



# Township of Monroe

County of Middlesex

**RICHARD PUCCI**

*Mayor*

**JUDITH G. OLBRYNS**

*Director*

*Municipal Ambulance Service*

ADMINISTRATIVE OFFICES:

2 Municipal Complex

Monroe Township, N.J. 08831

732-521-1880

732-656-9187 FAX

Thank you for your interest in applying for a position with Monroe Township Municipal Ambulance Service. The following list will aid you in completing the application process and outline the steps for the interviews. All documents are required for admission into the process and our agency will conduct background and reference checks.

## Step 1

Submit Application Packet (obtained from Office of the Mayor or Department)

Consisting of:

- Application for Employment (4 pages)
- Release Authorization (1 page) *Requires Notary Public seal*
- Pre-employment notice of drug testing (1 page)
- Employment Eligibility Verification- /-9 Form Page 2(1 page)
- W-4 Employee's Withholding Allowance Certificate (1 page)

Additional documentation required (provide copies of all current documents):

- Resume (including minimum 2 years EMS experience)
- Birth certificate or naturalization papers
- High school driver's license

NJ Emergency Medical Technician-Basic certification

- CPR card (acceptable NJ DOH\_OEMS course)
- Hazmat awareness and operations level certificates
- ICS\_100 & 200 level certificates
- FEMA 1-700 & 1-800a level certificates
- H1N1
- Developmental Disabilities

**Step 2**

Interview with Director of Monroe Township Municipal Ambulance Service.

- The department will contact you to schedule an interview covering the Application, personal experience, and give a brief overview of the department.

**Step 3**

Document Review, Background and Reference Checks.

**Step 4**

Clinical Skills Evaluation

- The Education section of Health & Human Resources will contact you to confirm a scheduled time for the evaluation.
- The evaluation will consist of a written assessment, a scenario-based Evolution with a patient simulator, and a report writing exercise.

**Step 5**

Final interview with Clinical Coordinator/Human Resources Administrator.

- Please bring your original documents for employment eligibility during This interview according to the *Lists of Acceptable Documents* (1-9) Form Page 3).
- The interview will cover expectations, legalities, and clinical aspects of the position.

**Step 6**

Upon successful completion of the above steps, you will be sent to an outpatient Laboratory in accordance with Township of Monroe ordinance (O-6-96-019) for drug testing. Results are reported confidentially to Township Administration and you will be contacted if satisfactory results are obtained.

Should you have any questions during this process, please contact Health & Human Resources at (732) 521-4400 Extension 143.