St. Petersburg Fire Rescue Employment

Selection and Screening Process for Firefighter

Step 1 – Initial Application

In 2010, the St. Petersburg Fire Department joined with other Pinellas County and Florida agencies to participate in a centralized testing program for Firefighter employment candidates. Under this program, all candidates must now begin the application process through the NTN by registering, completing an online application and taking the required Physical Ability Test and the Fire Team Assessment. Candidates are responsible for NTN fees associated with registering and testing. **All interested candidates must initially apply through the National Testing Network (NTN). Candidates who have not registered with the NTN will not be considered. To apply/view department vacancies, please visit https://www.nationaltestingnetwork.com/publicsafetyjobs/.**

Note: Prior to application, please review the selection standards for the position (Firefighter Selection Standards) to ensure that you meet all of the qualifications. All candidates must apply through the National Testing Network (NTN) for consideration. If a candidate has recently successfully completed a Certified Physical Ability Test elsewhere in the State of Florida, the results may be eligible for transfer to the City's application process. **Selection Process:** Following the evaluation of applications/resumes for relevant education, training and experience, the most desirable candidates will be invited to participate in a pre-employment screening process which includes a Pre-Interview Questionnaire, Personal History Questionnaire (PHQ), Background investigation, Polygraph, and post-offer employment Medical Exam and Drug Test.

Step 2 – Starting the Pre-Employment Process and Submission of the Supplemental Application (Invitation Only)

Once NTN applications are reviewed by the Fire Department Administration and designated staff, an initial hiring pool of Firefighter candidates will be selected for processing. The hiring pool information will be forwarded to the Human Resources - Public Safety Screening Division. The Public Safety Screening Division will contact selected candidates via e-mail and invite them into the pre-employment process. Selected candidates will accept the invitation to become an active candidate in the pre-employment process by registering an account through the City's website: www.stpete.org/jobs and uploading the required supplemental "Pre-Interview" Questionnaire.

To register an account through the City's website under the e-mail address that you would like to use, go to www.stpete.org/jobs and click on the "Apply/Register/View Job Postings" icon. Once directed to the jobsite (online application system), click on the "Click Here to Register" icon. You will need to enter your valid e-mail address, last name, first name and password. Your password must be at least 10 characters in length and is case-sensitive (must have at least one letter and one number and may not have repeating characters, i.e. not sp<u>oo</u>ky). Note: The duplicate accounts message is a static message on the registration page. After you click on the "Submit" button and your password has been received, you will be prompted to upload a resume and enter in your information into your account. Please notify us at spfrjobs@stpete.org upon completion of registration or if you have any questions.

Once registered, selected candidates must complete the supplemental application information, the "Pre-Interview" Questionnaire, and upload it to the City's online application system. Documents can be added during the registration process or at a later date through the "My Account" tab. **Attention:** Only selected candidates may submit the SPFR Pre-Interview Questionnaire packet. Only qualified candidates that are selected and invited to be continued by the Fire Department will be considered at this stage.

Click here to download the Pre-Interview Questionnaire

Step 3 – Submission of Application Packet and Required Documents (Invitation Only)

DO NOT download, complete and/or attempt to submit a PHQ packet unless you have been instructed to do so.

Selected candidates must complete the Personal History Questionnaire (PHQ) packet and upload, along with the required documents (listed in Section 1: Application Information Packet), to the City's online application system. Documents can be added through the "My Account" tab. **Attention:** Only selected candidates may submit the PHQ packet. Only qualified candidates that are selected and invited to be continued by the Fire Department will be considered at this stage.

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 or submitted. **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 Application Packet and Forms. This packet is digitally fillable. Complete the Personal History Questionnaire (PHQ) and all 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 4 – Verification of PHQ Packet and Review

Human Resources Public Safety Screening Division 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 5 – 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 6 – 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 7 – Department Interview

Selected candidates will be scheduled for an interview with the Fire Chief 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 8 – Medical Exam

Candidates selected for hire will be contacted by the Fire Department to schedule a medical exam and drug screen that will be coordinated by the Human Resources Public Safety Screening Division.

Step 9 – 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 ntumber 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.