

Wilson County Emergency Management Agency

Application process

1. **Application** - Complete the Wilson County Government Application for Employment and hand deliver or mail to the Wilson County EMA main office or the Wilson County Human Resources office. Please submit a copy of your Tennessee EMT-IV or Paramedic license and CPR card to verify compliance.
2. **Application Review** - Your application will be reviewed by the application/hiring committee. You will receive notification that your application has been reviewed and you are/are not considered for employment.

If you are selected, you will receive an offer for employment contingent on successful completion/passing the 6 items listed below. The sequence of items 1 - 4 below may be changed but are typically done in one (1) day to reduce time needed away from other obligations.

1. **Physical Ability** - If you fail the physical ability testing you may retest (if time permits) at the end of the testing. If the applicant does not retest the same day they may reapply the next application cycle.
2. **Written Exams** – Applicants are required to take a written exam to your level of medical training. EMT will take the EMT exam and EMT-P will take the EMT, and EMT-P exam. All applicants will take the Basic Life Support (BLS) exam. If you do not pass any exam (BLS - 84% EMT – 70% & EMTP – 80%) you can contact the office manager and schedule to retake the exam(s) within 10 business days. If you do not pass on retest or wait longer than the 10 business days you will not be considered for the current application process. The applicant may reapply the next application cycle.
3. **EMS Skills Evaluation** - Applicants' must successfully pass random skills stations based on your medical training, the pass/fail criteria is based from National Registry or Tennessee EMS guidelines/evaluation sheets.
4. **Oral interview** - If your interview is acceptable the next step is the physical, medical evaluation, and drug testing.
5. **Drug Test & Medical Evaluation** – You will be scheduled to receive a medical evaluation and drug testing. If both are passed the background check will be the next step. If either results in a failure the applicant will no longer be considered for employment. Wilson County EMA will pay for these tests.
6. **Background check** – A FBI criminal background check will be conducted. If an acceptable background check is received the next step is to attend the orientation. If an applicant has a non favorable background check result they will no longer be considered for employment. Wilson County EMA will pay for this background check.

Applicants that successfully complete 1 – 6 above will be scheduled for orientation

Orientation – Applicants' will be required to attend an orientation class and complete clinical rides with a preceptor. If the applicant has been previously employed by WEMA the ride time may be reduced as determined by the preceptor and training officer. If the preceptor determines the applicant needs more ride time additional time may be scheduled. If the preceptor determines the applicant does not meet minimum standards or is not able to conform with standards of the Wilson County EMA the applicant will be released from employment during this probation period. Applicants will be paid at orientation pay rate until released by the preceptor.