



COUNTY OF LANCASTER

FOUNDED 1651 IN VIRGINIA

DEPARTMENT OF EMERGENCY SERVICES

LANCASTER COURTHOUSE
8311 MARY BALL ROAD
LANCASTER, VIRGINIA 22503

Frank A. Pleva
County Administrator

Terrence J. McGregor
Chief

804-462-5129
804-462-0031 (FAX)
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Dear Applicant:

Thank you for your interest in Lancaster County Emergency Services. To ensure completion of your application, please complete the checklist below, prior to submitting your application. Incomplete applications will not be considered.

- Review Job Announcement
- Review Position Description
- Complete Lancaster County Application for Employment
- Complete FBI Background Check fingerprinting form (http://www.vdh.virginia.gov/OEMS/Files_Page/Background/Policy.pdf)
 - Applicants may have fingerprinting completed, at no charge, at the Lancaster County Sheriff's Office (8293 Mary Ball Road, Lancaster, VA 22503)
 - Applicants may have fingerprinting completed at a Virginia State Police office, or local Sheriff's office, although a cost may be incurred.
- Submit a DMV report, retrieved within 30 days of application submission
- Submit a copy of the following certifications:
 - Virginia Office of EMS certification
 - BLS for Healthcare Providers or equivalent (<http://www.vdh.virginia.gov/OEMS/Training/CPRRequirements.htm>)
 - IS-100
 - IS-200
 - IS-700
 - IS-800
 - Emergency Vehicle Operators Course (http://www.vdh.virginia.gov/OEMS/Files_page/regulation/evoc.PDF)
 - Advanced Cardiac Life Support (if required)
- Submit a copy of any other certifications that you would like to have considered in the hiring process.
- Secure immunization record (required prior to start of work, if position is offered)
- A Physician's Certification of Applicant's Ability to Perform the Duties of an Emergency Medical Technician. This is not required as part of the application package and should be submitted only upon acceptance of a position.

I look forward to receipt of your application. Should you have any questions regarding this process, I may be contacted at tmcgregor@lancova.com.

Sincerely,

Terrence J. McGregor
Chief of Emergency Services