



# Township of Monroe

County of Middlesex

**Richard A. Morris**  
Deputy Director  
Municipal Ambulance Service

**ADMINISTRATIVE OFFICES:**  
Municipal Complex  
2 Municipal Plaza  
Monroe Township, NJ 08831  
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## EMT APPLICATION GUIDELINES

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/reference checks, pre-employment drug screen and motor vehicle record check. As a reminder, **ALL** applicants **must** reside in New Jersey, unless otherwise exempted by law.

### Step 1:

Submit completed application packet (obtained from the Office of Health & Human Resources or EMS) and return to: **Office of Health & Human Resources**. All applications with the required certifications **must** be sent to the Office of Health and Human Resources, **not EMS**.

Consisting of:

- Application for Employment (4 pages)
- Disclosure of Family Relationships Form (1 page)

Additional documentation required (provide copies of all current documents to be **submitted with application**):

- Resume (***MUST have your EMT for 2 years & 2 years of EMT experience***)
- Valid NJ automobile driver's license
- Graduation from High School, Vocational School or equivalent

NJ Emergency Medical Technician-Basic certification:

- CPR card (acceptable NJ DOH-OEMS course)
- NJ EMT card (***EMT B or EMT P***)
- DDC (***within six months of your hire date***)
- CEVO (***within six months of your hire date***)
- Hazmat awareness
- Hazmat operations (***preferred***)
- PEPP certificates (***within six months of your hire date***)
- EMS Safety (***within six months of your hire date***)
- GEMS certificates (***within six months of your hire date***)
- ICS-100 & 200 level certificates
- ICS-300 (***within one year of your full-time hire date***)

- ICS-400 (*within one year of your full-time hire date*)
- FEMA/ICS I-700 & I-800 level certificates
- Developmental Disabilities

**Step 2:**

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

**Step 3:**

Upon successful completion of the Clinical Evaluation, you will then be scheduled for a comprehensive interview. If qualified, a recommendation to hire will be submitted and a conditional offer letter of employment will be given, which will entail a criminal background/reference check, pre-employment drug screen and motor vehicle record check.

**Step 4:**

Upon successful completion of your Clinical Evaluation, criminal background check/reference check, pre-employment drug screen and motor vehicle record check, you will be scheduled for at least four (4) orientation shifts (**Day Shift Only**). Upon successful completion of all four (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 the Office of Health & Human Resources at 732-521-4400 extension 144.