



Township of Monroe

County of Middlesex

WILLIAM GARDENER
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Occupational Health & Safety

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Judith G. Olbrys
Director
Municipal Ambulance Services

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)
- Criminal Background Check

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

- Resume (**including minimum 2 year EMS experience**)
- Birth certificate or naturalization papers, passport or drivers license
- **(need 2 of these)**
- High school diploma or GED
- NJ automobile driver's license

NJ Emergency Medical Technician-Basic certification

- CPR card (acceptable NJ DOH-OEMS course)
- EMT card (EMT B or EMT P)
- Hazmat awareness
- Hazmat operations is (preferred)
- PEPP certificate (within six months of hire)
- GEMS certificate (within six months of hire)
- ICS-100 & 200 level certificates
- FEMA I-700 & I-800 level certificates
- H1N1 (preferred)
- Developmental Disabilities

Step 2

After we have received all the above information, you will be contacted for the Clinical Evaluation.

Step 3

Upon successful completion of the Clinical Evaluation you will be scheduled for a Comprehensive interview, criminal background check and drug screen.

Step 4

Upon successful completion of your Clinical Evaluation, Criminal Background Check and Drug Screen, you will be scheduled for at least four (4) orientation shifts (**Day Shift Only**). On successful completion of all (4) orientation shifts you, will be able to submit your availability of hours to the EMS Director

Should you have any questions during this process, please contact Health & Human Resources at (609)-655-1050 Extension 2209.