

St. Petersburg Fire Rescue Employment

Selection and Screening Process for Firefighter Cadet

St. Petersburg Fire Rescue Firefighter Cadet Program. The Firefighter Cadet program is a full sponsorship program to train and certify selected candidates to become Firefighter/EMTs while working as paid employees of the City of St. Petersburg. Upon appointment, you will be assigned to the Fire Training Division who will coordinate your participation in the Firefighter Training Academy and the Emergency Medical Technician training program. For candidates that are already certified as an EMT (or Paramedic) or a certified Firefighter, the cadet program can also provide just the Fire Academy or the EMT training to meet the full requirements for working as a St. Petersburg Firefighter.

Step 1 – Initial Application:

When there is a staffing need the vacant position will be posted on the City's job board. All interested applicants must apply for consideration through the City of St. Petersburg Oracle online application system. This requires registering an applicant account (unless an account already exists) and applying for the Firefighter Cadet vacancy: www.stpete.org/jobs (select "Register/Apply for Jobs").

NOTE: Prior to application please review the selection standards for the position to ensure that you meet all the qualifications for the position: [Firefighter Cadet Selection Standards](#)

Step 2 – Supplemental Pre-Employment Questionnaire (Invitation Only)

The Human Resources Employment Office - Public Safety Division (HR) will review the online applications and qualified candidates will be invited to complete a supplemental application, the Pre-Interview Questionnaire. Due to this position relating to public safety, this form, if requested, is required. After initial application, the qualified candidates will be invited by email to complete the questionnaire and attach it to the Oracle online application account. **Do not complete this step or submit a questionnaire unless you have received an invitation email and been instructed to do so.**

[Supplemental Pre-Employment Questionnaire](#)

Step 3 - Review of Candidates and Initial Selection of Hiring Pool

Applications will be reviewed by the Fire Department Administration and designated staff and based on the number of vacancies, an initial hiring pool of candidates for Firefighter Cadet will be selected for processing. The hiring pool information will be forwarded to HR.

Step 4 –Pre-Employment Process and Supplemental Application (Invitation Only)

Selected candidates will be contacted via e-mail and invited by HR into the pre-employment process. At that time, only the most qualified candidates will be asked to provide the following additional application information. **Do not complete this step or submit a packet unless you have received an invitation email and been instructed to do so.**

SECTION 1: Applicant Information Packet. Contains Submission Instructions, Application Information, Required Documents List, Hiring Process Outline, Selection Standards and Job Requirements, Benefits and Salary, and Agency Information. Prior to completing your application it is important that you review all of this information. This packet is information only and does not need to be printed. **Attention:** This packet contains a list of required documents that **must** be submitted with your application packet.

Click here to download Section 1: [Application Information and List of Required Documents](#)

SECTION 2: Application Packet – Firefighter Cadet Application Packet and Forms. This packet is digitally fillable. Complete the Personal History Questionnaire (PHQ) and all of the required forms and save your document. If you are using an Apple computer you must use the following method to save your document to ensure that it is readable: For the final save before uploading, select Print from the File menu and then use the dialog box's PDF option to save it as a PDF.

ATTENTION: This packet contains forms with a signature line and forms that may require a notary, but it is not necessary to print this packet or sign these documents. These forms will be signed and notarized at your initial interview.

[Click here to download Section 2: Fillable Application Packet](#)

Step 5 – Submission of Application Packet and Required Documents

Selected candidates must complete the PHQ packet and upload, along with the required documents (listed in Section 1: Application Information Packet), to the City's online application system. The PHQ and documents can be digitally uploaded to the applicant account by adding them through the "My Account" link within the user account. **ATTENTION:** Only selected candidates may submit the PHQ application packet. Only qualified candidates that are selected and invited to be continued by the Fire Department will be considered at this stage.

****NOTE:** Fire Cadet candidates will be required to meet all the eligibility requirements of the St. Petersburg College Fire Academy and EMT School. As part of the pre-employment process, candidates must meet all the requirements listed on the Academy webpage: <https://go.spcollege.edu/fireacademy/#tab=5>, including the completion and passing of the required Firefighter Candidate Physical Ability Test (CPAT) and any required entrance examinations, including the TABE or PERT tests (if necessary per the requirements, see their webpage for a list of exemptions). The St. Petersburg Fire Department will provide CPAT mentoring as part of the pre-employment process.

Step 6 – Verification of PHQ Packet and Review

HR will review the submitted information for completeness. Failure to complete all sections of the packet or failure to submit all required documents within the required time frame, may result in the administrative closure of your application. Completed application packets will be reviewed by Fire Department Administration and designated staff and the most qualified candidates will be selected to continue in the process.

Step 7 – Background Investigator Interview

Selected candidates will be invited into the pre-employment background process and initially be scheduled for a Personal History Interview with the Background Investigator to review the application packet and background history information. Completed files will be reviewed by Fire Department Administration and designated staff and the most qualified candidates will be selected to continue in the process.

Step 8 – Polygraph Examination and Background Check

Selected candidates will be scheduled for a polygraph examination and have a full background check completed to verify the accuracy of the information in the application packet including all reported personal and background history. Completed files will be reviewed by Fire Department Administration and designated staff and the most qualified candidates will be selected to continue in the process.

Step 9 – Department Interview

Selected candidates will be scheduled for an interview with the Fire Department and designated Fire Administration personnel. The most qualified candidates from the hiring pool will be selected for hire. Depending on staffing needs, significantly qualified candidates that are not offered a position may be placed on a 12 month hiring list for future planned staffing of vacancies.

Step 9 – Medical Exam

Candidates selected for hire will be contacted by the Fire Department to coordinate and schedule a medical exam and drug screen.

Step 10 – Final Processes and Start Date

Candidates selected for hire will be contacted by the Fire Department to coordinate uniforms and provide the start date and all new hire instructions.

* 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.