

FIRE APPARATUS ENGINEER (FAE) QUESTIONNAIRE THINGS TO REMEMBER

IMPORTANT THINGS TO REMEMBER:

1. Read the entire FAE questionnaire thoroughly before completing the questionnaire.
2. Contact the **Northern Region at (707) 576-2963** if you have questions regarding the questionnaire.
3. Accurately mark the questionnaire. The California Department of Forestry and Fire Protection (CAL FIRE) will not change any information on your questionnaire.
4. Submit all verification documents (except for CAL FIRE experience Sections I/II) with your questionnaire **in the order they appear on the questionnaire**. Verification documents must indicate the section and item number for which the verification document has been submitted.
5. Be sure to provide a copy of the front and back sides of your medical and cardiopulmonary resuscitation (CPR) card even if the back side is blank.
6. Carefully read the instructions for each section prior to submitting your questionnaire.
7. All employment verification letters must be on official company letterhead, signed, and dated by a Fire Captain level or above and must indicate your name, job title specific to the type of duties performed, beginning and ending dates of employment (mm/dd/yyyy – mm/dd/yyyy), scheduled monthly hours for Section III Item A – Full time firefighting experience, and job duties.
8. Photocopy each verification document onto a separate 8½ x 11 page. Provide only one verification document per 8½ x11 page. Print legibly on the photocopied verification document the section and Item number for which that verification document is being submitted (e.g., Section IV, Item 1, CAL FIRE Company Officer Academy). Do not use post-its.
9. CAL FIRE will not make copies of any previously submitted verification documents.
10. Only send one set of verification documents.
11. **Do not** send original certificates, as they will not be returned to you.
12. **Do not** attach certificates/information that are not requested on the questionnaire (e.g., reference letters, awards, etc.).
13. If you are using transcripts to verify a degree, highlight on the transcripts where it indicates a degree has been issued.
14. Document(s) found to be altered and/or falsified will not be scored and may result in removal from the employment list and possible disciplinary action.
15. Contact the **FF II/FAE Hotline at (916) 445-7842** if you have a change of name, mailing address, email address, and/or telephone number(s).
16. You cannot sign your own verification letter(s), certificate(s), or other verification document(s).

**Applicant must complete and submit all required documents listed on the job announcement
in order to be considered for employment.**

MAIL THE QUESTIONNAIRE WITH ALL ATTACHMENTS POSTMARKED BY DECEMBER 22, 2014 TO:
California Department of Forestry and Fire Protection
Attention: Personnel – FAE Hiring
135 Ridgway Avenue
Santa Rosa, California 95401

NAME: _____

INSTRUCTIONS: Please read the enclosed Fire Apparatus Engineer Questionnaire instructions thoroughly and completely before filling out this questionnaire.

I. CAL FIRE FIRE APPARATUS ENGINEER (FAE) AND/OR FAE (PARAMEDIC) EXPERIENCE

Check the applicable box(es) below and indicate total months of experience. The CAL FIRE Examination Unit will verify all CAL FIRE FAE and/or FAE (PARAMEDIC) experience based on actual time worked.

FAE

Total Months: _____

FAE (Paramedic)

Total Months: _____

FOR OFFICIAL PERSONNEL USE ONLY

Total Months: _____

II. CAL FIRE FIRE FIGHTER I (FF I) AND/OR FIRE FIGHTER II (FF II) AND/OR FF II (PARAMEDIC) EXPERIENCE

Check the applicable box(es) below and indicate total months of experience. The CAL FIRE Examination Unit will verify all CAL FIRE FF I, FF II and/or FF II (Paramedic) experience based on actual time worked.

FF I

Total Months: _____

FF II

Total Months: _____

FF II (Paramedic)

Total Months: _____

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Total Months: _____

III. OTHER FIREFIGHTING EXPERIENCE (EXCLUDING CAL FIRE)

Check the appropriate box(es) and indicate total months of experience for each category. Please read each of the three categories prior to completing this section. To receive credit in this section you must provide a letter of verification from your employer on Official Company Letterhead signed by a Fire Captain or above. The letter of verification must contain your name, job title, beginning and ending dates of employment (mm/dd/yyyy – mm/dd/yyyy), scheduled monthly hours, and job duties performed. For seasonal experience you must provide the beginning and ending dates for EACH season worked. A separate letter of verification must be provided for each employer and each timebase [e.g., full time paid, part time, paid call, volunteer, and private. If you do not include verification documents or you do not provide all of the information requested in the sample letters you will not receive credit for your experience. Sample letters of verification are attached to assist you with the verification process.

A. Full time paid firefighting experience (excluding CAL FIRE) [e.g., tribal, Federal, State, local government, Comprehensive Employment and Training Act (CETA), California Conservation Corp. (CCC)] within the last ten (10) years. Private firefighting experience regardless of hours worked per month should be listed in Section III B, Part Time/Paid Call/Volunteer/Private firefighting experience.

Full time paid firefighting experience (excluding CAL FIRE) (**Refer to information above regarding verification of experience**)

Total Months: _____

FOR OFFICIAL PERSONNEL USE ONLY

Total Months: _____

B. Part Time/Paid Call/Volunteer/Private firefighting experience (e.g., part time, paid call, volunteer, private, on-call crews, blue card crews, resident, sleeper, reserve) within the last ten (10) years.

Part Time/Paid Call/Volunteer/Private firefighting experience (**Refer to information above regarding verification of experience**)

Total Months: _____

FOR OFFICIAL PERSONNEL USE ONLY

Total Months: _____

IV. QUALIFICATIONS

Check the box(es) indicating the certification(s) you have received. To receive credit for any items marked in this section you must provide verification documents. A list of acceptable verification documents is noted in each item.

1. CAL FIRE Company Officer Academy (COA)

Acceptable verification is one of the following documents:

- **CAL FIRE COA certificate of completion**
- **CAL FIRE Module 2A certificate of completion**
- **CAL FIRE 2A Challenge certificate of completion**
- **CAL FIRE Driver Operator Module certificate of completion**

2. CAL FIRE Fire Fighter Academy (FFA)

Acceptable verification is one of the following documents:

- **CAL FIRE Fire Fighter Academy certificate of completion**
- **CAL FIRE Fire Fighter Module certificate of completion**
- **CAL FIRE Module 1A and 1B**
- **CAL FIRE Fire Fighter Academy Challenge certificate of completion**

NOTE: The CAL FIRE Fire Fighter 1 – Basic Training certificate (67-hour Academy) does not qualify for this section, refer to Section V, Certifications.

3. FAE Journey Level Certification

Acceptable verification is one of the following documents:

- **California Fire Fighter Joint Apprenticeship Committee (CFFJAC) certificate of completion**
- **Verification from the CAL FIRE Academy Administrative Training Manager indicating successful completion of an FAE level training program**
- **Journey level letter of equivalency from the CAL FIRE sub-committee (SubJAC) for employees blanketed into state service**

4. FF II Journey Level Certification

Acceptable verification is one of the following documents:

- **California Fire Fighter Joint Apprenticeship Committee (CFFJAC) certificate of completion**
- **Verification from the CAL FIRE Academy Administrative Training Manager indicating successful completion of a FF II level training program**
- **Journey level letter of equivalency from the CAL FIRE sub-committee (SubJAC) for employees blanketed into state service**

V. CERTIFICATIONS

Check the box(es) indicating the certification(s) you have received. To receive credit for any items marked in this section you must provide verification documents. A list of acceptable verification documents is noted in each item.

1. California State Fire Marshal (SFM) California Fire Service Training and Education System (CFSTES) FF I

Acceptable verification is a California SFM CFSTES certificate of completion

2. California SFM CFSTES FF II

Acceptable verification is a California SFM CFSTES certificate of completion

3. Emergency Medical Technician (EMT) or higher level medical card **and** Cardiopulmonary Resuscitation (CPR) card

To receive credit for any medical certifications, you must provide a copy of the front and back sides of your current valid medical card and a copy of the front and back sides of your current valid CPR card. You are required to provide a copy of the front and back sides of your medical and CPR card even if the back side is blank. NO credit shall be given for any medical or CPR card if a copy of the front and back sides are not clearly visible on the verification document.

NOTE: If the local Emergency Medical Services (EMS) Agency or EMS Authority issues a card that is the equivalent of one of the medical certifications listed, please submit your valid card accompanied by a letter on official letterhead from the issuing entity, stating the equivalency.

- **Local California Emergency Medical Services Agency (LEMSA)**
- **A higher level medical card will be acceptable (e.g., paramedic)**
- **CPR cards must conform to current California standards as set forth in Title 22, Division 9, Chapter 1.5**
- **A Basic Life Support Instructor card or CPR Instructor card is acceptable in lieu of a CPR card but it must conform to Title 22, Division 9, Chapter 1.5**

4. CAL FIRE Fire Fighter 1 – Advanced Training

Acceptable verification is a CAL FIRE certificate of completion

5. California SFM CFSTES Driver/Operator I/Fire Apparatus Driver/Operator I

Acceptable verification is a SFM CFSTES certificate of completion

NOTE: Must provide certificate for Driver/Operator I. Providing Driver/Operator 1A and 1B alone is not acceptable.

V. CERTIFICATIONS (Continued)

Check the box(es) indicating the certification(s) you have received. To receive credit for any items marked in this section you must provide verification documents. A list of acceptable verification documents is noted in each item.

6. California SFM Fire Service Training and Education Program (FSTEP) Confined Space Awareness level or higher

Acceptable verification is one of the following certificates of completion:

- **California SFM FSTEP certificate of completion**
- **International Association of Fire Fighters (IAFF) Confined Space Operations for First Responders certificate of completion**
- **California SFM FSTEP Confined Space Rescue Operations certificate of completion**

7. California SFM FSTEP Hazardous Materials First Responder Operational

Acceptable verification is one of the following certificates of completion:

- **California SFM FSTEP certificate of completion**
- **CAL FIRE Hazardous Materials First Responder Operational (FRO)**
- **California Specialized Training Institute (CSTI) Hazardous Materials First Responder Operational (FRO)**
- **IAFF Hazardous Materials First Responder Operational (FRO)**
- **Onguard Emergency Resources, Inc., Hazardous Materials First Responder Operational (FRO) with California supplements.**

8. CAL FIRE Fire Fighter 1 – Basic Training

Acceptable verification is a CAL FIRE certificate of completion

9. CAL FIRE Standards for Survival/CAL FIRE Firefighter Survival/CAL FIRE Firefighter Safety and Survival

Acceptable verification is one of the following wildland certificates of completion:

- **CAL FIRE Standards for Survival**
- **CAL FIRE Firefighter Survival**
- **CAL FIRE Firefighter Safety and Survival**
- **CAL FIRE COA**
- **CAL FIRE Module 2A**

10. Intermediate Wildland Fire Behavior (S290)

Acceptable verification is one of the following certificates of completion:

- **Certificate of completion issued by a tribal, Federal, State, or local governmental emergency response agency**
- **Certificate of completion from an accredited institution of post secondary education recognized by the American Council on Education**
- **Certificate of completion from National Wildfire Coordinating Group (NWCG)**
- **Certificate of completion from Firescope**

V. CERTIFICATIONS (Continued)

Check the box(es) indicating the certification(s) you have received. To receive credit for any items marked in this section you must provide verification documents. A list of acceptable verification documents is noted in each item.

11. Wildland Fire Chainsaws (S212)

Acceptable verification is one of the following certificates of completion:

- **Wildfire Powersaws**
- **Wildland Powersaws**
- **Certificate of completion issued by a tribal, Federal, State, or local governmental emergency response agency**
- **Certificate of completion from an accredited institution of post secondary education recognized by the American Council on Education**
- **Certificate of completion from NWCG**
- **Certificate of completion from Firescope**

12. Incident Command System (ICS) Qualified Positions at the 200 level and above (e.g., Staging Area Manager, Basic Information Officer)

To obtain credit in this section, Applicant must be fully qualified for a position and provide verification as noted below:

- **Resource Ordering Status System (ROSS) printout**
- **Copy of Emergency Resource Directory (ERD)**
- **Copy of certification page of task book**
- **Copy of agency qualifications card (e.g., red card)**

VI. OTHER FORMAL TRAINING/EDUCATION

Check the box(es) indicating the training/education you have completed. To receive credit for any of the items marked in this section you must provide verification documents. A list of acceptable verification documents is noted in each item.

A. Formal Training

1. California SFM CFSTES Fire Officer

Acceptable verification is a California SFM CFSTES certificate of completion

B. Education

1. Fire Technology Certificate

Acceptable verification is a certificate of completion from an accredited institution of post secondary education recognized by the American Council on Education or an official or unofficial transcript with Applicant's name and the name of the educational institution on each page

- **Note fire fighter academy certification not acceptable**

VI. OTHER FORMAL TRAINING/EDUCATION (B. Education Continued)

2. Associate of Arts/Associate of Science degree in any other field not listed below in number 3 from an accredited institution of post-secondary education recognized by the American Council on Education.

Acceptable verification is unofficial transcripts with Applicant's name, degree issued, and the name of the educational institution on each page.

3. Associate of Arts/Associate of Science degree in a fire or emergency management related subject (e.g., Fire Science, Fire Management, Fire Protection Administration, Fire Technology, Emergency and Disaster Management) from an accredited institution of post secondary education recognized by the American Council on Education.

Acceptable verification is one of the following documents:

- **Copy of a diploma in a fire or emergency management related subject from an accredited institution of post secondary education recognized by the American Council on Education**
- **If the diploma does not indicate a fire or emergency management related subject, it must be accompanied by the transcript(s) indicating the major is in a fire or emergency management related subject**
- **Unofficial transcripts with Applicant's name, degree issued, and the name of the educational institution on each page**
- **A higher level degree is acceptable if it is in a fire or emergency management related subject**

4. Bachelor of Arts/Bachelor of Science or higher level degree in any other field not list below in number 5 from an accredited institution of post-secondary education recognized by the American Council on Education..

Acceptable verification is unofficial transcripts with Applicant's name, degree issued, and the name of the educational institution on each page

5. Bachelor of Arts/Bachelor of Science or higher level degree in a fire or emergency management related subject (e.g., Fire Science, Fire Management, Fire Protection Administration, Fire Technology, Emergency and Disaster Management) from an accredited institution of post secondary education recognized by the American Council on Education.

Acceptable verification is one of the following documents:

- **Copy of a diploma in a fire or emergency management related subject from an accredited institution of post secondary education recognized by the American Council on Education**
- **If the diploma does not indicate a fire or emergency management related subject, it must be accompanied by the transcript(s) indicating the major is in a fire or emergency management related subject**
- **Unofficial transcripts with Applicant's name, degree issued, and the name of the educational institution on each page**
- **A higher level degree is acceptable if it is in a fire or emergency management related subject.**

NAME: _____

All verification documents **MUST** be attached to your questionnaire. All documents must be postmarked no later than **DECEMBER 22, 2014**. Applicants who return their questionnaire or verification documents after the postmark date may be eliminated from the hiring process.

I hereby certify and understand that the information provided by me on this questionnaire is true and complete and subject to verification. To the best of my knowledge it contains no willful misrepresentation or falsifications. I understand that if it is discovered that I have made any false representations, I may be disqualified from the hiring process and/or dismissed from employment with CAL FIRE.

Please carefully read the enclosed instructions prior to submitting your questionnaire.

CHECKLIST: Use the checklist below to review your questionnaire for accuracy and completeness prior to mailing.

- Is all the information on your questionnaire accurately marked?
- Are all the required/acceptable verification documents attached?
- Do all verification documents meet the guidelines specified in the questionnaire and information packet?
- Are all certifications signed?
- Are your questionnaire and verification documents legible?
- Are the verification documents attached in the order they appear on the questionnaire?
- Do the verification documents indicate the section and item number for which the verification document has been submitted?
- Have you signed and dated your questionnaire?
- Did you make a copy of the questionnaire and all verification documents for your records?
- Is your envelope properly addressed?
- Does your envelope have adequate postage?
- Have you included a completed and sign Std. 678 State Application (Revision date 10/2013)?
- Have you included a completed PO-299 Authorization to Release Information form?
- Have you included a completed Work Location Preference form?
- All "Post-Its" have been removed ("Post-its" are NOT allowed)?

SIGNATURE:	DATE:
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SAMPLE OF ACCEPTABLE VERIFICATION FOR JOB DUTIES

Section III A, Full time paid firefighting experience

Under general supervision, responds as a member of an organized fire department crew to emergency incidents related to fire, sickness or injury, hazardous materials, vehicle collisions, and rescues. Prepares reports and maintains records, instructs crew members, presents public education programs, and operates fire department tools and equipment. Repairs and maintains both station buildings and grounds and fire department apparatus.

Section III B, Part Time/Paid Call/Volunteer/Private firefighting experience

Under general supervision, responds as a member of an organized fire department crew to emergency incidents related to fire, sickness or injury, hazardous materials, vehicle collisions, and rescues. Prepares reports and maintains records, instructs crew members, presents public education programs, and operates fire department tools and equipment. Repairs and maintains both station buildings and grounds and fire department apparatus.

**SAMPLE REQUIRED/ACCEPTABLE VERIFICATION LETTER
FOR SECTION III A, FULL TIME PAID FIREFIGHTING EXPERIENCE**

Seasonal employment MUST be broken out by mm/dd/yyyy to mm/dd/yyyy for EACH season worked.

Must be on Official Company Letterhead

Sample

Insert Current Date

California Department of Forestry and Fire Protection
Attention: Personnel
135 Ridgway Avenue
Santa Rosa, California 95401

I certify that Nicholas S. Alimenticia is working/has worked as a
Insert Name (First, MI, Last)

Firefighter from 06/04/2012
Insert Classification (e.g., Hotshot Crew Member, Firefighter, etc.) Insert Start Date (mm/dd/yyyy)

to 03/11/2013 with a scheduled shift of 160 or more hours per month
Insert End Date (mm/dd/yyyy)

performing the following duties:

Under general supervision, responds as a member of an organized fire department crew to emergency incidents related to fire, sickness or injury, hazardous materials, vehicle collisions, and rescues. Prepares reports and maintains records, instructs crew members, presents public education programs, and operates fire department tools and equipment. Repairs and maintains both station buildings and grounds and fire department apparatus.

John Hancock
Insert Signature

Fire Captain
Insert Title (Must be a Fire Captain or above ONLY)

11/10/2013
Insert Date (mm/dd/yyyy)

(916) 458-2557
Insert Telephone Number

**Work Location Preference Form
FIRE APPARATUS ENGINEER**

Applicant Name: _____

LOCATION(S) YOU WILL WORK:

Openings may occur at any of the 21 locations listed below. **In order of preference (1 – 21)**, please indicate by rank, your preferred location(s) where you will accept employment. For example: select one location as your 1st preferred location and then select one location for your 2nd preferred location and continue this process for all the locations you are interested in working. **DO NOT duplicate your order of preference.** You will not be considered for a job in any location(s) you have not ranked by number. **USE NUMBERS BETWEEN 1- 21 ONLY**

Be sure to rank **only** those locations you are willing to accept employment. If you are not interested in working in a location(s), please leave blank.

*Contract Counties are not available.

Number in order of preference

NORTHERN REGION

- ___ Humboldt-Del Norte Unit
- ___ Siskiyou Unit
- ___ Lassen-Modoc Unit
- ___ Shasta-Trinity Unit
- ___ Mendocino Unit
- ___ Tehama-Glenn Unit
- ___ Butte Unit
- ___ Sonoma-Lake-Napa Unit
- ___ Nevada-Yuba-Placer Unit
- ___ Amador-El Dorado Unit
- ___ Santa Clara Unit
- ___ San Mateo-Santa Cruz Unit

SOUTHERN REGION

- ___ Tuolumne-Calaveras Unit
- ___ Madera-Mariposa-Merced Unit
- ___ Fresno-Kings Unit
- ___ Tulare Unit
- ___ San Benito-Monterey Unit
- ___ San Luis Obispo Unit
- ___ San Bernardino Unit
- ___ Riverside Unit
- ___ San Diego Unit



Applicants must submit this completed form per the instructions above along with all required documents listed in the job announcement in order to be considered for employment.

