



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 carefully read all of the Selection Standards for Firefighter Cadets 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 Cadet Candidate

You have been invited into the pre-employment process and asked to complete the *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 your account on the City of St. Petersburg’s Oracle application system. You must enter the Oracle system located at www.stpete.org/jobs and upload the completed application packet and all of the required documents into your secure account.

ATTENTION: This application packet may only be submitted by those candidates who have been invited into the hiring process after being selected by the Fire Department. Your submission will be denied unless you have been properly selected and invited.

3. Failure to submit this packet within the required time, 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 find additional information about the St. Petersburg Fire Department online at <http://fire.stpete.org/>.

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. Due to the high number of applications that must be processed and reviewed, please be patient. 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 Cadet 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: 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 application.

1. **Section 1: Application Information:** This section includes: **Application instructions** for completion and submission of your application; **Selection Standards for Firefighter Cadets**, 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 pages that must be completed and electronically submitted. All of the information you provide must be accurate and thorough. 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 application.

Completed packets must be submitted online through the City of St. Petersburg’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 CADET 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 Cadet 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 Cadet, Firefighter/EMT or Firefighter/Paramedic, email the City's Public Safety Screening Division at SPRFjobs@stpete.org.

To thoroughly complete the PHQ, applicants must provide complete mailing addresses (including zip codes) for all places of residence since age 16, 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 (5) 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. Personal History Questionnaire Packet Review
2. Personal History Questionnaire Interview
3. Polygraph
4. Background Investigation
5. Physical Abilities Test
6. Interview with Fire Chief
7. 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. College diplomas and official transcripts (if applicable)
5. Marriage Certificate (if applicable)
6. Divorce Decree(s) (if applicable)
7. Valid Driver's License
8. Selective Service Card (if applicable)
9. Military Record-Discharge DD214 - Member - 4 - Copy (if applicable)
10. Firefighter Certificate of Compliance (if already obtained)
11. EMT Certificate or Paramedic Certificate (if already obtained)
12. A current driving record if holding an out-of-state Driver's License.
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. Waivers included in the pre-employment packet (will be notarized at interview, if invited).
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 CADET 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 of St. Petersburg 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 CADET**, 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. Have successfully completed the PAT administered through applicable Firefighter Minimum Standards Training Academy as facilitated by SPF&R during the process.
- C. Possess a valid State of Florida driver's license and be a resident of Pinellas County. Effective 6/20/19 the St Petersburg Firedepartment mandated a residency requirement for the Fire Cadet position that states only Pinellas County residence may be considered for this position and any selected candidates must maintain Pinellas County residency while employed in this title. This policy only applies to Fire Cadet candidates that apply after 6/20/19.
- D. 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.
- E. 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.
- F. Be of good moral character as determined by a thorough background investigation, F.S. 633.34(4).
- G. Be able to work as an EMT or Paramedic in Pinellas County.
- 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, etc.).
- 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 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 Cadet Program

The St. Petersburg Fire Department full sponsorship Cadet Program provides selected candidates the opportunity to become a Florida Certified Firefighter/EMT (Emergency Medical Technician). Work involves academic and on-the-job/in-service training and development, and requires: successful graduation from a State approved Fire Training Academy and EMT school*, and obtaining certifications and maintaining eligibility for timely promotion to a Firefighter/EMT position. The selected Cadets will be hired as full time, paid employees of the City of St. Petersburg (\$14.99 per hour) and the tuition of the Fire Academy and EMT school will be covered as part of the sponsorship program. Upon successful completion of the Cadet Program the employee will be promoted to Firefighter/EMT and begin the Firefighter/EMT training program. The sponsorship program requires a 4 year commitment in return for the City's investment. Information about full time Firefighter/EMTs can be found below.

*Candidates must meet all the entrance requirements established by the Fire Academy and EMT school including any required entrance examinations.

Firefighter/EMT Employment Information

Job Assignments could include:	Classified* Firefighters may apply for Specialty Teams:
Engine or Ladder Company Underwater Search and Recovery Dive Team Rescue Company (Emergency Med. Services)	Technical Rescue Team Hazardous Materials Team S.W.A.T. (Spec. Weapons/Tactics) Paramedics

***Classified** employees have completed the probationary period. All new Firefighter/EMTs serve a 12 month probationary period beginning upon entry.

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 three 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**
- **Tuition reimbursement programs**
- **Overtime opportunities**
- **Annual Medical Physical**
- **An employee fitness and wellness incentive program**
- **Current pay scale information may be obtained at <http://www.stpete.org/fire/firepay.html>**

	<u>Start Pay</u>	<u>Top Pay</u>
Classified Firefighter/EMT	\$40,564	\$64,695
After 1st year of probation	\$42,428	\$64,695

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.

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.



CADET PROGRAM TEST REQUIREMENTS

Selected candidates must meet or complete any pre-requisite requirements that the Fire Academy or EMT school require. This includes the Firefighter Candidate Physical Abilities Test and any academy entrance test requirements established by St. Petersburg College.

(IAFF/IAFC) CANDIDATE PHYSICAL ABILITIES TEST

It is a requirement for the Fire Academy that applicants pass a Firefighter Candidate Physical Abilities Test (CPAT). The St. Petersburg Fire Department will assist with pre-test mentoring sessions and coordinating the CPAT for the selected eligible candidates. The CPAT is a standardized test that evaluates the candidate's physical ability to complete firefighter related tasks. This is a pass/fail test based on a nationally validated maximum total time to complete all of the required tasks.

During the CPAT, you must progress along a continuous test path completing a set sequence of tasks. Participants wear a 50-pound (22.68-kg) vest to simulate the weight of self-contained breathing apparatus (SCBA) and firefighter protective clothing. An additional 25 pounds (11.34 kg), using two 12.5-pound (5.67-kg) weights that simulate a high-rise pack (hose bundle), is added to your shoulders for the stair climb event.

The sequence of events are as follows:

- **Stair Climb** - climbing stairs while carrying an additional 25 pounds (simulated hose pack).
- **Hose Drag** - stretching uncharged hose lines and advancing lines.
- **Equipment Carry** - removing and carrying equipment from fire apparatus to the fire grounds.
- **Ladder Raise and Extension** - placing a ground ladder at the fire scene and extending the ladder to the roof or a window.
- **Forcible Entry** - penetrating a locked door and breaching a wall.
- **Search** - crawling through dark unpredictable areas to search for victims.
- **Rescue Drag** - removing individuals from a fire building.
- **Ceiling Breach and Pull** - locating fires and checking for fire extensions.

Please note that the Firefighter CPAT is very strenuous and requires a maximum effort. It is recommended that applicants begin preparing themselves physically and mentally as soon as possible. To help reduce unnecessary injury and to determine if you can safely perform all of the tasks it is recommended that you consult with your healthcare provider.

ST. PETERSBURG COLLEGE ENTRANCE REQUIREMENTS

Candidates selected for the sponsorship program must meet the entrance test requirements for the Fire Academy and EMT School. Entrance requires passing scores on the Tests of Adult Basic Education (TABE) or the Postsecondary Education Readiness Test (PERT). Exceptions to this requirement may be granted for the following: Serving active military duty; previously earned an Associate's degree; has previous "valid" test scores and completed any minimum required courses; or competed college level English and Math at an accredited college. For details about the college admission requirements and a full list of exceptions, see the following: <https://go.spcollege.edu/fireacademy/#tab=5>.