

## **APPLICANT INFORMATION HANDBOOK**

### **2009 CERTIFIED FIREFIGHTER I RECRUITMENT**

## **WELCOME**

The City of Miami Beach welcomes applications from all qualified individuals and encourages minorities and women to apply. The City is an equal opportunity/drug free employer and does not discriminate on the basis of an individual's race, sex, condition related to sex (pregnancy), color, religion, national origin, age (40 and over), disability, marital status, familial status, citizenship, intending citizenship status and/or sexual orientation, except where a bona fide job requirement.

The City must hire Firefighters as quickly as possible. Therefore, failure to follow instructions, failure to meet a deadline, failure to respond to an attempt to contact within 24 hours, or failure to keep a scheduled appointment during the Application, Testing, Background Investigation, or other part of the Selection Process can result in Disqualification. The City will not administer any special process for any applicant who fails in any of the above areas, nor will the City delay the processing of another applicant for these reasons.

**THE CITY OF MIAMI BEACH WISHES YOU THE BEST OF LUCK AS YOU  
PROCEED THROUGH THE EMPLOYMENT PROCESS.**

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## **INTRODUCTION**

This pamphlet was developed for Miami Beach Firefighter I applicants. It explains what the job involves and how to prepare for the different steps in the selection process. Adequate preparation and familiarization with the various parts of the examination process will greatly improve your chances of passing the tests and becoming a Firefighter I with the City of Miami Beach.

If you are serious about an interesting and challenging career as a Firefighter, you are urged to prepare as thoroughly as possible for the different steps in the selection process.

By signing the job application, you acknowledge receipt of this complete package. You must comply with the requirements contained herein to qualify for employment as a Firefighter I. You must provide the required documents in order to be considered for employment. **An original and a copy** of these documents will must to be submitted to the Fire Department upon initiation of the background investigation. Documents must be in English or must be accompanied by a certified English translation; no exceptions.

## **DESCRIPTION OF THE JOB OF FIREFIGHTER I**

Firefighting involves extremely hard and skilled physical work, as well as handling medical emergencies and life-or-death situations. The physical and mental demands of firefighting are sometimes underestimated. Because of this, the challenging examination process employed in the testing of new recruits overwhelms many applicants. Demanding physical standards are absolutely necessary because firefighting requires a high level of physical fitness and mental alertness.

Firefighter recruits must also become good students because firefighters go through almost continuous in-service training which keeps them informed of new technology and the latest fire prevention and suppression procedures. These areas of training involve many subjects, such as fire code enforcement, public education in fire prevention, arson investigation, emergency medical procedures, and handling and disposal of hazardous material.

## **STEPS IN THE SELECTION PROCESS**

The applicant selection process is comprised of a number of steps, each designed to measure knowledge, abilities, or skills, which have been found to be essential to the performance of the Firefighter duties.

### Steps in the Selection Process:

- Physical Ability Test (PAT)
- Application Process: Qualifications and Special Requirements
- Behavioral Assessment Phase (BAP)
- Mandatory Orientation
- Background Investigation, including, but not limited to:
  - Medical Evaluation
  - Psychological Evaluation
  - Truth Verification Evaluation

Those applicants who successfully complete the application process and meet the minimum requirements for the Certified Firefighter I and who pass a Physical Agility Test will participate in the Behavioral Assessment Phase (BAP). Applicants will be ranked on the Behavioral Assessment from the highest to the lowest score.

Bonus points will be given to applicants with the following certificates: EMT certification (1 point), Paramedic certification (2 points, inclusive of EMT certification point), at least 15 credit hours in Fire Science (1 point), State Certified Fire Inspector (1 point). **SUPPORTING DOCUMENTATION MUST BE PROVIDED AT TIME OF APPLICATION, OR BONUS POINTS WILL NOT BE AWARDED.**

All applicants who pass the BAP will be required to attend **Mandatory Orientation Session** on **November 13, 2009 at 10:00 a.m., Miami Beach Convention Center, Hall B 214-218. Failure to attend the Orientation will result in applicant's disqualification.**

The BAP score, bonus points, and Veteran's Preference will be used to determine candidate's rank on the eligibility list. Candidates will proceed to the background investigation in the rank order.

Each one of these steps and ways of preparing for them will be addressed in the following sections.

## **QUALIFICATIONS AND SPECIAL REQUIREMENTS**

The qualifications required to be a Firefighter I are mandated by the State of Florida's Department of Insurance Firefighters Standards and Training Council. These qualifications and special requirements will be reviewed during the Background Investigation.

### **Certified Firefighter I applicants must:**

- Have current certification as a Firefighter in the State of Florida.
- Be minimum age of 18 and be a high school graduate or its "equivalent".
- Be in good physical condition as determined by a medical examination. {Fla., Stat. § 633.34(5)}.
- "Be a nonuser of tobacco or tobacco products for at least 1 year immediately preceding application, as evidenced by a sworn affidavit of the applicant" {Fla., Stat. § 633.34(6)}.
- Have a driver's license with acceptable driving record and obtain a Florida driver's license prior to appointment. Obtain a Florida Class "D" driver's license with an "E" endorsement within six (6) months of appointment and maintain it through employment without any restrictions affecting job performance.
- After appointment, employee has total responsibility for obtaining and maintaining Emergency Medical Technician certification (within one year of appointment) and Paramedic Certification (within three years of appointment). Failure to obtain and/or maintain certifications as required will be cause for termination.
- Applicants who are currently attending a Fire Academy recognized by the Florida Bureau of Fire Standards shall be permitted to apply for the position of Miami Beach Firefighter I, provided they obtain Minimum Standards Certification as a Florida Firefighter prior to hire.
- All Firefighters hired after January 1, 2002 are required to obtain and maintain legal residency in either Miami-Dade or Broward Counties. Newly hired firefighters with residency outside these counties must obtain residency within 180 days.

## **Age and Citizenship**

Applicant must be a minimum of 18 years of age by the closing date of the job announcement (10/01/2009), and be legally authorized to work in the United States.

Age verification must be accomplished by:

- Birth Certificate; **OR**
- Court documentation attesting to birth in the absence of a record; **OR**
- Current valid passport; **OR**
- Valid Driver's License

*Baptismal Certification is not an acceptable verification of age. The Department of Vital Statistics, at your state of birth, may be able to assist.*

Work authorization verification must be accomplished by the documents, or combination of such, as stipulated by the Department of Homeland Security, in the Employment Eligibility Verification Form (Form I-9). **Please refer to page 18 for the list of the acceptable documents.**

## **High School Diploma or Equivalent**

Applicant must be at least a high school graduate or equivalent. Verification may be accomplished by:

- ❖ Public high school diploma; or
- ❖ Private high school diploma accompanied by information concerning school accreditation; or
- ❖ Private high school transcript documenting high school curriculum if school is not accredited by a regional accrediting agency; or
- ❖ High school equivalency diploma (GED); or
- ❖ Official transcripts issued by a state accredited post-secondary institute identifying an associate degree or equivalency, or completion of two (2) years of college work; or
- ❖ High school equivalency diploma (USAFI) certificate issued by the United States Armed Forces Institute (USAFI) denoting successful completion of high school equivalency examination

*Graduates from a foreign high school shall be evaluated by the Commission on a case-by-case basis, under the provisions of Section 232.246 F.S., upon the employing agency submitting a written request and a copy of the high school transcript.*

## **For Applicants Currently Attending Fire Academy**

- ❖ Must produce proof of enrollment prior to October 1, 2009 in a State Certified Fire Academy. Failure to provide proof of enrollment will result in disqualification and applicant will no longer be able to continue in the process.
- ❖ Must produce State Certification to the Human Resources Department or Fire Department Background Investigation Unit prior to date of appointment. Failure to provide certification will result in disqualification and removal from the referral list. Candidates placed on the eligibility list who are not certified by the time their background investigation process is ready to begin **will be skipped over** and the next candidate on the eligibility list will begin their background investigation. When the skipped candidate receives their certification, they are to notify the City to resume the background investigation, presuming the eligibility list is still active, there are still vacancies available, and the City is still hiring off of the list.

## **PHYSICAL ABILITY TEST**

### **Description:**

The Physical Ability Test (PAT) consists of five tasks performed in a continuous manner and under timed conditions (8 minutes, 30 seconds maximum), while wearing a 22-pound weighted vest, hardhat, and gloves. Applicants who do not pass the PAT may be given a second opportunity (at the applicant's expense). Applicants who have passed the Minimum Standards Training and who obtained their Florida Firefighter Certification on or after April 1, 2009 do not have to take the PAT; however, they **must provide proof** of date of passing the Minimum Standards Training and proof of certification date at time of application.

The PAT is administered at the **Broward Fire Academy** (2600 SW 71<sup>st</sup> Terrace; Davie, Florida, 33314; (754)321-1300). In order to be eligible to take the PAT, applicants must register with the Broward Fire Academy: complete registration form and provide credit card authorization. **ON THE DAY OF THE TEST, ALL APPLICANTS ARE RESPONSIBLE FOR PRESENTING COMPLETED BROWARD FIRE ACADEMY HOLD HARMLESS AGREEMENT AND PHYSICIAN STATEMENT FORMS**; both can be downloaded from [www.bfa.edu](http://www.bfa.edu) The cost of the PAT is \$65.00, which is the **applicant's expense**. **Applicants must register with the Broward Fire Academy at least 48 hours prior to the desired test date. For registration, please go to [www.bfa.edu](http://www.bfa.edu) (go to 'Continuing Education' and then to 'Miami Beach Applicants').**

The PAT will be administered on the dates listed below:

**Thursday, September 10, 2009 beginning at 8:00 a.m.**

**Friday, September 11, 2009 beginning at 8:00 a.m.**

**Wednesday, September 16, 2009 beginning at 8:00 a.m.**

**Friday, September 18, 2009 beginning at 8:00 a.m.**

**Wednesday, September 23, 2009 beginning at 8:00 a.m.**

**Saturday, September 26, 2009 beginning at 8:00 a.m.**

**\*\*\*Applications will not be accepted without passing PAT results.\*\*\***

### **PAT Outline**

Task 1: High Rise Stair Climb

Task 2: Hose Hoist

Task 3: Forcible Entry

Task 4: Hose Advance

Task 5: Victim Rescue

**Note:** Automatic disqualification will occur if unauthorized stops are made during the test, or claustrophobic tendencies or a fear of the dark is exhibited.

### **Task 1: High Rise Stair Climb**

**Description:** Start behind the red line. The high-rise hose pack shall be placed on the left shoulder. The free right hand is to be used on the handrail for balance only.

Note: The handrail cannot be used to pull yourself up or pivot around landings.

Contact must be made with every step. Do not skip a step ascending or descending. The hose pack must be deposited on the fifth floor landing at the spot marked with an X.

### **Task 2: Hoist Exercise**

**Description:** Walk to the fifth floor window; step up and out onto the balcony. Stand behind the red line; use a hand-over-hand method to pull the rolled hose to the top of the railing. Walk forward and lift the hose roll over the railing and place it on the floor.

Note: Do not place your feet on the concrete edge that is painted red.

Return to the fifth floor landing and place the high-rise hose pack on the right shoulder. Descend the stairs using the handrail for balance only.

Note: Contact must be made with every step. Do not skip a step or run at anytime.

Once at the base of the stairs, place the high-rise hose pack on the ground and proceed to the Forcible Entry Evolution.

### **Task 3: Forcible Entry**

**Description:** Position both feet on the diamond plate so your toes are even with the weighted slide. Bend forward so you can see the end of the slide at all times. With ten pound dead-blow hammer, using short hard strokes, drive the slide five (5) feet until it clears the numbered markings.

Note: The body must be kept in the bent forward position and the eyes on the target at all times. The hammer head cannot be raised higher than the 10 o'clock position, and the hands must not move on the hammer handle.

Carefully set the hammer down and proceed to the Hose Advance Evolution.

### **Task 4: Hose Advance**

**Description:** Pick up the nozzle and place it over either shoulder and drag a charged 1.75 inch hose line straight forward 75 feet. The evolution is finished when the nozzle completely crosses the line between the cones. If you should slip, get up and continue on.

Note: Hands should be placed on the hose or coupling, not the nozzle and the nozzle should reach the waist.

Place the nozzle on the ground and walk around the cones to the Victim Rescue Evolution. Automatic failure will occur if the nozzle is dropped.

### **Task 5: Victim Rescue**

**Description:** Pick up the rope of the 175 pound victim and drag it, walking backwards only, 100 feet to the marked finish line.

Note: If you should slip, get up and continue on.

## **How to Prepare for the Physical Ability Test**

Applicants should become thoroughly familiar with the tasks they will be expected to perform. They should also prepare physically through a conditioning program aimed at enhancing the physical abilities required. You may wish to seek advice from a health fitness instructor or sports physician in order to increase your proficiency in the skills needed to perform the tasks on this test.

The National Fire Protection Agency recommends the following training in preparation for the Physical Ability Test.

### **Task 1: Stair Climb**

Stair climbing exercises, particularly those practiced under a loaded condition, but any form of aerobic fitness training is beneficial.

### **Task 2: Hose Hoist**

Lat pull-downs, arm curls, and shoulder presses with resistive training devices are effective exercises. Any weight-training program that includes the grasping and manipulation of heavy weights will have a beneficial effect on forearm flexors and grip strength.

### **Task 3: Forcible Entry**

Improvements in muscular strength through resistance exercises that tax the following muscle groups: upper body, forearm flexors, triceps, latissimus dorsi, and abdominal muscles.

### **Task 4: Hose Advance**

Resistive training exercises such as squats, knee flexing, and extensions.

### **Task 5: Victim Rescue**

Resistance training with weights on the following muscle groups: forearm flexors, biceps, latissimus dorsi, anterior deltoids, trapezius, spinae erectors, gluteus maximus, and quadriceps.

## **BEHAVIORAL ASSESSMENT PHASE**

The BAP will assess abilities that have been found to be important for candidates to have prior to entering the fire training academy. Therefore, the areas that are being measured do not require any prior knowledge or experience in the fire services.

The BAP will consist of several scenarios or simulations typically faced by Firefighters during the performance of their day-to-day duties. The scenarios will be presented on videotape and you will have a time limit to answer each question. Your responses will be audio taped and will be scored later by a panel of raters.

The BAP will assess your abilities in four major areas:

- **Relating Effectively with Others:** Ability to maintain professional demeanor (courteous, non-threatening manner) when dealing with others; ability to interact effectively with others regardless of gender, ethnicity, age, disability, sexual orientation, or socioeconomic status.
- **Evaluating Information and Decision Making:** Ability to anticipate the consequences of various courses of action; ability to make sound and logical decisions to solve practical problems.
- **Problem Solving:** Ability to devise practical and appropriate solutions to problems using common sense and good judgment; ability to maintain self-control, patience, and persistence in response to frustration, hostility, time pressures, or adversity.
- **Oral Communication:** Ability to communicate orally using proper vocabulary and sentence structure; ability to communicate information clearly and accurately in understandable terms.

### **Things to Remember When Taking the BAP:**

- Be yourself. Assessors are not looking for any certain type of personality. Your behavior should be appropriate for the situation being presented in the question.
- You will only get credit for expressed actions or behaviors. In other words, if you don't say it the assessors will not be able to rate it.
- Think about the major behavioral dimensions indicated above, these are the behaviors under which you will be rated.

- You need to provide as much information as possible when answering the questions. Short answers with very little information usually get low scores.
- Give full and detailed responses:
  - **Describe everything you would do to handle the situation**
  - **Explain the reasons for your actions**
- Use the information provided to you in the question.
- Do not look for tricks. There are no "tricks" built into the questions.
- Monitor your time; make effective use of the time allowed.
- Do not talk to other applicants about your BAP if they have not yet taken the test.

### **Preparing for the BAP:**

It is important to remember that the areas that are being measured by the BAP do not require any particular knowledge or expertise in the fire services. You should do your best when you are relaxed and ready to answer the questions honestly and comprehensively.

Different people have different ways to prepare for an examination. However, there are certain things that you can do: get a good night's rest; expect to be nervous, but keep it under control.

## **BACKGROUND INVESTIGATION**

The Background Investigation, Polygraph and/or Computerized Voice Stress Analysis must indicate an individual who is capable of, and suited for, performing the duties and responsibilities of a Firefighter.

### **Withdrawal during background process:**

If the applicant wishes to withdraw his/her application prior to the conclusion of the background process, the applicant must send a notice of such desire **in writing** to the Human Resources Department at the address listed under "Applicant Responsibilities". Failure to do so will result in your disqualification for one (1) year from the opening date of the recruitment applied for.

**Failure to follow instructions or failure to meet any deadline or keep any appointment during the employment may result in disqualification. The City will NOT administer a special process for any applicant who fails to: follow instructions, meet a deadline, keep an appointment, nor will the City delay processing of any other candidate.**

### **DISQUALIFYING CONDUCT:**

#### **Criminal Charges/Arrests:**

Arrests, and some convictions, by themselves are not an automatic disqualifying factor; however, the circumstances will be investigated and evaluated. Applicants must disclose all prior arrests or other involvement with the criminal justice system whether as an arrested person or a witness for the prosecution or defense. Applicants must disclose all arrests notwithstanding the fact their records have been sealed, expunged or otherwise closed to public inspection.

Applicant must not "Neither have been convicted of a felony or of a misdemeanor directly related to the position of employment sought, nor have plead 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." Fla. Stat. §633.34(2)

## **Medical Evaluation**

The medical evaluation will be administered to applicants after the conditional offer of employment. The medical evaluation is conducted by a physician and includes an assessment of the following areas:

- Head and neck
- Eyes and vision
- Ears and hearing
- Dental
- Nose and throat
- Lungs and chest walls disorders
- Heart
- Vascular system
- Abdominal organs and gastrointestinal system
- Genitourinary system - reproductive and urinary
- Spine and ribs
- Extremities
- Neurological disorders
- Skin
- Blood and blood-forming organs
- Endocrine and metabolic disorders
- Systemic diseases and miscellaneous conditions
- Tumors and malignant diseases
- Psychiatric conditions
- Chemicals, drugs, and medications
- Baseline testing for communicable diseases
- HIV/AIDS, Hepatitis, Pulmonary Tuberculosis, Meningococcal Meningitis

*Any omissions or falsifications in the medical history questionnaire will result in the disqualification of the applicant.*

## **Psychological Evaluation:**

After being given a conditional offer of employment, candidates will undergo a psychological evaluation. The psychological evaluation is designed to detect any problem areas the candidate may have in terms of being able to perform the duties of a Firefighter (e.g. anger control, impulsiveness, etc.).

The psychological evaluation consists of a series of self-administered questionnaires and an individual clinical interview. Applicants will be categorized as "suitable" or "unsuitable;" "Suitable" results will continue in the process. "Unsuitable" results will be disqualified.

### **Preparing for the Psychological Evaluation:**

There is no way to prepare for the Psychological evaluation. Be relaxed and honest in the way you complete the tests and answer the questions in the interview. Any omission or falsification on the psychological examination questionnaire will result in disqualification from the process.

## **Truth Verification Evaluation:**

Applicants will be required to take a Truth Verification Examination (i.e., polygraph

Computerized Voice Stress Analysis (CVSA)). The polygraph and/or CVSA will be two of the methods of uncovering any behavior that may require further investigation. However, it will not be the sole criteria used to disqualify an applicant. A specific issue polygraph or CVSA will be required if the applicant shows deception in the initial examination or the results of the initial examination are inconclusive. When acceptable explanations are developed, the applicant will proceed in the selection process.

**Substances Abuse:**

Those applicants, who, through their past or present behavior, indicate a pattern or lifestyle of narcotics, alcohol or other substance abuse, shall be deemed unfit for the position.

**Termination by Another Fire or Emergency Medical Service Agency:**

Any applicant who has been terminated for cause by another Agency may be disqualified, unless they have been exonerated through a review process, or the circumstances have been resolved to the satisfaction of the prospective employer. It shall be the responsibility of the applicant to provide facts that support their suitability to perform the job.

**Traffic History:**

Applicant's driving history will be evaluated to determine any pattern of poor driving behavior with regard to recent experience and seriousness of respective violations.

**Omission or Falsifications on PHQ:**

Any intentional falsification or omission of information on the Personal History Questionnaire (PHQ) may result in the disqualification of the applicant.

**Military Discharge:**

Any Dishonorable discharge from military service may result in the disqualification of the applicant.

**Scheduled Appointments:**

Failure to keep scheduled appointments without reasonable justification will result in disqualification of the applicant. The City will determine reasonable justification.

**Moral Character:**

Fla. Stat. §633.34 empowers the Division of State Fire Marshal (DSFM) to establish procedures and investigate guidelines for determining good moral character. The DSFM's guidelines shall be used as a reference in determining the moral character of an applicant. Any certified applicant, who has committed a violation of the DSFM's guidelines, after certification was issued, will be disqualified.

**Other Factors:**

Other factors (including but not limited to work history, credit history) will be evaluated. Applicants may be disqualified, based on the underlying facts and circumstances, and the seriousness of the acts committed.

**In addition, applicants must:**

1. Have fingerprints processed. Fla. Stat. §633.34(3)
2. Qualify on a pre-employment, post offer job-related physical examination as scheduled by the City. Fla. Stat. §633.34(5), including, but not limited to:
  - a. Hearing test
  - b. Eye test
  - c. Urinalysis for controlled substances or evidence thereof.
  - d. Psychological evaluation.
4. Must have a valid driver's license with a good driving record and must obtain a valid Florida driver's license prior to appointment and maintain it throughout employment without any restrictions affecting job performance. Driving Record will be evaluated.

**Disqualification:**

Criteria stated in the City of Miami Beach's Standard Operating Guidelines for Background Investigations for Firefighters will be utilized to recommend disqualification of an applicant for Firefighter I. The Fire Chief and/or the Director of Human Resources reserve the right to review and approve the disqualification or disqualify an applicant for other reasons deemed valid by them.

## **RECRUIT TRAINING**

After successfully completing all of the previous assessments, a candidate may be chosen to become a recruit trainee.

Every recruit will be required to complete an 9-week training program. This program will consist of daily physical training to ensure that all recruits can meet the physical challenges of firefighting in an urban high rise setting. The City of Miami Beach is a high rise community and requires that emergency services can be rendered anywhere in a high rise building. The physical training is extremely strenuous and you must be in excellent physical condition to be able to complete both the physical training and training evolutions. It is a mandatory requirement that at the end of the eight week program, all recruits must be able to climb to the 47th floor of Portofino Towers and return to the ground in full turnout equipment and on air. Each recruit must do this on one tank of air. This exercise is also a requirement in the 10th month of probation. Recruits must be able to complete a modified combat challenge (5 story stair climb, hose hoist, forcible entry tool, victim drag and hose drag) in full turnout equipment and self contained breathing apparatus during week 3, week 7, 6<sup>th</sup> month and 12<sup>th</sup> month of employment.

Along with physical training, all recruits will be taught the methods and procedures the Miami Beach Fire Department uses to fight fires and deliver rescue services. These procedures expand on the basic training learned in Fire College. Training will include classroom lectures and live drills. There are weekly performance objectives that must be successfully completed to remain in the training program. These performance objectives will also have to be successfully completed during the probationary period. Evolutions are completed in full turn out equipment and self contained breathing apparatus. Some performance objectives are completed with the face shield of the mask obscured to zero visibility.

Miami Beach geography is also taught to the recruits to aid in prompt delivery of services. Written examinations will be given weekly to test the recruits' knowledge of the prior week's classroom lectures and mapping. These examinations must be successfully completed to remain in the program and there are several written tests that must be successfully completed during the probationary period.

## **APPLICANT RESPONSIBILITIES**

It is the applicant's responsibility to comply with all of the items listed above and below. **Any applicant who does not follow these instructions can be disqualified from the selection process.**

1. Provide complete application packages and all required documentation as listed prior to application submittal.
  - Copy of Firefighter Certification or Proof of Enrollment in a State Certified Fire Academy
  - Copy of Valid Driver's License
  - Copy of High School Diploma or Equivalent
  - Veteran's Preference Substantiating Documentation (if claiming)
  - Documentation substantiating EMT certification, Paramedic certification, at least 15 credit hours in Fire Science, or State Certified Fire Inspector (if applicable)
  - Other documentation as may be required throughout the process

### 2. CHANGE OF ADDRESS OR TELEPHONE.

At various times during the selection process, it will be necessary for the City to contact applicants by mail or by telephone. The City will move quickly to test and hire applicants. If the City is unable to contact any applicant quickly, such applicant can be disqualified from the selection process.

If the applicant has a change of address and/or change of telephone number(s), then the applicant must send the City notice of such change **in writing to:**

City of Miami Beach  
Human Resources Department (Fire Recruitment)  
1700 Convention Center Drive  
Miami Beach, FL 33139

This notification **must be signed** by the applicant and must include:

Applicant's full name as given on the application  
Applicant's Social Security Number  
Applicant's new address and/or new telephone number(s)

**THE CITY OF MIAMI BEACH WISHES YOU THE BEST OF LUCK AS YOU  
PROCEED THROUGH OUR EMPLOYMENT PROCESS.**

## LISTS OF ACCEPTABLE DOCUMENTS

All documents must be unexpired

### LIST A

**Documents that Establish Both  
Identity and Employment  
Authorization**

### LIST B

**Documents that Establish  
Identity**

### LIST C

**Documents that Establish  
Employment Authorization**

OR

AND

1. U.S. Passport or U.S. Passport Card	1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address	1. Social Security Account Number card other than one that specifies on the face that the issuance of the card does not authorize employment in the United States
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa	2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address	2. Certification of Birth Abroad issued by the Department of State (Form FS-545)
4. Employment Authorization Document that contains a photograph (Form I-766)	3. School ID card with a photograph	3. Certification of Report of Birth issued by the Department of State (Form DS-1350)
5. In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with Form I-94 or Form I-94A bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form	4. Voter's registration card	
	5. U.S. Military card or draft record	5. Native American tribal document
	6. Military dependent's ID card	
	7. U.S. Coast Guard Merchant Mariner Card	6. U.S. Citizen ID Card (Form I-197)
	8. Native American tribal document	7. Identification Card for Use of Resident Citizen in the United States (Form I-179)
	9. Driver's license issued by a Canadian government authority	
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI	<b>For persons under age 18 who are unable to present a document listed above:</b>	8. Employment authorization document issued by the Department of Homeland Security
	10. School record or report card	
	11. Clinic, doctor, or hospital record	
	12. Day-care or nursery school record	