**INFORMATION ON HOW TO DOWNLOAD YOUR JOB APPLICATION**

**TO COMPLETE YOUR ONLINE APPLICATION**

**LOG ON TO H&P JOB SITE USING THIS WEB ADDRESS:**

**http://www.hpjobopportunities.intuitwebsites.com**

**To your right, there is a photo of a job application, click this photo, and a window will open for you to download the Application (Word Document). After you open your application, proceed to fill it out (all 4 pages). Save your application by scrolling to the top of the page, and clicking on the yellow OFFICE BUTTON on your top left, click SAVE, name your document APPLICATION, and save it on your desktop. Then, open your email, attach the document to your email and send it:**

**information@hpproserv.com**

**There are tests that are required before you can be hired at H&P as a Security Guard. Go back to the website and click the link on the left that says TRAINING & TESTING. On this page, you will click another hyperlink located under the heading, TESTING REQUIREMENTS, and below the ISP Course list as shown below.**

**This link will take you to the FEMA Testing Site.   On your right, click on the ISP Course List.  You will see a listing of courses to take.  Scroll to select the courses we have listed below that you are required to take. You will be notified by FEMA once all of your courses have been completed.**

**Testing Requirements**

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**The following tests are required before you can be hired for a Security Guard position:**

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**ISP Course List:**

​**IS-7**

**IS-100.hcb**

**IS-200.hca**

**IS-362.a**

**IS-453**

**IS-700.a**

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**Click on http://www.training.fema.gov/is/nims.asp**

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After all of the above information is completed, and you receive your test results back from FEMA, call H&P to let us know that you have completed everything. You can mail in the following information or drop it off at our office to complete your application process.

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**TB, FLU SHOTS & 5-PANEL DRUG TESTS**

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* MUST HAVE COPY OF TB & FLU RECORDS
* MUST HAVE CPR TRAINING
* MUST HAVE RESULTS FOR 5-PANEL DRUG TESTS

This information must be brought into our office,

or you can mail it to our office at:

29829 Greenfield Road, Suite 100

Southfield, MI 48076

If you have questions, you may call: 888-443-7005