



Kendall County EMS Employment Application Packet

Employment Application Packet

Thank you for your interest in employment with Kendall County EMS.

Kendall County; Kendall County EMS is an Equal Opportunity Employer. All applicants are considered for positions without regard to race, creed, color, religion, sex, sexual orientation, national origin, age, qualified disability or handicap or veteran status.

Application Checklist

Use the checklist below to organize and complete your application materials. Complete application packet. **Bold items** are required to process this application.

- Completed Kendall County EMS Application for Employment**
- Completed Pre-Employment Questionnaire**
- Copy of your current driver's license**
- Copy of your state of Texas DSHS certification card**
- Copy of your current CPR card**
- Verification of high school diploma, GED, or college degree
- Copy of your NREMT card, if applicable
- Copy of your ACLS card
- Copy of your PALS card
- Copy of you ITLS or PHTLS card
- Copy of any other specialty courses completed and current
- Letter of recommendation form a person familiar with your EMS experience

Interview

A meet and greet interview is conducted so that we can get to know more about you and you can get to know more about our organization. During this interview time candidates, will participate in a series of behavioral and cognitive thinking questions.

Criminal History Check

Candidates will sign a form giving permission for Kendall County to complete a criminal history and driving record check.





Personal Information	
Name (Last, First, MI)	
Street address	
City, State, Zip	
Home Phone	Cell Phone
E-mail Address	
Social Security Number	Driver's License Number/State

Employment Desired
Position applied for:
How do you hear about this position?
Date available for work?

Education				
	Name & Address of School	Course of Study	Years of Study	Degree/Diploma
High School				
Undergraduate College				
Graduate/Professional				
Other (Specify)				





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Pre-Employment Questionnaire**

To help us gain a better understanding of you as an individual, your background, your goals, we would like you to take the time to respond to the queries below. A short paragraph or two for each question will suffice, but feel free to attach additional pages if you wish.

Name:

Years in prehospital care as an EMT-B Intermediate Paramedic ?

Where did you complete your EMS training?

1. What led you to pursue a career in EMS?

2. What are your greatest strengths and weaknesses as an EMS caregiver?

3. Please describe the department and system in which you are currently employed, or those in which you have worked or volunteered. Include such aspects as demographics, run volume, shift schedules, crew configurations, scope of practice under medical control and/or standing orders, dispatch system, interaction with allied agencies, etc.





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- 4. Why are you seeking employment with Kendall County EMS?**

- 5. What special contributions will you be making to Kendall County/Kendall County EMS and the community we serve?**

- 6. What professional and personal goals have you set for yourself, both in the short and long term?**



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Employment History

List below all present and past employers over the past ten years, starting with your most recent employer. Account for all periods of unemployment. You must complete this section even if attaching **resume**.

May we contact your present employer? Yes No

Employer (Current Yes No)	Start Date	End Date	Essential job functions of final position
Address			1)
City, State Zip			2)
Phone Number	Starting salary	Ending Salary	3)
Fax Number			4)
Your final position	Supervisor		
Reason(s) for leaving:			
What value did you add to this company and/or customers?			





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Your final position		Supervisor	
Reason(s) for leaving:			
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Additional Information	
List any professional, trade, business or civic activities and offices held. You may exclude membership that would reveal gender, race, religion, national origin, ancestry, age, disability or any other protected status.	

List any languages other than English that you can speak, read or write that could be of benefit to the position applied for:

	Language	Fluent	Good	Fair
Speak				
Read				
Write				

Identify what skills or certification(s) you possess related to this position:	
--	--



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Have you ever been associated with this organization before?

If yes, when?

Yes No

Do you have any friends or relatives employed by this organization?

If yes, please provide their names and relationship to you:

Yes No

Are you currently employed?

Yes No

Are you currently on "lay off" status and subject to recall?

Yes No

If hired, can you provide proof of U.S. citizenship or proof of your legal Right to work in the U.S.?

Yes No

If hired, do you have a reliable means of transportation to and from work?

Yes No

If driving is a requirement of position applied for, have you ever been Convicted of "Driving while Intoxicated/Under the Influence"?

Yes No

Have you ever been convicted of a felony or misdemeanor?

If yes, please explain (List all incidents):

Yes No

A criminal record does not constitute an automatic bar to employment and will be considered only as it substantially relates to the job in question.

Has your medical license/certification ever been revoked or suspended?

If yes, please give date, and results of and explain:

Yes No

Are you able to perform all of the essential functions of the job for which you are applying with or without reasonable accommodation?

Yes No

If hired, are there any accommodations the organization would need to Provide so that you can perform all those essential function and duties of The position being applied for? If yes, please explain:

Yes No



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References

List below three persons not related to you who have knowledge of your work performance within the last 5 years or less.

Name	Occupation	
Company	Address (City, State, Zip)	
Telephone	E-mail	Years acquainted

Name	Occupation	
Company	Address (City, State, Zip)	
Telephone	E-mail	Years acquainted

Name	Occupation	
Company	Address (City, State, Zip)	
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Please provide any additional information you would like for us to know when considering you for a position with this organization:



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Signature and Waiver

Applicants – read each statement closely and initial each, acknowledging your understanding of the of the paragraph, then sign below.

_____ I understand and agree that if I am employed, my employment will be “at-will”, which means that this organization may terminate the employment relationship at any time, with or without cause and with or without notice. Likewise, the organization will respect my right to terminate my employment at any time, with or without cause and with or without notice. I further understand that any prior representation, whether expressed or implied to the contrary is hereby superseded and that no promise or representation contrary to the foregoing is binding on this organization unless made in writing and signed by the Administrator/Director.

_____ I understand that if I am offered a position with Kendall County, I may be given a drug/alcohol test as a condition of employment. Additional test may be given during my time as an employee at random, or due to reasonable suspicion. My refusal to timely submit to a drug/alcohol test or failure to pass such a test means I will not be employed by this organization. Test results will be kept confidential from outside employers. Negative test results are required as condition of employment.

_____ I authorize investigation into all statements and references contained in this application. Said investigation may include credit, driving, criminal background, references and other background checks. By applying for a position, I also authorize post-hire investigation into my driving and criminal background.

_____ I affirm that all information in this application is true and complete. I authorize Kendall County, by my signature below. To conduct or have conducted a credit check, a background investigation, relevant law enforcement related checks, reference checks, educational verifications and if applicable, a motor vehicle records check.

Any misrepresentation, false statements, or omission of facts called for, shall constitute cause for dismissal or grounds for refusal of employment. I understand that any violation of county rules/policies, department rules/policies, and/or clinical standards, shall constitute cause for dismissal in accordance with established disciplinary procedures. I agree to comply with all county rules/policies, department rules/policies, and/or clinical standards as applicable to my position of employment.

Printed Name of Applicant _____

Signature of Applicant _____

Date _____





Emergency Medical Technician – Basic thru Paramedic

Job Summary:

1. Performs responsible and technical medical work dealing with non-emergency, emergency and/or lifesaving treatments of patients who are treated and/or transported via ambulance from the scene of an accident, home or other location, to an emergency facility. Performs other related duties as required.
2. Performs clerical assignments, not limited to but including routine office procedures (answering phone, dealing with the public and working with customers.)
3. Answers to EMS Administrator and/or Medical Director
4. Must be knowledgeable or become knowledgeable with National Incident Management System (NIMS), National Response Plan (NRP) and Incident Command System (ICS).
5. Within 90 days of employment must take the IS-100, IS-200, IS-700 and IS-800 National Incident Management Systems online (FEMA) courses or be able to provide proper documentation of having previously completing them. Also must take the following online courses (TEEX) courses, EMS I: Basic Concepts for WMD, WMD Incident Management/Unified Command, WMD Terrorism Awareness for Emergency Responders or provide proper documentation of having previously completing them.
6. Be subject for recall for the following, but not limited to:
 - a. Major Incident or Event occurring
 - b. Multi calls occurring at same time
 - c. Need to fill overtime shifts as needed

Work to be Performed:

1. Performs basic and advanced life support as outlined in current Department of Transportation knowledge objectives of EMS training and according to the medical operating procedures of Kendall County EMS and Department of State Health Services rules and regulations.
2. Drives emergency vehicles; checks equipment and working conditions; assist other EMS personnel at the scene of medical emergencies as directed. Takes command of scenes until relieved by higher skill level personnel arrive.





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3. Possesses strong working knowledge and skills proficiency in the use of Basic Life Support and Advance Life Support equipment; is capable of checking out basic and advanced level equipment and supplies.
4. Maintains EMS records and prepares patient reports as required.
5. Transmits information by radio or cellular phone and verbal to emergency treatment facilities regarding patient's illness or injuries, and other data pertinent to the situation.
6. Assures safe operating condition of emergency vehicles by daily checks of vehicles functions: emergency lights, siren, brakes, fluid levels, refueling. Reports needed repairs and/or malfunctions promptly reported to EMS Administrator or Administrator Assistant and/or maintenance foreman.
7. Documents and corrects deficiencies in equipment and/or inventory as directed or needed and/or fixes or replaces it as needed.
8. Maintains all emergency vehicles, supplies and communications equipment in a constant state of readiness as required or recommended by federal, state, manufactures, local agencies and within Kendall County EMS operational Procedures.
9. Assist coordinating EMS efforts with Law Enforcement, Fire Department, Medical Director, Medical Facility Staff, Physician, Patient, Mutual Aid Agencies and the general public.
10. Maintains clean, orderly and functional appearance of the EMS stations.
11. Performs public relations, public education programs and other related programs.
12. Performs other duties as assigned by the EMS Administrator or Medical Director.

Minimum Qualifications:

1. High school diploma, GED or equivalent
2. Must hold current DSHS – TDH certification in good standing: EMT Basic, EMT Intermediate or EMT Paramedic.
3. Has a valid Class C Texas Driver License. Must be capable of operating a county vehicle.
4. Must be able to lift 150 pounds or greater with appropriate assistance.
5. Must be able to work in all types or weather and/or different environmental conditions year-round.





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6. Must be able to work under high stress condition at times.
7. Must be able to work well with other employees, Law Enforcement, Fire Department, Medical Staff and/or the general public.

Knowledge, Skills and Abilities:

1. Promotes and presents a positive image as an EMS Professional in appearance, demeanor, sets an example as an EMS leader for the Community.
2. Ability to effectively communicate orally and in writing; works independently; and exercises sound judgment.
3. Ability to apply basic life support techniques; follows instruction; responds appropriately under stress; meets physical requirements of the job; establishes and maintains effective relationship with medical personnel, other employees and the general public.
4. Must maintain current Continuing Education requirements set by DSHS – Texas Department of Health.

Evaluation:

1. This position will be evaluated on an annual basis by the EMS Administrator, Administrator Assistant and the Medical Director. This evaluation will be presented to the Commissioners Court, with recommendations.





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Street address				
City, State, Zip				
Home Phone			Cell Phone	
E-mail Address				
Social Security Number		Driver's License Number/State		
Employment Desired				
Position applied for:				
How do you hear about this position?				
Date available for work?				
Education				
	Name & Address of School	Course of Study	Years of Study	Degree/Diploma
High School				
Undergraduate College				
Graduate/Professional				
Other (Specify)				





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4. Why are you seeking employment with Kendall County EMS?

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Your final position		Supervisor	
Reason(s) for leaving:			
What value did you add to this company and/or customers?			





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List any languages other than English that you can speak, read or write that could be of benefit to the position applied for:

	Language	Fluent	Good	Fair
Speak				
Read				
Write				

Identify what skills or certification(s) you possess related to this position:	
--	--





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Have you ever been associated with this organization before?

Yes No

If yes, when?

Do you have any friends or relatives employed by this organization?

Yes No

If yes, please provide their names and relationship to you:

Are you currently employed?

Yes No

Are you currently on "lay off" status and subject to recall?

Yes No

If hired, can you provide proof of U.S. citizenship or proof of your legal Right to work in the U.S.?

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If hired, do you have a reliable means of transportation to and from work?

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If driving is a requirement of position applied for, have you ever been Convicted of "Driving while Intoxicated/Under the Influence"?

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Have you ever been convicted of a felony or misdemeanor?

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If yes, please explain (List all incidents):

A criminal record does not constitute an automatic bar to employment and will be considered only as it substantially relates to the job in question.

Has your medical license/certification ever been revoked or suspended?

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Are you able to perform all of the essential functions of the job for which you are applying with or without reasonable accommodation?

Yes No

If hired, are there any accommodations the organization would need to Provide so that you can perform all those essential function and duties of The position being applied for? If yes, please explain:

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Signature and Waiver

Applicants – read each statement closely and initial each, acknowledging you understanding of the of the paragraph, then sign below.

_____ I understand and agree that if I am employed, my employment will be “at-will”, which means that this organization may terminate the employment relationship at any time, with or without cause and with or without notice. Likewise, the organization will respect my right to terminate my employment at any time, with or without cause and with or without notice. I further understand that any prior representation, whether expressed or implied to the contrary is hereby superseded and that no promise or representation contrary to the foregoing is binding on this organization unless made in writing and signed by the Administrator/Director.

_____ I understand that if I am offered a position with Kendall County, I may be given a drug/alcohol test as a condition of employment. Additional test may be given during my time as an employee at random, or due to reasonable suspicion. My refusal to timely submit to a drug/alcohol test or failure to pass such a test means I will not be employed by this organization. Test results will be kept confidential from outside employers. Negative test results are required as condition of employment.

_____ I authorize investigation into all statements and references contained in this application. Said investigation may include credit, driving, criminal background, references and other background checks. By applying for a position, I also authorize post-hire investigation into my driving and criminal background.

_____ I affirm that all information in this application is true and complete. I authorize Kendall County, by my signature below. To conduct or have conducted a credit check, a background investigation, relevant law enforcement related checks, reference checks, educational verifications and if applicable, a motor vehicle records check.

Any misrepresentation, false statements, or omission of facts called for, shall constitute cause for dismissal or grounds for refusal of employment. I understand that any violation of county rules/policies, department rules/policies, and/or clinical standards, shall constitute cause for dismissal in accordance with established disciplinary procedures. I agree to comply with all county rules/policies, department rules/policies, and/or clinical standards as applicable to my position of employment.

Printed Name of Applicant _____

Signature of Applicant _____

Date _____





Emergency Medical Technician – Basic thru Paramedic

Job Summary:

1. Performs responsible and technical medical work dealing with non-emergency, emergency and/or lifesaving treatments of patients who are treated and/or transported via ambulance from the scene of an accident, home or other location, to an emergency facility. Performs other related duties as required.
2. Performs clerical assignments, not limited to but including routine office procedures (answering phone, dealing with the public and working with customers.)
3. Answers to EMS Administrator and/or Medical Director
4. Must be knowledgeable or become knowledgeable with National Incident Management System (NIMS), National Response Plan (NRP) and Incident Command System (ICS).
5. Within 90 days of employment must take the IS-100, IS-200, IS-700 and IS-800 National Incident Management Systems online (FEMA) courses or be able to provide proper documentation of having previously completing them. Also must take the following online courses (TEEX) courses, EMS I: Basic Concepts for WMD, WMD Incident Management/Unified Command, WMD Terrorism Awareness for Emergency Responders or provide proper documentation of having previously completing them.
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3. Possesses strong working knowledge and skills proficiency in the use of Basic Life Support and Advance Life Support equipment; is capable of checking out basic and advanced level equipment and supplies.
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5. Transmits information by radio or cellular phone and verbal to emergency treatment facilities regarding patient's illness or injuries, and other data pertinent to the situation.
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8. Maintains all emergency vehicles, supplies and communications equipment in a constant state of readiness as required or recommended by federal, state, manufactures, local agencies and within Kendall County EMS operational Procedures.
9. Assist coordinating EMS efforts with Law Enforcement, Fire Department, Medical Director, Medical Facility Staff, Physician, Patient, Mutual Aid Agencies and the general public.
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Evaluation:

1. This position will be evaluated on an annual basis by the EMS Administrator, Administrator Assistant and the Medical Director. This evaluation will be presented to the Commissioners Court, with recommendations.



