



## Algoma EMS



### Advanced Emergency Medical Care Assistant (A-EMCA) Application Package Checklist

***Please note that a complete application package must be submitted on or before the application deadline set out in the vacancy notice/posting in order for your application to be considered.***

1.  A current résumé (if not already provided) and a cover letter identifying the position(s) for which you are applying
2.  A-EMCA or EMCA Certificate
3.  College Paramedic Diploma (or Ambulance & Emergency Care)
4.  Ontario Secondary School Diploma or Ministry-approved equivalent
5.  Valid "F" Class driver's license (front and back)
6.  A driver record abstract obtained from your local MTO office within the last 3 months
7.  A criminal record search obtained from your local police detachment within the last 3 months
8.  A valid CPR Certificate issued within the last 12 months
9.  Certification in Symptom Relief
10.  Certification in Semi-Automatic External Defibrillation
11.  A valid certificate signed by a physician verifying your immunity and communicable disease status
12.  A summary of your expected availability, if applying for part-time or casual position