Fire Candidate Frequently Asked Questions

1. **What is the status of my application?**
   - Unless you have received notification of your status, you may assume that your application is under review by both the Human Resources (HR) Department and the Fire Department. Applicant qualifications, education, test results and experience are considered to determine the most desirable candidates. You will be notified at any point that your application status changes (i.e. moving to the next step or discontinued).

2. **What score do I need to move forward from the National Testing Network (NTN) testing?**
   - Minimum total combined score of 75%.
   - Cannot score below "Normal" on the Dimensional testing in the categories of: Abrasive, Tension, Authority, Inconsiderate, Tolerant, Work Avoidance, Passive, Self Focus, Supervisor Relations

3. **How will I know if I have been selected to move forward in the hiring process?**
   - If you are selected to move to the next stage of the hiring process, you will be contacted via email with instructions on how to proceed.

4. **How will I know if I have not been selected to move forward in the hiring process?**
   - Candidates who are not selected for further processing will be notified in writing immediately following their discontinuation.

5. **How many people are you hiring?**
   - The number of vacancies we have is constantly changing. Historically we have hired once or twice a year in groups of between 3 and 12. This is always subject to change based upon the department's needs.

6. **How do I update my current application with new information?**
   - You may send any new information or application updates to
     _____@stpete.org_____ or via mail to: St. Petersburg Fire & Rescue
     Attn: Training Division
     400 Dr. Martin Luther King Jr. St. S.
     St. Petersburg, FL 33701

7. **What is the next step in the process?**
   - Candidates will be sent a full application packet including the *Personal History Questionnaire (PHQ).* All returned and complete *PHQs* will be reviewed in person with a background investigator. Candidates in the background process will be scheduled for a polygraph examination. Passing the background and polygraph generally completes the eligibility process. Processed applicants will then be added to an eligibility list. Over a 12 month period, applicants are selected from the list for interview with the Fire Chief when vacancies arise. Selected applicants will then receive a conditional job offer pending a satisfactory medical examination and drug test result.

8. **How long will the hiring process take?**
   - Full candidate processing will take three to five months from the posted closing date. A new eligibility list will be formed and effective January 1, 2012 for and will be used for a period of 12 months. Subsequent vacancies will be filled from this list. The number of applicants on the eligibility list will depend on how many applicants successfully complete the process.

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9. **Do I need to check on the status of my application?**
    - No, you will be notified of your application status at each stage of the process.
10. **What should I do with my letters of recommendation?**
    - If you are invited to complete a full application packet including the *Personal History Questionnaire (PHQ),* you may include them with your application and *PHQ* submission. Please see question six (above) for handling letters you receive after submission of your *PHQ*.

11. **How can I be sure you have received all the required documentation from me?**
    - If you are invited to complete a full application packet including the PHQ, a list of all required documentation will be provided. It is your responsibility to ensure that all items are returned with your submission. Incomplete submissions at any stage in the process will not be accepted. If there will be any delay in providing any piece of documentation with your application submission, you must provide a written explanation of what is missing, the reason for the delay, and when you expect to supply it.