

“I had my interview, what happens next?”



**Willie Blue Armstrong**  
Armstrong Ambulance Service's  
Resident Therapy Dog

# The Hiring Process

## **Availability**

After your interview, you will receive several forms to fill out and return. Your availability form is then submitted to scheduling for review. We do our best to ensure we work with your current time commitments to allow for a work life balance that sets you up for success.

Should your availability not line up with our immediate scheduling needs, we will keep your application on file in the event our scheduling needs change.

## **Contingent Job Offer**

Once your availability has been approved and you have been deemed a good fit for the company, you will be presented with a contingent job offer. This offer defines the status, position, and pay rate and becomes valid only if all background checks meet Armstrong Ambulance's standards.

## **Background Screening**

Armstrong Ambulance performs the following background checks on all employees as part of the prehire process:

- Motor Vehicle Record
- CORI (MA State Criminal Record)
- National Registered Sex Offender
- Pre-Employment Drug Screen
- OEMS Certification Verification
- OIG Exclusion Database
- Personal, Educational, and Professional References
- Employment Verification

## **Cleared for Hire**

When the successful clearing of all background checks listed above, you will be cleared for hire and offered an open seat in an upcoming orientation.