

St. Petersburg Fire Rescue Employment Selection and Screening Process for Firefighter Cadet

Step 1 – Initial Application

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 Safety & 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. When actively recruiting, this job will be posted on the City's Vacancy List and applications will be accepted through the City's employment website: www.stpete.org/jobs. All candidates must register an account and apply through the City's Oracle applicant portal to be considered. All submitted resumes will be reviewed during this initial step in the process. It is highly recommended and encouraged that applicants submit a resume with their application.

Note: Prior to application, please review the selection standards for the position ([Firefighter Cadet Selection Standards](#)) to ensure that you meet all the qualifications. ****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 Physical Abilities Testing, a Personal History Questionnaire (PHQ), Polygraph, Background Investigation, Fire Chief Interview, and post-offer employment Medical Exam and Drug Screen.

*****The selection process has recently changed. Please DO NOT complete and/or attempt to submit any documentation (other than a resume) unless you have been instructed to do so.***

Step 2 – Submission, Verification, and Review of Personal History Questionnaire (PHQ) and Required Documents (Invitation Only)

Selected candidates will accept the invitation to Guardian, the applicant tracking and background investigation system, to become an active candidate. Selected candidates will then be asked to complete the PHQ and upload all required documentation to Guardian.

The Employment Office - Public Safety Screening Division will review the submitted information and documentation for completeness. **Failure to complete all sections of the PHQ or failure to submit all required documents within the required time frame may result in the administrative closure of your application.** Completed PHQ's will be reviewed by Fire Rescue Administration and designated staff and the most qualified candidates will be selected to continue in the process.

Step 3 – PAT Mentoring Sessions and PAT Testing (Invitation Only)

Firefighter Cadet candidates will be required to successfully complete the required number of Physical Ability Test (PAT) mentoring sessions and the PAT administered through the selected applicable Firefighter Minimum Standards Training Academy as facilitated by the department during the process.

Step 4 – Background Investigator Interview (Invitation Only)

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

Step 5 – Polygraph Examination and Background Check Start (Invitation only)

Selected candidates will be scheduled for a polygraph examination to verify the accuracy of the information in the PHQ including all reported personal and background history. Polygraph reports will be reviewed by Fire Rescue Administration and designated staff and the most qualified candidates will be selected to continue in the process.

Step 6 – Department Interview/Conditional Job Offer (Invitation Only)

Selected candidates will be scheduled for an interview with the Fire Chief and designated Fire Rescue personnel. The most qualified candidates from the hiring pool will be selected for hire and those selected will be given a conditional job offer.

Step 7 – Medical Exam and Drug Screen (Invitation Only)

Candidates selected for hire will be contacted and scheduled for a medical exam and drug screen. The conditional job offer is dependent on the successful completion of the pre-employment medical exam, drug screen, and background investigation.

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 – Job Offer: Final Background Processes and Start Date

Candidates selected for hire will be contacted by Fire Rescue to coordinate uniforms, start date, and all new hire details.

* 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.