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<b>TITLE</b>	Hiring Policy
<b>POLICY NO:</b>	2013-013

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**POLICY STATEMENT:**

It is the policy of Superior EMS that fair and equitable hiring principles be followed, to ensure the selection of the best candidates

**PRINCIPLES:**

Superior EMS believes that every person has the right of equality of opportunity based upon bona fide qualifications, in respect of employment, employment advancement, or promotion.

**SCOPE:**

All Current and Potential Employees

**POLICY:****Non Discrimination**

Superior EMS shall not refuse to employ, to continue to employ, or to train any person for employment, to advance or promote that person, and shall not discriminate against that person in respect of employment, or any term or condition of employment because of race, nationality, religion, colour, sex, age, marital status, sexual orientation, physical or mental handicap, ethnic or national origin, political beliefs or family status of that person.

**Job Posting Process**

Superior EMS will publicize available positions within the company from time to time either through our website, or through recruitment sites as well as recruitment services.

**Hiring Process***Interview and Selection Process*

Those who meet the requirements for the job description will be provided with an opportunity to complete our recruitment process. The process is as follows:

1. Application Package Received with all supporting documentation required as outlined in the application package
2. Pre-employment medical requirements completed
3. Interview
4. Written Examination – Based on level of application



## 5. Practical or Verbal Testing

### *Offer of Employment*

An offer of employment or offer of sub-contracting will be provided to the individual and must be returned completed and signed prior to employment or sub-contracting commencing.

### *Proof of Certification or Licensing*

Acceptable certifications are:

- Emergency Medical Responder (Red Cross, St. John Ambulance, Superior EMS or Equivalent as determined by the company)
- A-EMCA or EMT-P
- Registered Practical Nurse, Registered Nurse or Nurse Practitioner (College of Nurses)

### *Current CPR Level C for Health Care Providers*

Employees must have a valid CPR Level C for HCP certification valid within 1 year of the hire date.

### *Criminal Records Check*

Employees must submit a criminal records check, which includes vulnerable persons that was conducted within 30 days of submission.

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<b>Date of Original:</b>	July 2012
<b>Date of Approval:</b>	September 28, 2016
<b>Date Reviewed:</b>	September 28, 2016
<b>Date to Be Reviewed:</b>	September 28, 2018
<b>Authority:</b>	Chief of EMS Operations

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