

**EMS/EM/Veterans - Office Assistant/EMT/Paramedic**

Instructions: Your training and experience will be evaluated and scored to determine how well you qualify for this position. Please provide the additional information requested below in a clear and concise manner. Be specific and provide all requested information.

1. Please list any clerical/office support training or post-secondary education you have received. List degrees, certifications earned, specific area(s) or study and educational institutions from which received. Attached copies of degrees, certifications, transcripts.

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2. Please list any training or post-secondary education you have received in the medical field. Specific area(s) of study and educational institutions from which received. Attach copies of degrees, certifications, transcripts.

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3. Describe any previous clerical experience you have including any bookkeeping experience.

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4. List any work experience dealing with the public. Include all government-related experience.

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5. Describe your previous experience in using Microsoft Office products and any additional computer programs in which you are proficient.

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6. Describe your work experience which required maintaining confidential department information.

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7. List your previous EMT experience.

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8. Do you have any experience with veteran's programs? Please explain.

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- 9. Are you a veteran of the US Armed Forces?  Yes  No
- 10. Are you currently certified as a MN EMT?  Yes  No
- 11. If not, are you an NREMT?  Yes  No
- 12. Did your EMT certification lapse within the past twelve months?  Yes  No
- 13. Do you reside within 10 minutes of the Ambulance garage?  Yes  No
  - a. If not, are you willing to relocate?  Yes  No
- 14. Do you possess a valid driver's license?  Yes  No

Please include the following with the application form.

- 1. Copy of documentation of relevant educational courses or post-secondary training completed.
- 2. Copy of EMT certification
- 3. Copy of valid driver's license.
- 4. Copy of documentation of any relevant clerical, bookkeeping, computer training.
- 5. Copy of DD214 if requesting veteran's preference points.