



Dear Potential Team Member,

Thank you for your interest in applying for employment with Lodi Area EMS. Our department provides Emergency Medical Service response to the City of Lodi, Town of Lodi, West Point, and a portion of the Town of Dane. We respond to approximately 600 EMS calls annually. We currently rely on Casual Paid on Premise (POP) and Paid on Call (POC) staff for a large portion of our staffing for call response. In addition to our Casual staff, we also have a Full Time Chief and 3 Full-Time Advanced EMTs who work rotating shifts.

The minimum requirements for potential hire for a Casual position include:

- Wisconsin license as an EMT (will consider EMR who has an interest in becoming an EMT)
- Commitment to schedule requirements
- Valid Wisconsin driver's license

The requirement for potential hire for any position is a minimum of 36 hours per month. Casual members are also required to complete 12 of those hours on a weekend. Additional hours are always welcome and are at your discretion.

Our application process has several steps and is designed to be quick and seamless concerning your time. Your first step is to complete and return the application along with any additional documents. Those documents are identified on the "Complete Application Submission Verification" form included in this packet which also must be signed and returned. Once a completed application has been received, the following process will be followed.

- The received application will be reviewed.
- Background information will be verified, and references may be checked.
- Those applicants chosen to be advanced will be notified and interviewed for their respective position.
- Following that interview, applicants chosen to be advanced will receive an offer of employment.
- Once an extended offer is accepted, you will be scheduled for orientation. During the orientation, you will receive all your uniforms, log-in information and be oriented to department policy and procedures.

Upon hire, all employees complete an orientation period that is dependent on their progress and success. There is no defined time length, and we work with you to help you succeed.

On behalf of Lodi Area EMS, thank you for your interest and we wish you success in your hiring process. Please do not hesitate to contact me at (608) 279-7639 if you have any questions.

Sincerely,

Russ Schafer
EMS Chief

715 North Main Street • Lodi, Wisconsin 53555
Non-Emergency: 608.592.7123 • email: rschafer@lodiems.com



LODI AREA EMERGENCY MEDICAL SERVICE COMPLETED APPLICATION SUBMISSION VERIFICATION CHECKLIST

Please make certain all requirements are met and/or included before submitting your application. This form must be submitted with your completed application and all requested documents.

APPLICATION

- The application is complete, thorough, and accurate. Applications will be reviewed, and errors, omissions, and incomplete information will result in disqualification.
- The application is signed and dated.

REQUIRED DOCUMENTS TO BE SUBMITTED (These may be provided at your interview)

Licensure, Certification, Education, and Training

- Wisconsin EMS License
- Current BLS Certification card
- Current ACLS, PALS, PHTLS, PEARS, or Instructor Certification Cards (If Applicable)
- Any additional certification or education verification documentation

Driver's License & Criminal History

- If your driver's license has been suspended or revoked in the last ten (10) years **OR** you have been convicted of Operate a Motor Vehicle While Intoxicated **OR** Prohibited Alcohol Content, **YOU MUST SUBMIT A CURRENT DRIVERS LICENSE ABSTRACT.** That is available at <http://wisconsindot.gov/Pages/online-srvcs/online.aspx>
 - Not applicable (no Driver's License Abstract required)
- Wisconsin criminal history - CCAP Self-Disclosure Report. That is available at <https://wcca.wicourts.gov/index.xsl>

I verify the submitted application is complete, thorough, and accurate and all requested documents as listed above are included.

Signature of Applicant



Lodi Area Emergency Medical Service

Application for Employment

Position Applying For: (please mark one with an X)

Casual (Paid on Premise) EMT

Paid on Call (Resides in City)

or

Casual (Paid on Premise) AEMT

Student (No License)

Please fill out this application completely. All questions must be answered truthfully. False statements or omissions will be cause for disqualification. Lodi Area EMS is an equal opportunity employer and does not discriminate against any person in the essence of sex, race, color, creed, religion, or nationality.

Name _____
Last First Middle Initial

Address _____
Street City State

Home/Cell Phone _____ **Work Phone** _____

E-mail address(s) _____

The following information is for verification of identity and criminal history only. It is not used to otherwise evaluate your application. This is optional and may be completed post-employment offer.

Social Security Number ----- **Date of Birth** _____

This information is used to verify identity and criminal history only

Valid Driver's License Number _____ **State** _____

List All Past Nicknames, aliases, or maiden names:

EMPLOYMENT HISTORY

Current Employer: _____

Employer's Address: _____

Hours Worked per Week: _____ Years at Job: _____

Primary Job Duties: _____

Other Previous Employer's Name and Duties (if less than five years at present Job)

EDUCATION AND TRAINING

High School(s) _____

Dates Attended _____ Graduate? _____

College or Technical _____

Dates Attended _____ Graduate? _____

Primary Courses of Study/Degree Awarded _____

Any Additional Education or Training?

EMS Affiliations/Training (Please attach all licenses and certificates)

Have you been with another EMS and/or Fire department? Yes No

Name of Department _____

Years Served _____ Supervisor _____

Name of Department _____

Years Served _____ Supervisor _____

Are you currently CPR Certified? Yes No

Are you currently Wisconsin EMS Licensed? Yes No

License Level _____ License Number _____

Current CEVO/EVOC Certification? Yes No

Other EMS and/or Fire Training

Please include any other training/certifications and education you have obtained.

Criminal Background

A criminal record does not automatically bar you from employment unless it is a felony.

Have you ever been convicted of a felony? Yes No

Have you ever been convicted of a misdemeanor? Yes No

Please list convictions, and dates of conviction and explain any **YES** answers.

Please read the following carefully and sign on the line below.

I understand that intentional omissions or falsifications will result in the denial of this application and/or dismissal.

I agree to abide by all rules and regulations of Lodi Area EMS outlined in policies, standard operation guidelines, as well as official direction and orders.

I agree to abide by policies and protocols set forth by our Medical Director and Medical Control Hospital and always follow orders of medical direction.

I understand that deviation from policies and procedures as listed above may result in discipline and/or termination

I hereby give Lodi Area EMS and/or the City of Lodi Police Department permission to conduct background checks into personal, professional, educational, motor vehicle, and criminal records and interviews for purposes of verification and inquiry. I indemnify and hold harmless Lodi Area EMS, and/or the City of Lodi Police Department in pursuit of such information.

I swear, under the penalty of perjury, the information is complete and correct to the best of my knowledge. By signing below, I agree to all the terms above and wish to submit my application for consideration of hire by Lodi Area EMS. **By not signing, your application will not be considered.**

Signature of Applicant

Date

INTERNAL USE ONLY

Application received by:

EMS Chief Date

EMS Assistant Chief Date

Application Review

Driving Record _____

Criminal History _____

Information Verification _____

References _____

Interview Results: First Date _____ Second Date _____

ACCEPTED _____ DENIED _____

Applicant Notified Date: _____ Method: _____

If hired, start date: _____