

## FEMA Scribe Program Application

Personal Information			
Last Name	First Name	MI	SSN
Date of Birth	Home Phone Number	Cell Phone Number	
Email Address			
Present Address	Street		
	City	State	Zip Code
Permanent Address <small>*If Different From Above</small>	Street		
	City	State	Zip Code

Scholastic Information		
Current School of Attendance (If Applicable)		
Year in School	Major	GPA

What is your typing speed? \_\_\_\_\_ words per minute

What languages, if any, are you fluent in other than English?

\_\_\_\_\_

Availability			
List availability times for each day of the week*:			
Day of Week	From	Until	
Monday			* The Emergency Department is operational 24/7 and scribe shifts fall between the hours of 0700 and 0500 the following day. The shortest shift length is 6 hours and the longest is 12. An availability of less than 6 hours a day or one without weekend availability, will not be considered.
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

Are you applying to work:

Summers only   
  Year Round   
  Semesters only

What type of employment would you prefer? (Shifts range from 6 to 12 hours in length)

Full-time: 34-40+ hours per week (4-5 shifts per week, on average)

\_\_\_\_Part-time: 18-34 hours per week (2-3 shifts per week, on average)

Would you be able to commit to a year's employment with the FEMA scribe program? Y/  
N

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Activities & Extracurriculars	
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Activity Name	Years of Involvement
Description, Honors, Awards, & Positions	

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### Employment History (list most recent first)

Employer and Location	Dates of Employment
Position Held and Job Description	
Supervisor Name	Employer Phone Number
Was the conclusion of your employment with this establishment voluntary / involuntary ?	
May we contact this employer? Y / N	

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Position Held and Job Description	
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Have you ever worked for Mary Washington Healthcare or Medicorp previously? Y/N

Have you ever been a scribe before? Y/N

How did you hear about our program? \_\_\_\_\_

### References

Please provide three references and include at least 1 academic and 1 professional. Personal references are not recommended. Be sure to include full names, phone numbers, email addresses, and relationship to you.

## Essay Question

In the space below, provide a short essay to respond to the following scenario. You have an intensive workload for classes for this week with scheduled exams, but you've also been scheduled several 12 hour scribing shifts for the week. How would you balance your responsibilities and budget your time?



Your signature below indicates that the information contained on this application is true to the best of your knowledge, as well as your acknowledgement that false information or significant omissions will disqualify you from further consideration for employment and would be justification for dismissal from employment, even if discovered at a later date. Your signature also indicates your agreement to allow a criminal background check to be performed by Fredericksburg Emergency Medical Alliance, Inc. and Medicorp Health System.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Fredericksburg Emergency Medical Alliance, Inc does not discriminate on the basis of race, sex, creed, age, disability, sexual orientation, or national or ethnic origin.