

# St. Petersburg Fire Rescue Employment

## Selection and Screening Process for Paramedic (EMS)

### Step 1 – Initial Application

SPFR maintains civilian Paramedic (non-Firefighter) positions to staff Peak-Time non-transport Medic Units. The department uses sworn Firefighter/Paramedics to staff all 24/48 EMS unit positions. 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](http://www.stpete.org/jobs). All candidates must register an account and apply through the City's Oracle applicant portal.

**Note:** Only candidates that meet the minimum qualifications and the selection standards for the position ([Paramedic Selection Standards](#)) will be eligible to be considered for the position. We encourage you to review these 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 a Personal History Questionnaire (PHQ), Background Interview, Polygraph, Background Investigation, Physical Abilities Test, Administrative Interview, Fire Chief Interview, and post-offer employment Medical Exam and Drug Test.

**\*\*The selection process has recently changed. Please DO NOT complete and/or attempt to submit any documentation unless you have been instructed to do so.**

### Step 2 – Starting the Pre-Employment Process and Guardian Invite

The Employment Office - Public Safety Screening Division will contact the qualified initial hiring pool via e-mail. Selected candidates will accept the invitation to Guardian, the applicant tracking and background investigation system, to become an active candidate.

**Attention:** Only qualified candidates will be considered at this stage.

### Step 3 – Submission of Personal History Questionnaire (PHQ) and Required Documents (Invitation Only)

Selected candidates will then be asked to complete the PHQ and upload all required documentation to Guardian.

### Step 4 – Verification and Review of Personal History Questionnaire (PHQ) and Documents

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.

The order of steps 5 - 8 could vary due to scheduling constraints.

### Step 5 – Paramedic Physical Abilities Test (Invitation Only)

Selected candidates will be scheduled for a Paramedic/Emergency Medical Services Physical Abilities Test. Candidates will be required to pass this test and those with passing scores will be selected to continue in the process.

### Step 6 – 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 7 – Polygraph Examination and Background Check (Invitation Only)

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 PHQ including all reported personal and background history. 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 8 – Administrative Interview (Invitation Only)**

Selected candidates will be scheduled for an Administrative Interview with Fire Rescue staff. Candidates will be interviewed by Fire Rescue Administration and designated staff and the most qualified candidates will be recommended to continue in the process.

## **Step 9 – Fire Chief Interview (Invitation Only)**

Selected candidates will be scheduled for an Interview with the Fire Chief. The most qualified candidates from the remaining hiring pool will be selected for hire. Depending on staffing needs, qualified candidates that are not offered a position may be placed on a 12-month hiring list for consideration for future planned staffing of vacancies.

## **Step 10 – Medical Exam (Invitation Only)**

Candidates selected for hire will be contacted and scheduled for a medical exam and drug screen that will be coordinated by the Employment Office - Public Safety Screening Division.

## **Step 11 – Job Offer: Final 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.