



# Application For Employment

www.hpg-ohd.com

18136 Oak Ridge Dr. Hagerstown, MD 21740

920 Kelly Rd. Cumberland, MD 21502

17781-C Garrett Hwy Deep Creek, MD 21550

We are an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, color, age, sex, religion or national origin.

**PLEASE PRINT**

Position Applied For \_\_\_\_\_ Date of Application \_\_\_\_/\_\_\_\_/\_\_\_\_

Name \_\_\_\_\_ Social Security # \_\_\_\_\_  
LAST FIRST MIDDLE

Address \_\_\_\_\_  
STREET CITY STATE ZIP CODE

Telephone # ( ) \_\_\_\_\_ Referred By \_\_\_\_\_

Have you ever applied to this Company before ? .....  Yes  No

If yes, when? \_\_\_\_\_

Are you employed now?.....  Yes  No

Date you can start \_\_\_\_\_ Salary Desired \_\_\_\_\_

May we inquire of your past or present employers?.....  Yes  No

Have you ever pled "guilty" or "no contest" to, or been convicted of a crime?.....  Yes  No

If yes, please provide date(s) \_\_\_\_\_

ANSWERING "YES" TO THESE QUESTIONS DOES NOT CONSTITUTE AN AUTOMATIC BAR TO EMPLOYEMENT. FACTORS SUCH AS DATE OF THE OFFENSE, SERIOUSNESS AND NATURE OF THE VIOLATION REHABUTATION AND POSITION APPLIED FOR WILL BE TAKEN INTO ACCOUNT.

Driver's license number if driving is an essential job function \_\_\_\_\_ State \_\_\_\_\_

## Employment History

Provide the following information of your past four (4) employers, assignments or volunteer activities, starting with the most recent. Explain any gaps in employment in comment section on page 2.

FROM	TO	EMPLOYER	TELEPHONE # ( )
JOB TITLE		ADDRESS	
HOURLY RATE/SALARY		SUMMARIZE THE NATURE OF WORK PERFORMED AND JOB RESPONSIBILITIES	
CONTACT PERSON		REASON FOR LEAVING	
FROM	TO	EMPLOYER	TELEPHONE # ( )
JOB TITLE		ADDRESS	
HOURLY RATE/SALARY		SUMMARIZE THE NATURE OF WORK PERFORMED AND JOB RESPONSIBILITIES	
CONTACT PERSON:		REASON FOR LEAVING	

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JOB TITLE		ADDRESS	
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CONTACT PERSON	REASON FOR LEAVING		

## Comments

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## Educational Background

A. List last three (3) schools attended, starting with most recent. B. List number of years completed. C. Indicate degree or diploma earned, if any. D. Grade point average or class rank. E. Major field of study. F. Minor field of study (if applicable).

SCHOOL	NUMBER OF TERMS COMPLETED	DEGREE/DIPLOMA	GPA CLASS RANK	MAJOR	MINOR

## References

List name and telephone number of three (3) business/work references who are not related to you and are not previous supervisors. If not applicable, list three (3) school or personal references who are not related to you.

NAME	TELEPHONE	YEARS KNOWN

## Physical Record

Do you have any physical condition which may limit your ability to perform the job applied for?

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## Other

List special accomplishments, publications, awards, etc.

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List any additional information you would like us to consider.

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## HPG Employment Policy

HPG operates under the following trade names:

Hagerstown Paint & Glass Co., Inc.  
Overhead Door Company of Hagerstown  
Overhead Door Company of Cumberland  
HPG Windows and Doors

HPG policy dictates the following to be mandatory if applicant is hired:

Employees are paid every 2 weeks, on the Friday following the end of the pay period.

If an employee is hired into or moves into sales after being hired and has access to cost, mark-ups, bid strategies, etc., he or she will be required to sign a non-competitive agreement certifying that he or she will not accept employment from another firm engaged in a similar competitive business within 45 miles of Hagerstown, MD, Cumberland, MD, or Deep Creek, MD for a period of two (2) years after leaving the employment of HPG. (Full copy of agreement is available for review if desired).

Prior to employment, all new and returning employees will be subject to a mandatory drug test. Employees will submit to voluntary medical tests if suspected of alcohol/drug/substance abuse or involved in an accident. The doctor or testing facility will be chosen by HPG and the cost of testing shall be borne by HPG.

In order to work on certain jobs, our employees may be required to be fingerprinted and be subject to an FBI background check. Applicant must agree to these procedures, if required, as a condition of employment.

Employment at HPG is a voluntary employment-at-will relationship for no definite period of time.

The above conditions are accepted and are considered part of this application for employment.

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Signature

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Printed Name

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Date

Under Maryland Law, an employer may not require or demand any applicant for employment or prospective employment or any employee submit to take a polygraph, lie detector, or similar test or examination as a condition of employment, or continued employment. Any employer who violates this provision is guilty of a misdemeanor and subject to a fine not to exceed \$100.00.