



SELECTION PROCESS

WHAT HAPPENS AFTER YOU SUBMIT A JOB APPLICATION?

1. The hiring department will review applications for qualifying skills, education and experience. Any candidates that do not meet the qualifications may not be considered. This includes initial employment, re-employment, transfers, and demotions. Only applications for open, posted vacancies are accepted.
2. The City of St. Petersburg is a “ban the box” organization regarding criminal history. Unless the qualifications of the position has related requirements, applicants will not be asked to disclose criminal history on the application nor will it be discussed during the interview process. Criminal checks will only be completed for the selected most qualified candidate. A prior criminal record will not necessarily disqualify a selected applicant from employment.
3. You will be contacted directly by the hiring department if you are invited into the selection process. This may include skills assessment testing, phone interviews, in-person interviews, and/or any other related pre-employment selection processes.
4. Upon completion of the interview process the hiring manager will select the most qualified candidate to invite into the City’s pre-employment screening process. Final candidates will then be required to successfully complete one or more of the following prior to appointment:
 - Criminal Background Investigation
 - Social Security Verification
 - Driver License Check
 - Traffic History Checks
 - Drug Screen
 - Credit Check
 - License and Credential Verification
 - Education Verification
 - Medical Examination
 - Any other required pre-employment checks

The use of a third party consumer reporting agency may be required. The Fair Credit Reporting Act Consumer Protection Bureau “Summary of Your Rights” will be provided upon request or can be reviewed at: https://files.consumerfinance.gov/f/201504_cfpb_summary_your-rights-under-fcra.pdf

5. To review the status of a vacancy, the pre-recorded JOBLINE at (727) 893-7033 is available 24 hours a day. The recorded message provides the recently filled positions and newly listed vacancies.
6. 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.
7. The City of St. Petersburg is committed to an application process free from discrimination based on an individual’s race, color national origin, religion, gender, marital status, age, disability, sexual orientation, genetic information or other protected category. The City does not discriminate against individuals because of their disabilities regarding job application procedures, hiring and other terms and conditions of employment. It is our policy to provide reasonable accommodations to qualified individuals with disabilities in all aspects of the employment process and unless the accommodation will impose an undue hardship, the City 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 consideration for the desired position, to perform the essential functions of the position, or to enjoy equal benefits and privileges of employment as are enjoyed by other similarly situated employees without disabilities. For more information about reasonable accommodations with the City, please contact the City of St. Petersburg ADA Coordinator, Lendel Bright: lendel.bright@stpete.org or (voice): 727-893-7229 or (TTY) 727-892-5259.

