

OSCEOLA COUNTY FIREFIGHTER RECRUITMENT & SELECTION PROCESS

1. Posting

Firefighter positions are posted on the Osceola County Website/Job Center – You must first create a Virtual Citizen Account before you can apply.

<http://webkiosk.osceola.org/index.cfm?lsFuses=NexusUser/create>

2. Osceola County Online Application

You must complete an on-line Osceola County application in order to be considered. You will also need to email proof that you meet the minimum requirements, see #3. Submittal of all required documentation must be made prior to closing of the position.

***If you are claiming Veterans Preference, you will need to submit, via email, a completed and signed Veterans Preference Eligibility Form along with all required documentation. This information must be submitted no later than three days after the position closing date.**

3. Proof of Firefighter Minimum Requirements

All applicants are required to provide proof that they possess the minimum qualifications for the Firefighter/EMT position. **Only applicants that submit an online application and proof of minimum requirements will be processed.** All required documents, including Veterans Preference documents (if applicable), must be submitted via email to Firerecruitment@osceola.org at the time you submit your application.

Copies of the following will need to be provided:

- High School diploma or equivalent, or official college transcript
- Successful completion of Minimum Fire Standards Training
- State of Florida Minimum Standards Certificate
- 16 Hour EVOC Course approved by the State of Florida
- Current American Heart Association Basic Life Support Health Provider Level Card (CPR and AED)
- Current State of Florida EMT Certification (EMT Certificate must be submitted even if Paramedic)
- If paramedic, current State of Florida Paramedic Certificate (Must also provide EMT Cert)
- Valid Florida Driver's License

Please properly title/save each document and attach individually to one email. Subject line should include your full name. This will assist in the review process.

4. Written Test

A written exam is offered to all eligible candidates who have successfully completed the application process and who have provided documentation confirming that they meet the minimum requirements. Human Resources will review applicant documentation to determine eligibility for participation in the written exam. The written exam will consist of an assessment of an individual's minimum Firefighting and EMT knowledge, skills and abilities. Communication will be provided via email and include information needed for the written exam. There are no make-up dates and no rescheduling. To be admitted into the examination area, an official government I.D. (Driver License, Military I.D. etc.) will be required and dress code will be business casual. Cell phones will not be permitted into the testing area.

Please Note: Practical Test will not be on the same day as the Written Test.

5. Practical Test

Candidates with the top scores on the written assessment will proceed to the practical portion of the testing process. The number of candidates that proceed to the Practical portion of the test will be determined by the Fire Department's need to fill vacancies. Invitation for the practical test will be provided via email and include the necessary information for scheduling. Scores will be kept on file for the remaining candidates not selected. Should the need arise, candidates with the next top scores will be contacted to participate in the practical process.

6. Interview and Supplemental Packet

The candidates with the highest combined written and practical scores will be offered an interview. The number of candidates that proceed to the Interview portion of the process will be determined by the Fire Department's need to fill vacancies. Candidates selected for an interview will need to submit a supplemental packet prior to the interview. This packet will be emailed to those selected for interview and only those who complete and notarize their supplemental packets will be considered for continuation in the process. Scores will be kept on file for the remaining candidates not selected. Should the need arise, candidates with the next top scores will be contacted to participate in the interview process.

7. Fingerprints, Driver License and Criminal History/Background Check

Candidates with the highest combined scores from all examinations listed above will be required to submit to fingerprinting. The number of candidates that proceed to fingerprinting will be determined by the Fire Department's need to fill vacancies. A criminal history and driver license check will also be conducted. This background investigation is conducted to establish evidence of good moral character, fire service adaptability, and a pattern of conduct acceptable to the Osceola County Fire Rescue Department. You will also undergo a work history background check.

8. Polygraphs

If fingerprint results are favorable, candidates will proceed to the polygraph portion of the process. The number of candidates proceeding to this portion of the process will be determined by the Department's need to fill vacancies.

9. Conditional Offer

Upon successful completion of the above items, candidates may be extended a conditional offer of employment. The number of candidates receiving a conditional offer of employment will be determined by the Department's need to fill vacancies.

10. Psychological Screening

Candidates who have received a conditional offer of employment will be scheduled for a Psychological Screening.

11. Medical and Drug Screen

Upon receipt of favorable results from the psychological screening, the candidate will be scheduled for a Medical Examination and Drug Screening. Candidates must pass the medical examination and drug screening as administered by the Osceola County designated physician.

12. Final Offer

Upon successful clearance of the background investigation, psychological screening, medical examination, and drug screening, candidates will be contacted by a representative of the Osceola County Human Resources department. The employment offer will be confirmed and the candidate will be provided with an orientation date, time, and location.

13. Orientation

The first day of employment will be an orientation held by the Human Resources Department which consists of an overview of Osceola County's benefits and Osceola County's Policies and Operational Procedures. On the second day of employment, candidates will begin an eight week (8 hours per day schedule) departmental orientation. Upon successful completion of the eight week departmental orientation, newly hired firefighters will be placed on 24 hour shift schedules.

FREQUENTLY ASKED QUESTIONS

Q: Will I be required to take a CPAT?

A: No; however, we do require that you pass a Physical Agility Test during your Medical examination.

Q: Can I reschedule my written test?

A: No, the written test must be taken during the scheduled time.

Q: How can I check the status of my application? How do I know if I've made it to the next step of the process?

A: Once it is determined, applicants who advance to the next step of the process will be contacted via email. All efforts are made to notify or post scores throughout the testing stage, but due to the volume of applicants, only those that advance to the next step of the process, will receive notice. Candidates may also log into your Osceola County account to check the status.

Q: If selected, when can I expect to start with the Osceola County Fire Department?

A: We are looking to start our New Hires at the beginning of January 2015. Due to the numerous components of this recruitment, candidates will need to be extremely flexible with scheduling as short notice for testing may occur.

Q: What if I have a college degree, but cannot find my HS diploma?

A: A college degree alone is acceptable; it implies you have a HS diploma or equivalent.

Q: What if I don't have a copy of my college degree or HS diploma?

A: A certified letter and/ or official transcript from the registrar's office is acceptable.

Q: What if I'm a certified State of Florida Paramedic; must I also provide an EMT Certificate?

A: Yes, we are hiring for the position of Firefighter/EMT. Everyone MUST be a State of Florida EMT.

Q: Will I received the paramedic incentive upon hire?

A: No. We are hiring Firefighter/EMT. After successful completion of the one year probationary period, you may request to be considered for precepting. Determination is based upon Fire Department needs. Annual Paramedic Incentive is currently \$8,125.00 after successful precepting.

Q: I have prior firefighter experience, will this be considered when determining starting salary?

A: YES, newly hired Firefighters who has two or more years of professional firefighting experience as a paid Firefighter will be eligible to start at a higher step in the FF step plan based on their experience.

Q: What if my BLS is not from the American Heart Association?

A: Then you do not qualify for the position. Osceola County requires that BLS MUST be from the American Heart Association.

Q: Does my BLS Card by the American Heart Association need to include CPR and AED?

A: YES, card must list that you have successfully completed CPR and AED.

Q: Is there a requirement to be a non-user of tobacco or tobacco products for this position?

A: Yes. In accordance with **Section 633.34(6) of the Florida Statutes**, you are required to affirm that you have not been a user of tobacco or tobacco products for at least one (1) year immediately preceding application, as evidenced by the sworn affidavit of the applicant.

Q: Can I be disqualified based on my Criminal Record?

A: Yes. In accordance with **Section 633.34(2) of the Florida Statutes**, you must neither have been convicted of a felony or of a misdemeanor directly related to the position of employment sought, nor have pled nolo contendere to any charge of a felony. If an applicant has been convicted of a felony, such applicant must be in compliance with s. 112.011(2)(b). If an applicant has been convicted of a misdemeanor directly related to the position of employment sought, such applicant shall be excluded from employment for a period of 4 years after expiration of sentence. If the sentence is suspended or adjudication is withheld in a felony charge or in a misdemeanor directly related to the position or employment sought and a period of probation is imposed, the applicant must have been released from probation.

Helpful Hints

- Before applying please print and **read** the entire Job Posting.
- **Read** the information slowly and in its entirety.
- **Read** all information provided on our website. Most questions can be answered via the material.
- Visit the website frequently for updates on the information provided.