



Hiring Process

STEP 1: Application/Interview

STEP 2: Drug screening

Use the Signed Authorization form given by HGTC. It is the potential employee's responsibility to pay for the drug screening. If you pass and come to work for HGTC, you will be reimbursed by HGTC.

IF HIRED

STEP 3: Employee info sheet

To receive payment, employees must fill out the employee information sheet with correct tax info and bank account info. This should be returned within 5 days of hire.

STEP 4: Medical Card

Use the Signed Authorization form given by HGTC to schedule and receive DOT medical card. (This service is billed to HGTC if the employee takes the authorization form signed by HGTC to the correct facility. HGTC will not reimburse for medical cards obtained from a different office.)

STEP 5: Permission for Insurance/DOT

Sign and return this form for HGTC to give necessary information to insurance providers and the Department of Transportation. This is required for an employee to operate vehicles owned by HGTC.