

Telephone number
311 local
705.671.2489 long distance

To All Paramedic Applicants:

Thank you for your interest in an employment opportunity with the City of Greater Sudbury's Paramedic Services. The Paramedic hiring process used by Paramedic Services is multi-faceted and is intended to challenge applicants' capacity to perform physically, academically, and practically.

An initial short listing process will allow prospective candidates to demonstrate their ability to meet many of the prerequisite requirements of the job, while also allowing the employer to see an applicant's capacity to follow set processes.

All applicants who successfully meet the short listing tool will be invited to complete a written exam and those applicants who meet the benchmark for further testing will be invited for additional involvement. The additional testing will include the following:

- Practical Patient Care Assessment
- Documentation Analysis
- Board Interview
- Motor Vehicle Road Test
- Equipment Practical Testing
- Other Applicable Assessments

Only those candidates selected for employ will be subject to reference checks.

I would like to thank you once again for your interest in the City of Greater Sudbury's Paramedic Services. I would also like to wish you success with your career objectives.

Sincerely,

A handwritten signature in black ink, appearing to read 'Paul Kadwell'.

Paul Kadwell, Deputy Chief
Paramedic Services

Paramedic Services
Lionel E. Lalonde Centre
239 Montée Principale
Unit 2
Azilda, ON P0M 1B0

Services
Paramédicaux
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www.grandsudbury.ca



GREATER SUDBURY PARAMEDIC SERVICES
Applicant Completion Guide



Applicant Name: _____

OFFICE USE

Place a checkmark to the left of the appropriate line on this document to signify that the associated document is enclosed in the package

- Applicant's Resume (CV)
- Signed letter of applicant's introduction (covering letter)
- Photocopy of the applicant's College Diploma in Ambulance and Emergency Care from a Provincially Accredited Education Institution
- and**
- Photocopy of the applicant's A-EMCA (if certified) by the Ministry of Health and Long Term Care or applicant's letter indicating expected date of write
- and**
- Photocopy of applicant's Ministry of Health and Long Term Care, Advanced Care Paramedic Certification (for ACP applicants) or applicant's letter indicating the expected date of write
- or**
- An original signed letter on official College letterhead, from the College Program Coordinator indicating the expected date of the applicant's graduation
- Provide proof of certification of Emergency Health Services Board (EHSB) mandatory training programs where applicable as per Section 3 if candidate graduated prior to 2004.
- For practicing Primary and Advanced Care Paramedics, a signed photocopy of the applicant's current Base Hospital Certification
- Photocopy of applicant's current CPR Level C Certification
- Photocopy of applicant's current EHS Identification Card (if previously issued)

**Please ensure only document photocopies are included as they will not be returned.
Original documents are only required upon an official offer of employment.**

Failure to submit each document identified herein may result in exclusion of the application for employment

*** If contacted for an interview you will need to start the process for a Vulnerable Sector Criminal Record Check and the Paramedic Evaluation Test (PET) as well as the Pre-Employment Health Status Package.**

Applicant Signature: _____

Date: _____

The entire application package must be secured in a sealed envelope prior to submission