



# Louisville Metro EMS 2019 EMT Recruit Selection Process



## Position Overview

Louisville Metro EMS is hiring an EMT Recruit class to begin in Spring 2019. The EMT Recruit position is an opportunity for individuals seeking certification and full-time employment as an Emergency Medical Technician (EMT). EMT Recruits will be paid during the 12 week training process (\$13.05 per hour) and are eligible for benefits. Upon successful certification as an EMT, Recruits will be promoted to a full-time EMT position (\$15.61 per hour) with Louisville Metro EMS. Applicants must meet the following minimum requirements at the time of application:

- At least 18 years old
- High School Diploma or equivalent
- Valid Driver's License
- No Felony Convictions - Misdemeanors are considered on a case by case basis.

## Selection Process Overview

### **Step 1 - Apply online at [www.louisvilleky.gov/humanresources](http://www.louisvilleky.gov/humanresources)**

All interested persons must submit an online application within the application period. An email address is required to apply - most communication with applicants will be done via email, so it is important that you check your email regularly, including junk or spam mail folders.

### **Step 2 - Written Exam and Information Session**

Upon application, candidates meeting the minimum qualifications will be sent an email with information about how to schedule for one of many available sessions. The session is required to continue in the selection process and will consist of the following:

- Question and Answer Session about Employment with Louisville Metro EMS
- Written Exam
- Review of Employment Application and Other Applicant Forms

### **Step 3 - Panel Interview**

Following review of information collected at the Information Session, candidates will be narrowed and invited to attend a Panel Interview with LMEMS Command Staff.

### **Step 4 - Conditional Offer of Employment**

Conditional Offers of employment will be issued to the top candidates based upon all steps up to this step. A Conditional Offer of Employment extends an offer of employment on the condition that the candidate can successfully complete a polygraph exam and medical exam. Candidates are advised NOT to resign from current positions at this point of the process.

### **Step 5 - Polygraph Exam**

The polygraph exam is administered by the Louisville Metro Police Department. Candidates who reach this step will be scheduled by LMPD for their test. Due to scheduling availability, it is very important to arrive as scheduled. Results will be reported back to LMEMS the next day and reviewed by Agency Leadership to determine if the candidate will move forward to the medical exam.

### **Step 6 - Medical Exam**

The Medical Exam is administered by Concentra Urgent Care at one of their three Louisville locations. The test include a full medical evaluation including a physical exam, lab work, drug screen, chest x-ray, hearing test, ECG, pulmonary function and TB Screen.

### **Step 7 - Formal Offer of Employment**

Upon being determined as medically acceptable for the position, candidates will be given a formal offer of employment which will allow for two week notice to their current employer.



### **Contact Us**

If you have any questions related to this process or about the position, please contact

[emsrecruitment@louisvilleky.gov](mailto:emsrecruitment@louisvilleky.gov)