



BERLIN EMS APPLICATION FOR EMPLOYMENT

Berlin EMS is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, national origin, sexual preference, age, marital status, pregnancy, disability, or any other legally protected status.



MAIL/EMAIL APPLICATION MATERIALS TO:

Belin EMS
P.O. Box 272
Berlin, WI 54923

Phone: (920) 229-4295

Fax: (920) 361-5431

E-mail: berlinmedicAO@gmail.com

Thank you for your interest in employment with Berlin EMS. Please read the following instructions carefully.

- This application is to be filled out by the applicant only. If you are physically unable to complete this form, or need other assistance in the hiring process, Reasonable accommodations may be requested.

- Incomplete or illegible applications will not be considered. Résumés will be accepted as a supplement to the application form, but will not substitute for it.

- If more space is needed, please indicate this on the application form and attach the additional paper to the application.

Berlin EMS may require pre-employment drug testing and reserves the right to test all applicants for job-related skills. For certain positions, a pre-employment physical examination may be required.

PERSONAL INFORMATION

Position Applied For:	Department: EMS	Date Available:	
Last Name:	First Name:	Middle Name:	
Street Address:	City:	State:	Zip:
Home Phone:	Work Phone:	May we contact at work? <input type="checkbox"/> Yes <input type="checkbox"/> No	
E-Mail Address:	Type of employment acceptable: (Check all that apply) <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> LTE		
• Are you at least 18 years of age? (<i>Employment may be subject to verification that you meet state and federal minimum age requirements. Employees under 18 shall have a work permit.</i>)		<input type="radio"/> Yes	<input type="radio"/> No
• Are you a United States citizen, or do you have papers from the U.S. government permitting you to work?(<i>Verification will be required at the time of employment.</i>)		<input type="radio"/> Yes	<input type="radio"/> No
• Are you able to perform all of the duties listed in the position description, with or without reasonable accomodation?		<input type="radio"/> Yes	<input type="radio"/> No
• Have you ever been convicted of a crime or recived a deferred prosecution? (<i>If the answer is "yes" please explain at the end of this application form. A "yes" does not necessarily disqualify an applicant</i>)		<input type="radio"/> Yes	<input type="radio"/> No



EDUCATION & TRAINING		
High School:		
Highest Level Completed:	Name & Location of High School:	Graduated?
<input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12		<input type="checkbox"/> Yes <input type="checkbox"/> No

Education & Training Beyond High School					
Name & Location of Institution	Dates		Major Field of Study	GPA	Degree & Year:
	From	To			
<ul style="list-style-type: none"> • Relevant Coursework: 					
<ul style="list-style-type: none"> • Additional Skills and/or Training: 					
<ul style="list-style-type: none"> • Professional Licensures/certifications & Expiration Dates: 					

DRIVER'S LICENSE	
• Do you have access to an automobile?	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Do you have a valid Wisconsin Driver's License?	DL # _____ <input type="checkbox"/> Yes <input type="checkbox"/> No
• List any moving violations within the previous five (5) years:	
_____ _____ _____	
• Do you currently hold a valid Wisconsin EMS License?	<input type="checkbox"/> Yes <input type="checkbox"/> No If so, what level and #: _____

PROFESSIONAL REFERENCES			
<i>Please provide us with three (3) references that would be able to describe your work abilities, qualifications, skills, and/or educational background.</i>			
Name	Telephone #	Occupation	Nature of Relationship



WORK HISTORY – PART A

A "yes" answer to any of the following questions does not necessarily disqualify an applicant from the selection process. If you answer "yes" to any of the following questions, please provide an explanation at the end of the application form.

• Have you ever been suspended, terminated, discharged or resigned to avoid being discharged?	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Have you ever been disciplined for attendance problems in your current or previous employment ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Have you ever been employed by Berlin EMS or the City of Berlin?	<input type="checkbox"/> Yes <input type="checkbox"/> No

WORK HISTORY – PART B

Please complete this section in its entirety. Give a complete record of any employment, self-employment, military service or volunteer experience you have had in the past 5 years. Please include positions beyond the 5 year period if they are related to this position for which you are applying. Start at the top with your present or most recent job. Indicate any change in job title under the same employer as a separate position. You may attach your resume as a supplement to the information you provide in the application. Please note that it is the policy of Berlin EMS to contact an applicant's current employer only after that applicant has been deemed a finalist for a position.

Employer Name:		Position Title:		Type of Business:	
Address of Business (Street, City, ZIP)		Reason for leaving:		Name, Title & Phone of Supervisor:	
Employment Dates:		Start Salary:	Ending Salary:	Hours per Week:	Is Employer still in Business?
From:	To:				
Description of Duties:					

Employer Name:		Position Title:		Type of Business:	
Address of Business (Street, City, ZIP)		Reason for leaving:		Name, Title & Phone of Supervisor:	
Employment Dates:		Start Salary:	Ending Salary:	Hours per Week:	Is Employer still in Business?
From:	To:				
Description of Duties:					



Employer Name:		Position Title:		Type of Business:	
Address of Business (Street, City, ZIP)		Reason for leaving:		Name, Title & Phone of Supervisor:	
Employment Dates:		Start Salary:	Ending Salary:	Hours per Week:	Is Employer still in Business? <input type="checkbox"/> Yes <input type="checkbox"/> No
From:	To:				
Description of Duties:					

Employer Name:		Position Title:		Type of Business:	
Address of Business (Street, City, ZIP)		Reason for leaving:		Name, Title & Phone of Supervisor:	
Employment Dates:		Start Salary:	Ending Salary:	Hours per Week:	Is Employer still in Business? <input type="checkbox"/> Yes <input type="checkbox"/> No
From:	To:				
Description of Duties:					

Employer Name:		Position Title:		Type of Business:	
Address of Business (Street, City, ZIP)		Reason for leaving:		Name, Title & Phone of Supervisor:	
Employment Dates:		Start Salary:	Ending Salary:	Hours per Week:	Is Employer still in Business? <input type="checkbox"/> Yes <input type="checkbox"/> No
From:	To:				
Description of Duties:					



EXPLANATION(S) / SUMMARY INFORMATION

--

REFERRAL SOURCE (PLEASE PROVIDE DETAIL WHEN POSSIBLE)

<input type="checkbox"/> Newspaper:	<input type="checkbox"/> Employee:
<input type="checkbox"/> Employment Agency:	<input type="checkbox"/> Web Site:
<input type="checkbox"/> Bulletin Board:	<input type="checkbox"/> Professional Journal:
<input type="checkbox"/> Walk-In:	<input type="checkbox"/> Job Service:
<input type="checkbox"/> Other:	

In order for your application to be considered, you must complete the Employment Application Affidavit / Information Release.

BERLIN EMS ADMINISTRATION USE ONLY

	Date Received:
--	-----------------------



EMPLOYMENT APPLICATION AFFIDAVIT / INFORMATION RELEASE

I hereby certify that all statements made on or in connection with this application are true, complete and correct to the best of my knowledge and belief. I understand and agree that any misstatements, false information, or omissions of material fact herein subjects me to disqualification or dismissal. I further understand that my classification as a regular employee or volunteer depends upon successfully performing work assigned to me during a probationary period, where applicable. I also understand that regular attendance is required of me as a condition of continued employment.

I understand and agree that all information furnished in this application may be verified by Berlin EMS. I also understand that any offer of employment is conditional subject to a satisfactory check of references and satisfactory results of a background check, drug screen, and any other required examinations.

I understand that Berlin EMS may conduct a check on my background to verify the information I have furnished in my application for employment, which may include, but not be limited to, information from previous employers, references, school records, driving records, and any criminal records.

I hereby voluntarily and knowingly authorize and request any current or former employer, educational institution, law enforcement agency, or other persons or organizations having personal knowledge about me to furnish Berlin EMS with any and all information in their possession regarding me, in connection with an application for or retention of employment. Further, I hereby release from liability or responsibility all persons, companies and corporations supplying such information. Copies of this document will be considered as valid as an original thereof.

Name (Printed or Typed):	Signature:	Date:
---------------------------------	-------------------	--------------

OPEN RECORDS DISCLOSURE (OPTIONAL)

This section is optional: Under section 19.36 (7) of the Wisconsin Statutes, the names of “final candidates” must be open to public inspection. The statute also provides that if an applicant does not want his/her name revealed prior to being a “final candidate” they can do so by making a request in writing.

Accordingly, I hereby request that my employment application and all related references and documents remain confidential to the extent allowed by Wisconsin Statutes.

Name (Printed or Typed):	Signature:	Date:
---------------------------------	-------------------	--------------

THANK YOU FOR COMPLETING THIS APPLICATION AND FOR YOUR INTEREST IN
EMPLOYMENT WITH BERLIN EMS.





Berlin Emergency Medical Services

108 North Capron St., PO Box 272, Berlin WI 54923
574 Commercial Ave., PO Box 431, Green Lake WI 54941
Lenny Langkau, Director



EMPLOYMENT PACKET REQUIREMENTS

- 1. Application**
- 2. Copy of Driver's License**
- 3. Copy of Social Security Card**
- 4. Copy of Current CPR Card**
- 5. Copy of Current ACLS and PALS Card (Paramedic only)**
- 6. Copy of Wisconsin EMT License**
- 7. Copy of NREMT Card**
- 8. Immunization records**

