

## **Application process**

1. **Application** - Complete application and submit to the office manager, refer to the application minimum requirements for required copies to be submitted with your application.
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.
3. **Written Exams** - If your application is approved you will be 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. If the required written exam(s) are passed you will be scheduled for the physical ability testing.
4. **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. If the physical ability test is passed you will be scheduled for the EMS skills evaluations.
5. **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. If you successfully complete the skills evaluations you will be scheduled for the oral interview with the application/hiring committee.
6. **Oral interview** - If your interview is acceptable the next step is the physical and drug testing.
7. **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.
8. **Background check** – A FBI criminal background check will be conducted. If an acceptable background check is received the next step in to attend the 40 hour orientation. If an applicant has received a background check through Cogent Systems (State EMS vendor) within three (3) months from the date the background check is scheduled and they wish they may submit a copy of the background check for approval to save time. If an applicant has a non favorable background check result they will no longer be considered for employment.
9. **Orientation** – Applicants' will be required to attend a 40 hour orientation class and complete four (4) twenty four (24) hour shifts with a preceptor. If the applicant has been previously employed by WEMA the ride time may be reduced as determined by the preceptor. 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.

Wilson County EMA reserves the right to swap the order of the application process at any time. All applicants will be notified of any changes as soon as practical.