentation to Vida HR

- Driver's license
- A Second Form of Identification (e.g. passport, etc.)
- I-9
- COVID Vaccine Information
- Flu Vaccine Information
- 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 VIDA HR please contact sean@vidahr.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