



ST. PETERSBURG FIRE DEPARTMENT

APPLICATION PACKET

SECTION 1:

APPLICATION INFORMATION

This section includes the application instructions (including all of the required documents), an outline of our hiring process, and information about our Department. Prior to completing an application it is important that you review all of the information and that you also carefully read all of the Selection Standards for Firefighters to decide whether you may qualify.

Note: “Section 1: Application Information” is provided for your information and does not need to be printed or submitted. “Section 2: Application Packet” is a digitally fillable document that must be completed on your computer, saved, and then electronically submitted.



CITY OF ST. PETERSBURG
FIRE RESCUE

400 Dr. Martin Luther King Jr. Street South
St. Petersburg, Florida 33701-4472
Telephone: 727-893-7694 or 800-874-9014
Fax: 727-893-7935 Website: fire.stpete.org



To: Firefighter Candidate

You have been invited into the pre-employment process and provided a *St. Petersburg Fire Rescue Pre-Employment Questionnaire Packet*. It is imperative that you **read and follow** these instructions:

1. Fill out the application packet in its entirety and collect **all** of the required documents. Incomplete application packets **will not** be considered. The application packet is digitally fillable and can be completed on your computer, saved, and then electronically submitted.
2. Submit scanned copies of all required documents (listed in “Section 1: Application Information”) and the completed application packet (“Section 2: Application Packet”) through the City of St. Petersburg’s Oracle application system. You must enter the Oracle system located at www.stpete.org/jobs (select the “Apply for Jobs/Register” link).

ATTENTION: This application packet may only be received from the Fire Department and only candidates, who have been invited into the hiring process after being selected from the National Testing Network (NTN) database, are eligible to receive a packet. Do not copy or share this packet with any other individuals. Other interested parties should be directed to the NTN website to submit an initial application.

3. Failure to submit this packet within the required timeframe may result in the administrative closure of your application. You can submit any requests for an extension of time to the email address below but due to the limited amount of time that may be available for processing, requests cannot always be accommodated.
4. Due to the large number of applicants being considered, it is essential that you direct questions **only** via email to spfrjobs@stpete.org. You can also see a list of “Frequently Asked Questions for Firefighter” at <http://fire.stpete.org/hiring.html>.

Following a complete review of the *Pre-Employment Questionnaire Packets*, selected candidates will be notified via e-mail and invited into the pre-employment process. Please be patient due to the high number of applications that must be processed and reviewed. Failure to complete and return the packet in accordance with the foregoing instructions will result in the administrative closure of your application file.

Respectfully,

Fire Safety and Training Division
St. Petersburg Fire & Rescue

Thank you for your interest in the position of Firefighter/EMT or Paramedic with the City of St. Petersburg. Enclosed are several forms and documents that must be used in the completion of your Firefighter employment application.

IMPORTANT NOTICE: A failure to follow all of these instructions, submit a complete packet, and/or provide all of the required documents will result in the administrative closure of your file.

1. **Section 1: Application Information:** This section includes: **Application instructions** for completion and submission of your application; **Selection Standards for Firefighters** outlining the standards that you must meet to be eligible for the position (Review carefully to decide whether you may qualify. Failure to meet any of the listed standards will result in the closure of your application); **Department Information**, including salary and benefits information; the **Applicant Process** that candidates are required to complete; and a **List of Required Documents** that must be provided. Use the enclosed checklist to ensure that you are providing all of the required documents.
2. **Section 2: Application Packet:** This section contains digitally fillable documents that must be completed and electronically submitted. All of the information you provide must be accurate and thorough. Forms in this packet must be completed, saved and electronically submitted. Signatures and notary stamps **are not required at this time**. Do not print out these forms, these items will be completed with a Background Investigator if you are invited to an initial interview. The packet includes: a **Personal History Questionnaire (PHQ)** – Read all of the instructions thoroughly before completing. Failure to answer all of the questions and/or the submission of an incomplete questionnaire will result in the administrative closure of your file; and **Required Forms, Waivers and Affidavits** that must be completed (signatures and notary stamps are not necessary at this time).
3. **NOTE: Required Documents:** Scanned copies of your required documents (listed in “Section 1: Application Information”) must be electronically submitted with the completed “Section 2: Application Packet”. Make sure that the scanned documents are appropriately sized and readable prior to submission. It is your responsibility to provide the scanned document copies with your application packet (examples are birth certificate and social security card). Failure to provide all of the required documents will result in the administrative closure of your file.

Completed packets must be submitted online through the City’s Oracle applicant system per the instructions on the cover letter. All of the applications will be thoroughly reviewed by the Fire Department and if you are selected for pre-employment processing, you will be contacted by email. The application process that will be required is outlined in this packet.

We appreciate your cooperation with this important pre-screening application process. If you have questions about the recruiting process, contact the Public Safety Screening Division at spfrjobs@stpete.org. More information about the process and the Fire Department is also available online at <http://fire.stpete.org/hiring.html>.

Sincerely,

The Public Safety Screening Division
Human Resources-Employment Office

CITY OF ST. PETERSBURG
APPLICATION PROCESS FOR FIREFIGHTER POSITIONS WITH THE
ST. PETERSBURG FIRE DEPARTMENT

I. APPLICATION AND PERSONAL HISTORY QUESTIONNAIRE

Applicants are encouraged to carefully read the applicable "Selection Standards for Firefighter Positions" before completing an application. In addition to completing a standard City Employment Application, candidates for employment with the City of St. Petersburg Fire Department are also required to complete a Personal History Questionnaire (PHQ). For questions concerning employment as a Firefighter/EMT or Firefighter/Paramedic with the Fire Department, email the City's Public Safety Screening Office at PublicSafetyJobs@stpete.org.

To thoroughly complete the PHQ, applicants must provide complete mailing addresses (including zip codes) for all places of residence since age 14, all schools attended, all places of employment for the last ten (10) years, immediate family members (including date of birth), four (4) character references (not relatives) who have known the applicant for five years or more and three (3) personal friends (not relatives) with whom the applicant is currently associated. The entire pre-employment selection process typically takes an average of six (6) months to complete.

II. PROCESSING STEPS

Only selected applicants will complete all of these steps (not necessarily in this sequence):

1. CPAT and Fire Team (through National Testing Network-NTN)
2. Personal History Questionnaire Review
3. Polygraph
4. Background Investigation
5. Interview with Fire Chief
6. Medical Examination and Drug Test

***** WARNING *****

**FAILURE TO KEEP SCHEDULED
PROCESSING APPOINTMENTS WITHOUT
PRIOR NOTICE MAY BE SUFFICIENT
CAUSE FOR APPLICATION CLOSURE**

III. REQUIRED DOCUMENTS

All applicants must submit copies of the following documents with the completed Personal History Questionnaire.

1. Birth Certificate - Government issued (i.e. - State, County, etc.)
2. *Social Security Card
3. High School Diploma or State-Issued GED Certificate
4. Marriage Certificate (if applicable)
5. Divorce Decree(s) (if applicable)
6. Valid Driver License
7. Selective Service Card (if applicable)
8. Military Record-Discharge DD214 - Member - 4 - Copy (if applicable)
9. Firefighter Certificate of Compliance
10. EMT certificate is required or Paramedic certificate if applicable
11. CPAT scores or certificate (if CPAT was not taken through NTN) and any other certificates that may reflect job qualifications should also be submitted
12. Current driving record if holding an out-of-state driver's license. If you have been a resident of Florida for less than three (3) years you need to retrieve a driving record from the previous state.
13. Bankruptcy discharge including list of creditors (if applicable)
14. Final disposition of any arrest (felony or misdemeanor) issued by the applicable court and a police report. Sources for obtaining this information would be personal records, personal attorney, arresting agencies, or county clerk's office.
15. Notarized waivers included in the pre-employment packet
16. Background investigation worksheet
17. Military waiver or affidavit
18. Neighborhood survey if applicant lives outside of St. Petersburg city limits.

* Notification: The City of St. Petersburg Human Resources Department has requested your Social Security number as part of our employment process. In accordance with Florida State Statute 119.071, this is to advise you that your Social Security number will be used for one or more of the following purposes: tax reporting as reporting as provided under the United States Tax Code Title 26, Chapter 61, Section 6109; as a unique identifier to verify Employment Eligibility as provided under Code of Federal Regulations Title 8, Part 1274a.2; for search purposes to verify information such as former employment, criminal records and credit worthiness as authorized and/or mandated under Florida Statutes Chapter 166-Section 166.0442, Chapter 435-Sections 435.03 and 435.04, Chapter 633-Section 633.34, Chapter 943.13 and 943.133; and for reporting to other government agencies, as required to accomplish the foregoing purposes.

**CITY OF ST. PETERSBURG
SELECTION STANDARDS
FOR
FIREFIGHTER POSITIONS**

I. INTRODUCTION

The selection of competent personnel for **Firefighter** positions is essential to provide for the safety and protection to which the public is entitled.

The purpose of establishing selection standards is to define (as clearly as possible) the kind of individual who can best serve the citizens of St. Petersburg. The standards appear in the context of **ELIGIBILITY FOR EMPLOYMENT** and **INELIGIBILITY FOR EMPLOYMENT** which follow.

The City is an Equal Opportunity Employer and does not discriminate on the basis of race, sex, religion, age, national origin, disability or other non-merit factors.

II. ELIGIBILITY FOR EMPLOYMENT

To be eligible for employment as a **FIREFIGHTER**, an applicant must:

- A. Be a high school graduate or the equivalent, and be at least eighteen (18) years of age, F.S. 633.34(1).
- B. Possess and maintain both Firefighter and Emergency Medical Technician or Paramedic Certificates as issued by the State of Florida.
- C. Have successfully completed the CPAT and Fire Team Tests (through NTN).
- D. Possess a valid State of Florida Driver License.
- E. Be in good physical and mental health as determined by licensed physicians designated by the City and be drug free as determined through controlled substance screening at a laboratory designated by the City.
- F. Have been a nonuser of tobacco or tobacco products for at least one (1) year, and will continue to be a nonuser of tobacco or tobacco products while either on or off duty.
- G. Be of good moral character as determined by a thorough background investigation, F.S. 633.34(4).
- H. Meet the following eye and vision requirements:
 1. Far visual acuity: Far visual acuity shall be at least 20/30 binocular corrected with contact lenses or eyeglasses. Far visual acuity uncorrected shall be at least 20/100 binocular for wearers of hard contacts or spectacles. Successful long-term soft contact lens wearers shall not be subject to the uncorrected criterion.
 2. Peripheral vision: Visual field performance without correction shall be 140 degrees in the horizontal meridian in each eye.
 3. Required to pass the Titmus II Color Vision test (ability to distinguish between red, yellow and green).
 4. Any recent or former history of ophthalmic surgery will require a medical clearance from the City of St. Petersburg's medical provider.
 5. Any other eye condition that results in a person not being able to perform the essential job functions of a Firefighter, NFPA 1582.

III. INELIGIBILITY FOR EMPLOYMENT

The decision to remove an applicant's name from the selection process shall be made by the Human Resources Director (or designee) and/or a designated representative of the Fire Department and it shall be their responsibility to notify the applicant that his/her application will not be further considered.

The following are established as reasons for which removal may be made:

- A. Falsification, omission, or misrepresentation of information on documents (e.g., Employment Application, Personal History Questionnaire, Statement of Employability).
- B. Dishonorably discharged from any of the armed forces of the United States.
- C. Conviction or plea of nolo contendere of a felony, or conviction of a misdemeanor directly related to the position of firefighter, shall exclude an applicant from employment for a period of four (4) years after the expiration of sentence or final release by the Parole Commission unless the applicant, prior to the expiration of the four (4) year period, has received a full pardon or has had his or her civil rights restored. Where the sentence of an applicant is suspended or adjudication is withheld and a period of probation is imposed, the applicant must have been released from probation before being eligible for employment. See F.S. 112.011(2)(b) and F.S. 633.34(2).
- D. Any current (within the last twelve months) use or experimentation with drugs classified as controlled substances, or any other illegal drugs, while not under the care of a licensed physician; and any past use must be deemed acceptable by the Department.
- E. Any person who has sold, offered for sale, induced or attempted to induce (within the last 5 years) another person in the use of illegal drugs, may be disqualified.
- F. A determination that an applicant is not of good moral character will result in his/her removal from consideration.
- G. Polygraph concerns, including significant levels of deception indicated, unacceptable indicators recorded and noted, the use of countermeasure techniques; and/or failure to comply with the polygraph process.
- H. An applicant will be removed from consideration whose overall fitness is deemed as undesirable.

Evidence of undesirability includes, but is not limited to:

- demonstrated pattern of lack of responsibility
- demonstrated pattern of problems with interpersonal relationships
- demonstrated disregard of local, state, and/or federal law
- beliefs which would prevent applicant from performing the job of a firefighter
- incidents of deception, falsification, misrepresentation, or omissions of information
- poor employment record
- poor driving record

The severity of any one particular problem may, but not necessarily, cause the applicant to be removed from consideration. In determining the applicant's overall fitness, the entire background of the individual will be considered to determine if there is a pattern of behavior that is not conducive to satisfactory job performance.

St. Petersburg Fire & Rescue Employment Information

Job Assignments could include:

Engine Company
Ladder Company
Rescue Company (Emergency Med. Services)

Classified* Firefighters may apply for Specialty Teams:

Technical Rescue Team.
Underwater Search and Recovery Dive Team.
Hazardous Materials Team.
S.W.A.T. (Spec. Weapons/Tactics) Paramedics

***Classified** employees have completed the probationary period. Once probation is complete, new Firefighter/Paramedics may be assigned to a 12-hour, 2 shift schedule for peak time hours until permanently assigned to a 24 hour, 3 shift schedule. All new Firefighter/EMTs serve a 12 month probationary period beginning upon entry. Firefighter/Paramedics serve a 24 month probationary period. Firefighters who receive a promotion to Firefighter/Paramedic during their first year of employment will serve a two year probationary period.

Benefits

- **Three (3) weeks paid annual leave for the first five (5) years, increasing to five (5) weeks at 20 years of service; very flexible exchange of duty time with other employees**
- **Ten paid holidays per year**
- **Thirteen days extended illness leave per year**
- **R (relief) days - one shift (24 hours) off every six weeks**
- **Life insurance provided after 90 days from date of hire; additional Life Insurance can be purchased through the St. Petersburg Association of Firefighters**
- **A major health insurance program with options such as PPO or EPO plans with cost shared by the City**
- **Pension with disability retirement benefit; 3% multiplier for each year of service with DROP plan**
- **Deferred Compensation Program with ICMA**
- **Credit Union program.**
- **Tuition reimbursement programs**
- **Overtime opportunities**
- **Annual Medical Physical**
- **Current pay scale information may be obtained at <http://fire.stpete.org/hiring.html>**

	<u>Start Pay</u>	<u>Top Pay</u>
Classified Firefighter	\$42,187	\$67,283
After 1st year of probation	\$44,125	\$67,283

EMTs also receive \$832 each year (in addition to their base rate of pay) for EMT certification as well as seat time of \$0.75 cents per hour for all hours assigned as the EMT on any ALS unit.

Classified Firefighters who are County-recognized and “certified” paramedics receive \$1,950 each year (in addition to their base rate of pay) as well as seat time of \$1.75 per hour for all hours assigned on any ALS unit.

Classified Paramedic	\$54,355	\$79,394
After 1st year of probation	\$56,629	\$79,394

Extra incentives are available for specialty team assignments; reimbursements are provided for Industrial prescription safety lenses, safety shoes and ANSI/OSHA approved impact resistant sunglasses; and other incentives include Drivers Pay and Head Quarters assignment pay.



PARAMEDIC CERTIFIED APPLICANTS

Candidates who possess a State of Florida Paramedic certification and meet the qualifications are **highly desirable** and encouraged to apply even though, at times, due to staffing constraints, the Department may only have open Firefighter/EMT positions available. Every effort will be made to hire qualified applicants as Paramedics but in some cases they may need to be initially hired as EMTs. If hired in a Firefighter/EMT position, qualified paramedics will be able to maintain their certification by performing Paramedic duties. Performance of these duties will include additional pay pursuant to a Union agreement. Furthermore, they will be given strong consideration for promotion to Paramedic positions when positions become available. In the decision to promote, the Department also considers other factors such as seniority and performance history. If you are a certified Paramedic you will be notified during the pre-employment processing if you are being considered for an EMT position.