

# Directions

## for becoming an EOR Respite Care Provider

Please call the EOR office if you have any questions: (707) 644-4491

### FIRST- fill out and return the packet

#### Step #1

##### Read and Complete:

- Respite Care Provider Handbook, then sign and date the pink Employee Handbook Receipt
- The Safety/Exposure Control Program, then complete the blue Exposure Control Test

#### Step #2

##### Complete the following:

- Tan/Ivory EOR Employment Application
- White Federal and State Tax Forms
- White I9 form/Verification of Eligibility to work in the USA
- Pumpkin Employee Personnel Information page

#### Step #3

##### In the envelope provided, enclose the following:

- Pink Employee Handbook Receipt
- Tan/Ivory Employment Application
- White Tax Forms
- Pumpkin Employee Personnel Information page
- Blue Exposure Control Test
- White I9 form/Verification of Eligibility to work in the USA
- Copy of your ID and Social Security Card/Birth Certificate/US Passport/Permanent Residence Card

#### Step #4

**\*\*Postage is \$.75\*\***

##### Mail the envelope to:

Attn: Employer of Record  
Bay Respite Care  
3272 Sonoma Blvd., Suite 4  
Vallejo, Ca 94590

### ALSO- set up CPR/FA

#### Step #1

##### Pick out your CPR/FA class

- Call the office or check online at [www.bayrespitecare.org](http://www.bayrespitecare.org) (click the CPR/FA link)

#### Step #2

##### Schedule your CPR/FA class

- Call the office or email [eor@bayrespitecare.org](mailto:eor@bayrespitecare.org) to sign up for the class
- Vallejo classes are held at: 3272 Sonoma Blvd, suite 4, Vallejo, CA 94590
- Santa Rosa classes are held at: 1425 Corporate Center Pkwy, Santa Rosa, CA 95407

### LAST- attending class and getting hired

#### Step #1

Attend your CPR/FA class- if you NO SHOW to the class, there will be a \$10 charge when you do take the class with us. This \$10 will be taken out of your first paycheck.

- Complete the class
- Sign your hiring agreement
- If you did not mail in a copy of your ID and Social Security Card, you will need to bring them to the class

**\*\*\*You may NOT begin work until you have signed your hiring agreement\*\*\***