

**King and Queen County**  
**HELP WANTED**  
**EMERGENCY SERVICES TECHNICIAN**

King and Queen County Department of Emergency Services is now accepting applications for the position of **Emergency Services Technician III**. The emergency services department provides support to the primarily volunteer based emergency services delivery system within King and Queen County, Virginia.

Under supervision, this position provides emergency medical care to the sick and injured requiring Basic and Advanced Life Support (ALS); may respond to fire alarms and other emergency calls to protect life and property; may combat, extinguish and prevent fires; drives emergency apparatus, including a life support unit; participates in rescue extrication operations; performs vehicle and equipment maintenance; conducts public information demonstrations; directs and supervises other county emergency services technicians while coordinating with volunteer fire and EMS command staff regarding emergency incident operations; performs emergency management work as required; assists the emergency services coordinator in related public safety duties and performs related work as required.

This position requires certification as an Advanced Life Support Provider in Virginia as an EMT-Intermediate or EMT-Paramedic and Virginia Department of Fire Program Firefighter II. A complete position description is available including all minimum and preferred qualification requirements from the King and Queen County Administrator office.

A starting salary range of \$29,000 - \$37,000 will be offered for this full-time emergency services position. Salary will be determined according to experience and proven ability to perform required functions of the position. A full-time position will also be provided a county benefits package.

A completed King and Queen County Application and resume is required for consideration. To obtain a County Application, contact K. Diane Gaber, King and Queen County Administrator's Office, at (804) 785-5975 and return either by hand, or by mail to P.O. Box 177, King and Queen C.H., Virginia 23085.

Deadline for submitting County Application and resume is: Friday, September 2, 2016 by 3:00 P.M. **Notice: Deadline has been extended until September 23, 2016.**

King and Queen County is an Equal Opportunity Employer.



# King and Queen County

Founded 1691 in Virginia

Office of the County Administrator  
P.O. Box 177 • King and Queen Court House, Virginia 23085  
Phone: (804) 785-5975 – Fax: (804) 785-5999

## King and Queen County APPLICATION FOR EMPLOYMENT

**NOTICE:** King and Queen County only employs U.S. Citizens and aliens authorized to work in the United States. In connection with this, all offers of employment are contingent on the production of certain documents that establish identity and eligibility to work in the U.S. U.S. Citizens will be required to produce a valid driver's license or ID card with photo and an original Social Security Card or a certified copy of a birth certificate or other documents that establish identity and eligibility to work in the U.S.

King and Queen and its employees are subject to the Drug-Free workplace Act of 1988. You will be subject to drug and alcohol testing requirements.

### PERSONAL INFORMATION

Please provide your personal and contact information.

Name (Last, First, MI) \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Mailing Address (if different from above) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

( ) - - - - ( ) - - - - ( ) - - - -

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Other Phone \_\_\_\_\_

Position Applying For: \_\_\_\_\_

E-mail Address \_\_\_\_\_

Are you at least 18 years of age? \_\_\_\_\_

### REFERENCES

Please provide three personal references not related to you

1) \_\_\_\_\_ ( ) - - - -  
Reference's Name Phone Number  
Mailing Address Email Address: \_\_\_\_\_

2) \_\_\_\_\_ ( ) - - - -  
Reference's Name Phone Number  
Mailing Address Email Address: \_\_\_\_\_

3) \_\_\_\_\_ ( ) - - - -  
Reference's Name Phone Number  
Mailing Address Email Address: \_\_\_\_\_

## EDUCATION

**Please provide the following educational information.**

\_\_\_\_\_  
Name of High School Attended                      City, State                      Dates Attended

Circle the highest grade you have completed:      1   2   3   4   5   6   7   8   9   10   11   12

Circle all that currently apply to you:

GED    High School Diploma    Associate's    Bachelor's    Master's    Doctoral    Business

List all colleges, universities, trade, vocational and military schools you have attended:

\_\_\_\_\_  
Name of Institution                      City, State                      Dates Attended

\_\_\_\_\_  
Name of Institution                      City, State                      Dates Attended

\_\_\_\_\_  
Name of Institution                      City, State                      Dates Attended

Are you fluent in any foreign languages? (Circle one)                      Yes                      No

If so, list the language(s). \_\_\_\_\_

Typing Skills \_\_\_\_\_

Give information regarding your office and computer experience including Software/Computer knowledge and skills?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## OTHER

If offered employment by the County, when will you be able to start work: \_\_\_\_\_

Have you ever been convicted of or plead guilty to a felony? \_\_\_\_\_ If yes, explain: \_\_\_\_\_

Is anyone related to you either an official of or now employed by King and Queen County? If yes, give name and position with County: \_\_\_\_\_

\_\_\_\_\_

**EMPLOYMENT**

Please provide the following experience information beginning with the current or most recent and working back from the last ten years. (If more space is needed please use additional sheet.)

\_\_\_\_\_  
Employer ( ) - -  
Phone Number

\_\_\_\_\_  
Address

\_\_\_\_\_  
Your Job Title Immediate Supervisor

/ /  
Begin Date End Date

Reason for leaving: \_\_\_\_\_

Duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Employer ( ) - -  
Phone Number

\_\_\_\_\_  
Address

\_\_\_\_\_  
Your Job Title Immediate Supervisor

/ /  
Begin Date End Date

Reason for leaving: \_\_\_\_\_

Duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Employer ( ) - -  
Phone Number

\_\_\_\_\_  
Address

\_\_\_\_\_  
Your Job Title Immediate Supervisor

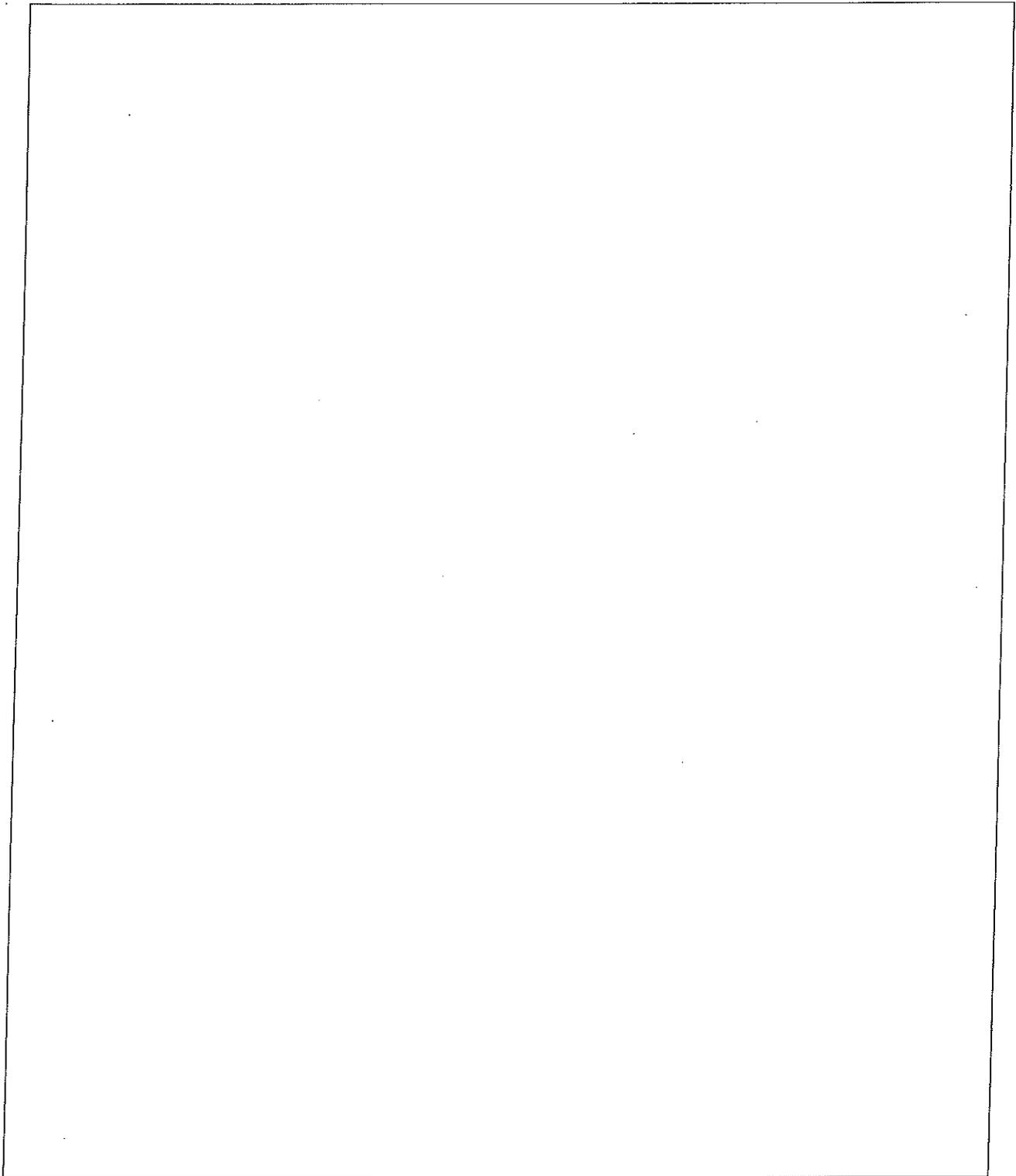
/ /  
Begin Date End Date

Reason for leaving: \_\_\_\_\_

Duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



This application when properly completed and accepted by appropriate company personnel will remain active for 30 days from the date accepted and will be considered for any vacancy during this period for which the applicant has applied. This application will not be considered for employment vacancies beyond the 30 day period, unless renewed in person by the applicant.

I hereby authorize, without liability, any person or organization whose name I have given as a reference, or by whom I have previously been employed, to furnish the King and Queen County Administration Office any information they may have concerning my character, habits, ability, financial responsibility, job performance and reasons for leaving employment. I hereby release all such persons and organizations from any claims for damages of any kind which may result by reason of furnishing such information.

I hereby authorize the King and Queen County Sheriff's Department or any other law enforcement agency or court of record to furnish the King and Queen County Administration Office information concerning any felony or misdemeanor of which I have been convicted.

I have read and understand each of the paragraphs appearing in this application and further certify that this application was completed by me and that all entries and information placed on it are true and complete. I understand that any false, incomplete or deceptive response made by me on this application or other required documents shall be grounds for denial of employment or discharge.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**Please mail completed application to:**

**King and Queen County Administrator's Office  
P. O. Box 177  
King and Queen Courthouse, Virginia 23805  
Attn: K. Diane Gaber**

**OR**

**Deliver in person to our office at:**

**242 Allen's Circle  
King and Queen Court House, VA 23085**