

**Cherry Hill Fire Department  
Emergency Medical Services  
Member Selection Process / Career EMT**



EMS selection follows a nine-step process that begins with the Application. Candidates are invited to proceed to the next step after successful completion of each step of the process and based on current staffing needs.

**1. Eligibility Verification**

All candidates will complete and submit a Preliminary Employment Application that can be found in the "Career & Volunteer Opportunities" section of CHFD website EMS Employment Opportunities. Certification and eligibility for selection will be verified and the applicant will be contacted and assigned a testing date and time. Qualified candidates that are scheduled for the assessment will need to contact EMS Administration at [emtjobs@chfd.org](mailto:emtjobs@chfd.org) within forty-eight hours of the scheduled assessment date should there be a need to reschedule. Candidates who fail to give proper notice will be ineligible for future assessments for one year. All notifications to the candidate will be sent via email.

**2. Assessment**

EMT candidates will proceed to the Interview after successful completion of the Assessment process.

- A scenario-based practical evaluation designed to measure and assess treatment skills at the BLS level \*
- Physical Ability Assessment  
(Timed – Maximum time allowed: 15 minutes)

*Candidates will be given the results of the examination process at the end of the session.*

**3. Interview**

A panel interview will be scheduled for selected candidates. The interview is designed to assess the candidate's experience, mental and emotional fitness to function successfully in the EMS environment. The applicant may be asked questions designed to demonstrate certain knowledge, skills and abilities considered basic to effective performance as an EMT or Paramedic.

**4. Final Ranking –** Compilation of a Candidate Eligibility List.

**5. Background Investigation**

A thorough background investigation is conducted to establish evidence of good moral character, a well-adjusted personality and a pattern of conduct acceptable to the Cherry Hill Fire Department, which includes the completion of the formal application and fingerprints. If unsuccessful, the candidate will receive a letter indicating that he or she is no longer eligible and will be removed from the background investigation process.

**6. Conditional Employment Offer**

**7. Psychological Examination**

**8. Pre-employment Physical Examination and Drug Screening**

The applicant will participate in a complete physical examination to assess the applicant's physical condition to ensure he/she can function safely as an EMT or Paramedic.

**9. Sustained Employment Offer**