



# British Columbia Ambulance Service

December 10, 2008

## **Paramedic Application/Selection Process**

BC Ambulance Service accepts applications on an on-going basis for part-time paramedic positions. Following is an outline of the steps in our application and selection process and the actions taken at each step:

### **Step 1: Apply**

Candidates are required to print and complete the BCAS paramedic application form and submit it to the closest Human Resources Office. On the application form, applicants will have the option to indicate the regions they would like to be considered for as opportunities arise. The Human Resources Office may contact applicants to discuss information that requires additional clarification.

### **Step 2: Panel Interview for Suitability**

Short-listed applicants will be invited to participate in an interview to assess the skills and abilities required to be a paramedic. The interview format is behavioural based and will explore how candidate skills and abilities make them the best applicant for the job.

### **Step 3: Reference Checking**

Applicants successful in the panel interview will be notified that they will have their references contacted. Individuals who are in a position to judge an applicant's work, such as their current and previous supervisor, are good choices for references.

### **Step 4: Offer of Employment**

Applicants successful in the interview with positive references will receive a conditional offer of employment. This conditional offer is subject to a satisfactory pre-employment medical and criminal record search. BC Ambulance Service will reimburse applicants for the cost of the pre-employment medical at the time a formal job is offered. Applicants are responsible for the cost of the criminal record search which is \$30.00 to \$60.00 depending on the municipality.

Paper work at this stage is very important. During this time, applicants are required to provide BC Ambulance Service with a copy of their current paramedic license, driver's license and a driver's abstract. The quicker the paperwork is provided; the sooner applicants will be considered for a formal job offer.

### **Step 5: Hiring Pool and Formal Job Offers**

Applicants who have completed their paperwork and pre-employment medical will be placed on an eligibility list. Formal job offers are made to applicants on the eligibility list as positions become available. Applications remain active on the eligibility list for one year.