

Western Carolina University Emergency Medical Services

Application for Employment 2014 - 2015

Please PRINT on the lines for the entirety of this application.

All fields are required.

Personal Information:

First Name: _____ Middle: _____ Last: _____

920#: _____

Permanent Address: _____

City: _____ State: _____ Zip Code: _____

Local Address: _____

Email Address: _____

Cell Phone: ____/____/____ Home Phone (If applicable): ____/____/____

Date of Birth: ____/____/____ Academic Status: _____ Cumulative GPA: _____

Education:

Name and Address of School, Degree/Diploma, Attendance Dates:

Certifications/Licenses – Please attach copies of each:

Expiration Date & Years Possessed:

Employment History* – Use Additional Paper if necessary.

*(*Start with most recent employer.)*

Employer: _____

Address: _____

Position: _____ Phone #: ____/____/_____

Are you eligible for re-employment at this position? Circle: Y / N

Supervisor's name: _____ May we contact this employer? Circle: Y / N

Duties and Responsibilities:

Employer: _____

Address: _____

Position: _____ Phone #: ____/____/_____

Are you eligible for re-employment at this position? Circle: Y / N

Supervisor's name: _____ May we contact this employer? Circle: Y / N

Duties and Responsibilities:

Employer: _____

Address: _____

Position: _____ Phone #: ____/____/_____

Are you eligible for re-employment at this position? Circle: Y / N

Supervisor's name: _____ May we contact this employer? Circle: Y / N

Duties and Responsibilities:

References – Do not use personal references; only professional:

Name: _____

Relationship: _____

Address: _____

Phone Number: ____/____/____

Name: _____

Relationship: _____

Address: _____

Phone Number: ____/____/____

Name: _____

Relationship: _____

Address: _____

Phone Number: ____/____/____

Criminal and Civil History*:

1. Have you ever been convicted of a misdemeanor or felony? Y / N
2. Have you ever been on any type of judicial probation? Y / N
3. Have you ever been convicted of any traffic violation? Y / N

If you answered yes to any of the above, please explain the circumstances and outcome on another sheet of paper labeled “Criminal and Civil History”.

*Note: No applicant will be denied employment solely on the ground of conviction of an offense. The date of the offense, nature, including any significant details that affect the description of the event, and the surrounding circumstances and its relevance to this position will be considered. Failure to inform correctly of any conviction may result in automatic disqualification for employment.

Documentation – All Documents MUST be Valid:

Along with this paper application, please attach the following certifications and documents with this application:

- EMT-Basic Certification (North Carolina or National Registry*)
- CPR-Healthcare Provider (Must be American Heart Association)
- Driver’s License (Must possess a North Carolina driver’s license)
- NIMS Courses (Healthcare)** (ICS 100, 200, & 700)
- Formal Resume

*Those that possess a National Registry certification must also possess a North Carolina State EMT-B Certification. National Registry alone is NOT sufficient to operate as an EMT in North Carolina. Reciprocity information is available on the NREMT website at www.nremt.org

** NIMS courses do not have to be completed at the time of the application and/or interview. Applicants must complete and turn in the NIMS certification documents before the applicant is invited to Boot camp (if the officer team interviewing offers a position of employment). The deadline to complete and turn in all NIMS certification documents will be determined by the EMS Lieutenant and relayed via email to all candidates. Failure to turn in NIMS courses before the required deadline will result in termination of employment with WCU EMS.

Personal Statements:

Please provide a brief statement explaining why you wish to become a member of WCU EMS:

What skills, qualities, experience, and or attributes do you possess that would positively impact our team? Use additional paper, if needed.

Various Notes:

- There are three stages within the hiring process for WCU EMS and each stage is just as equally important to ensure a successful, efficient, and easy hiring round. Those that do not actively participate, communicate, and/or show effort may be disqualified and terminated. The first stage includes the application and interview. This stage involves getting to know the applicant in every way including personal, professional, and level of experience/education. Not all applicants will make it through this stage. The second stage includes what is known as “Rookie Boot camp”. This part of the process involves the officer’s assessing and testing the newly accepted applicants. The last stage includes a probationary term. Applicants that successfully passed Boot camp will be accepted onto the truck as a rookie. As a rookie he/she will have their skills and knowledge assessed, and the officers will decide if the rookie is ready to be released as a part-time employee

of WCU EMS. Those that do not get promoted may be terminated or remain a rookie (at the discretion of the officer's team) until released as a part-time employee.

- Please return this completed application, along with all other requested documents, to a WCU EMS Officer at the EMS base. The EMS base is located on the **first** floor of Robertson Residence Hall. It is located above the Bird Building (Health Building) and to the right of Reynolds Residence Hall (at the top of the hill). Robertson overlooks Buchanan Residence Hall.

Agreement – Please Sign and Date:

I hereby certify that all information provided is true and complete to the best of my knowledge. I also understand that falsification of any information herein, regardless of time, discovery, or nature, may cause forfeiture on my part of membership in WCU EMS. I understand that all information on this application is subject to verification and that listed agencies and personal references may be contacted regarding this application. I further authorize WCU EMS to rely upon and use as it sees fit any information received from such contacts. Information provided on this application will remain confidential, and only disseminated by the Health Center Director on a need-to-know basis.

Applicant Signature: _____ Date: ____/____/____

WCU EMS does not discriminate against applicants on the basis of race, color, religion, gender, sexuality, or national origin. WCU EMS abides by Western Carolina University's Equal Opportunity Policy for employment.

*** For official use only. Applicants, do not fill out.***

Interviewed by: _____ Date: ____/____/____

Review Date: ____/____/____

Disposition: _____