

Instructions for Employer Letter of Experience

This document outlines the mandatory information required from the applicant's EMS employer for admission to the Ventura College School of Prehospital and Emergency Medicine - Paramedic Studies Program.

The letter must be written on the company's letterhead and addressed to the "Ventura College Paramedic Program Director." The letter must be sent directly from the employer to sescobar@vcccd.edu

Required Content Guidelines

The letter must include all the following items:

1. Date of Letter
 2. Candidate's Name
 3. Date of Hire
 4. Date of Termination (if applicable)
 5. Job Title with a description of the employee's duties.
 6. A statement regarding the employee's Good Standing upon separation.
 7. A statement regarding Rehire Eligibility.
 8. Total Number of Hours Worked, broken down by:
 - Total hours in 911 Emergency Response.
 - Total hours in Non-911 Response.
 9. Estimated Patient Contacts (approximate number).
 10. Employer's Signature (or designee) and Title.
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Applicant Authorization Statement

"I, _____ an employee of _____ hereby authorize my employer to release all information requested in this document, including my employment dates, total hours worked, and job duties, directly to the Ventura College Paramedic Studies Program for the purpose of my admission application. I understand that my signature permits the employer to release the above information."

Signature of Applicant (employee)

Printed Name of Applicant

Date