ORIENTATION FOR NEW ATTENDANTS

☐ Attendant has been advised of all duties that are expected to be performed.
Describe duties:_____
_____
_____

☐ Attendant has been advised of hours of work and need to be available for back-up.
Describe:_____
_____
_____

☐ Attendant has been advised/trained as to what steps to take in case of an emergency (i.e. fire, medical emergency, etc.)
Describe:_____
_____
_____

☐ Attendant has been advised of payroll schedule, pay rate, and completion of timesheets.

☐ Attendant has agreed to provide a background and Good Cause Waiver (if needed).

☐ Attendant has completed and signed all of the necessary paperwork prior to beginning work:

- ☐ Application
- ☐ OHCDS Contract
- ☐ I-9
- ☐ Copy of State ID and SS Card
- ☐ Federal W-4
- ☐ State W-4
- ☐ Attendant Orientation Form
- ☐ Background check
- ☐ Good Cause Waiver (if needed)

_____ _____
Consumer Signature Date Attendant Signature Date