



## Owensville Area Ambulance District

P.O. Box 139, 405 E. Lincoln St. Owensville, MO 65066

Phone (573) 437-4353 Fax (573) 437-7650

Website [owensville-ems.com](http://owensville-ems.com)

Applicant:

Thank you for your interest in employment with Owensville Area Ambulance District. In order for us to evaluate your application properly, please follow the following steps.

- 1) Complete the application entirely (in English). If an area does not apply place the letters N/A next to it.
- 2) Make sure the information provided is legible (particularly contact information). If changes occur on information provided, please contact us at the above number as soon as possible.
- 3) In addition to the application provided the following information is required to complete the application process
  - a) Copy of Missouri EMT or Paramedic license
  - b) Copy of valid Driver's license.
  - c) Copy of any certifications that you currently have completed. ( CPR, ACLS, PALS, Hazmat, NIMS, PHTLS etc.)
  - d) Copy of driving record ( within the past 3 months) ( available online or at Mo Dept. of Revenue for a small fee)
  - e) Copy of your Criminal Back Ground Screening. ( available online or at the Mo Highway Patrol office in Jefferson City)
- 4) Resume's may be submitted but are not a substitute for completing the application.
- 5) It is **very important** that you have access to an email address and that you check it on a regular basis.
- 6) Application may be submitted by mail, email or dropping by the base. Please contact Karen Arnold or Jenifer Nochta for any questions. (573) 437- 4353.



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### **General Procedure for Application Process:**

- 1) Within three days of the end of the application process (possibly sooner) you will be notified by email, if you have been chosen to be interviewed. There will be two separate days chosen with time slots for each day for interviews. The days are generally within a week of the end of the application period.
- 2) The initial interview will consist of 4 steps. ( time frame of approx. 60 minutes)
  - Written test
  - Hand's on skill station(s) and scenario's
  - Interview with shift leaders
  - Interview with administration
- 3) Recommendations of employees to be hired are made to the Board of Director's with approval or disapproval made at the board meeting.
- 4) Approved applicant(s) are offered a position with the district based on successful completion of the DOT physical and the drug screening.
- 5) Probationary Period of 6 months  
**\*\*\*\* You will be notified by email for each step unless other special arrangements are made. If you are not chosen for employment during this application period, your application will be kept on file for one year past date on application for consideration of future opportunities of employment with Owensville Area Ambulance District**