

Welcome New Staff to Our JBB Healthcare Family!

We are thrilled to extend our warmest welcome as you embark on your exciting new journey as a dedicated professional with JBB Healthcare.

Your expertise and passion for providing exceptional care make you a valuable addition to our team. We are confident that your skills and commitment to excellence will greatly contribute to our mission of delivering high-quality healthcare services to our clients.

Please access PDF Filler link to complete, sign and return the New Staff Forms below:

All Staff Forms Merged [PDF Filler](#)

- ☐ A-4 ☐ ADP ☐ ATC Policy: email to **ATC** Staff ☐ Agreement: **ATC** ☐ Application
- ☐ DCW Test Record Auth. Form - **ATC**
- ☐ Direct Deposit ☐ Direct Service
- ☐ **Driver - Insurance (if applicable)**
- ☐ **Driver - Registration (if applicable)**
- ☐ Driver or Non-Driver Statement
- ☐ **Driver's License - Front and Back**
- ☐ **Fingerprint Card & Application Number - Front & Back** [AZ DPS Fingerprint Clearance Card](#) (Please Send Confirmation)
- ☐ I-9
- ☐ HAH Goals Report - **Update SpokeChoice Daily (HAH Providers Only)**
- ☐ Orientation Staff Member - Signed by Staff & Manager
- ☐ Overtime Policy - **Not Permitted**
- ☐ Spoke Choice - Time Reporting Instructions - Signed
- ☐ **Social Security Card – Front and Back**
- ☐ W-4
- ☐ Criminal History Self - Disclosure Affidavit (**MUST be Notorized**) – This form can be notarized via [Online Notary](#) or [PDF Filler](#) or taken to a third-party DMV for \$5.

The following items are **required within 90 days of employment**, see links below (costs are estimated):

- ☐ Article 9 Certification ☐ DCW Level 1, Part 1 & 2 Certificate - **ATC** ☐ Level 2 Certificate - **ATC** (FP, PP, and Nurses Exempt from L2 Only) - (Online Course) [AP Training](#)
- ☐ First Aid & CPR Certification – (Online) [CPR Care](#)
- ☐ Prevention & Support Certification – Practical Training Solutions (In-Person Course) [Practical Training Solutions](#) (**Not Required Unless Member Has a Behavior Treatment Plan**)

You can return the completed forms via email to info@JBBHealthcare.com or via [PDF Filler](#).

As you settle into your role, we want to ensure that you have all the support and resources you need to thrive in your position. Our team is here to assist you every step of the way, whether it's answering questions, providing training, or offering guidance on best practices. We are excited to have you on the team and look forward to achieving great things together. Please feel free to reach out to our Admin: Wesley 623.521.0682.

Best Regards,

JBB Healthcare LLC
info@jbbhealthcare.com

