


# East Lake Tarpon Special Fire Control District

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|  | <b><i>SOP 227 Procedures for Gaining Employment</i></b> |                                     |
|   | <b>Implementation Date: 11/2000</b>                     | <b>Revision Date(s): 03/18/2008</b> |
|   |   | <b>Reviewed Date(s):</b>            |
|   | <b>Forms or Attachments: None</b>                       |                                     |

## PURPOSE:

The purpose of this SOP is to state the Employment Applicant Requirements and list the procedures East Lake Tarpon Special Fire Control District uses for applicant selection.

## REQUIREMENTS:

The following are requirements and standards of East Lake Tarpon Special Fire Control District for candidates for employment. The candidate must successfully complete each step as described.

1. Complete an East Lake Tarpon Special Fire Control District Employment Application.
2. Provide a copy of:
  - a. Florida State Firefighter Certificate.
  - b. Florida State EMT or Paramedic Certificate.
  - c. Social Security card.
  - d. Valid Florida Driver's License (Class D, endorsement E)
  - e. CPR HealthCare Provider Card
  - f. ACLS Card (Paramedic only).
  - g. BTLS Card (Paramedic only).
  - h. High School Diploma or GED certification.
3. Written Test

4. Physical Agility Evaluation (CPAT).
5. Interview Panel
6. Background Inquiries:
  - a. References Check
  - b. Driver's License Check
  - c. Criminal History Check
7. Selection of Candidate (employment offer).
8. Psychological Evaluation
9. Physical Exam:
  - a. Blood/Urine Screening
  - b. Infectious Disease Screening
  - c. Complete Physical Exam
  - d. Substance Abuse Screening
10. Orientation Program