



# SELECTION PROCESS

## WHAT HAPPENS AFTER YOU SUBMIT A JOB APPLICATION?

1. The hiring department will review applications for qualifying skills, education and experience.
2. You will be contacted directly by the hiring department if your application is selected for a skills assessment and/or interview.
3. To qualify for any full-time position and certain part-time positions, successful completion of one or more of the following will be required:
  - Criminal Background Investigation
  - Medical Screen
  - Drug Screen
  - Credit Check
  - Department of Motor Vehicles Driver's License Background Check
4. To review the status of a vacancy, the pre-recorded JOBLINE at 727-893-7033 is available 24 hours a day. Call this line to listen to a recorded list of recently filled positions and newly listed vacancies.
5. If your application is not selected for an interview, you may not receive any further notice. If you are selected for a skills assessment or interview, the hiring department will contact you with results. If you have participated in a skills assessment or interview and have not received any results, please contact the hiring department for an update.
6. It is the policy of the City of St. Petersburg that qualified individuals with disabilities not be discriminated against because of their disabilities regarding job application procedures, hiring and other terms and conditions of employment. It is further our policy to provide reasonable accommodations to qualified individuals with disabilities in all aspects of the employment process. The City of St. Petersburg is prepared to modify or adjust the job application process or the job or work environment to make reasonable accommodations to the known physical or mental limitations of the applicant or employee to enable the applicant or employee to be considered for the desired position, to perform the essential functions of the position in question, or to enjoy equal benefits and privileges of employment as are enjoyed by other similarly situated employees without disabilities, unless the accommodation will impose an undue hardship on the City of St. Petersburg. For more information about reasonable accommodations, visit [www.stpete.org/community/CAPI/](http://www.stpete.org/community/CAPI/).