

Ventura College School of Prehospital and Emergency Medicine

Employer Letter Request Form

Dear EMS Provider,

One of your employees, _____, is applying for admission to the

(Insert applicant's name)

Ventura College School of Prehospital and Emergency Medicine – Paramedic Studies Program.

It is mandatory that all applicants have their EMT experience documented using the following guidelines:

- Letter from employer must be written on company letterhead and addressed to the "Ventura College Paramedic Program Director".
- Letter must include:
 - Date of letter
 - Candidate's name
 - Date of hire
 - Date of termination (if applicable)
 - Job title with description of duties
 - Total number of hours worked including
 - Percentage of emergency calls
 - Percentage of non-emergency calls
 - Employer's signature (or designee) and title

The signature of applicant permits employer to release the above information to the Ventura College Paramedic Studies Program.

Signature of Applicant (employee)

Date