



939 Old Ranch House Rd.
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Required OPC onboarding documents checklist

Step 1, Application;

- ☐ 01 OPC Hiring Interview Questionnaire (pages 1-2).pdf
- ☐ 02 OPC Employment Application (pages 1-2).pdf
- ☐ 03 Federal I-9 - Employment Eligibility (page 1).pdf
- ☐ 04 LIC508 Criminal Record Statement (pages 1-2).pdf
- ☐ 05 HCS501 HHS Personnel Record (page 1).pdf
- ☐ 06 LC2810 Notice to Employee (pages 1-2).pdf
- ☐ 07 DOJ 8016 Request for Live Scan (page1).pdf
- ☐ 08 OPC TB Screening Request (page 1).pdf
- ☐ 09 OPC HCA Guidelines (page 1).pdf
- ☐ 10 OPC Company Cell Phone Reimbursement Policy.pdf
- ☐ HCA ID Number:
- ☐ Copy of TB Test (less than 24 months old)
- ☐ Copy of CPR/AED Certificate (less than 24 months old)
- ☐ Copy of US Government issued ID (Driver's License, Passport, Social Security Card)

Please mail or deliver your completed and signed documents along with your HCA Person ID, TB test results and CPR certificate to advance to the next stage of the hiring process:

OptimistPrimeCare C/O Human Resources 939 Old Ranch House Rd. Rocklin, CA 95765-6285

Step 2 Onboarding;

- ☐ 11 SOC341A Elder Abuse (pages 1-4).pdf
- ☐ 12 W-4 Federal Withholding (page 1).pdf
- ☐ 13 DE4 CA EDD Withholding (page 1).pdf
- ☐ 14 Live In Caregiver Employment Agreement (pages 1-2).pdf
- ☐ 15 Intuit Direct Deposit Authorization (page 1).pdf
- ☐ Entry Level training and test
- ☐ Workforce training and app installation
- ☐ Driver's License ☐ Mobile Number
- ☐ Proof of Insurance ☐ Car registration ☐ Driving record

Human Resources:

- ☐ Emergency Contact info ☐ Employee Badge ☐ HCA ID ☐ Employee ID
- ☐ Added to Payroll ☐ Added to Workforce ☐ Hardcopies filed ☐ Scanned to OneDrive

Caregivers, keep for your records: Read me - OPC Hiring Prerequisites.pdf, OPC Payroll Schedule.pdf, OPC Backup Emergency Timecard and Flowsheet.pdf