

**Name of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Print Name)

## Lancaster EMS – Application / Interview Checklist

This checklist must be **complete** at the time of the interview in consideration of the applicant's possible employment by Lancaster EMS. Please place a "N/A" in all spaces that do not apply to the position for which you are applying. *Completion of this Checklist does not guarantee an interview or employment offer.*

**Required Items:** (Items needed for application/interview consideration) Applications will not be processed if not submitted or if incomplete.

- \_\_\_\_\_ Lancaster EMS Application (completed online or hard delivered via mail or personally).
- \_\_\_\_\_ Updated Resume and (optional) Cover Letter
- \_\_\_\_\_ Copy of High School Diploma or General Education Development Certificate (GED)
- \_\_\_\_\_ Copy of Trade School or College Diploma(s)
- \_\_\_\_\_ Copy of Current PA Driver's License
- \_\_\_\_\_ Copy of Current PA State Certification(s) appropriate for position applied.
- \_\_\_\_\_ Copy of National Registry Certification (if applicable)
- \_\_\_\_\_ Copy of Healthcare Provider CPR Card
- \_\_\_\_\_ Copy of EVOC Certificate
- \_\_\_\_\_ Copy of Hazardous Materials Operations Certificate (Meeting OSHA 29 CFR 1910.120)

**The following items are required for all ALS candidates:**

- \_\_\_\_\_ Copy of Current ACLS Card (Advanced Cardiac Life Support)
- \_\_\_\_\_ Copy of Current PALS Card (Pediatric Advanced Life Support)
- \_\_\_\_\_ Letter of Recommendation from current, or former, medical director familiar with your work history and clinical performance

**Optional Items:**

- \_\_\_\_\_ Copy of Current BTLS/PHTLS Certification
- \_\_\_\_\_ Copies of any other Pertinent EMS Certifications