

## 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 **FAE Hotline 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 (in the right hand margin) 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 employer 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 on the right hand margin (e.g., Section IV, Item 1, CAL FIRE Company Officer Academy). Do not use post-its. Failure to reference the section and item number on verification documents will result in zero credit for that section.
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 **Examination Unit 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 OCTOBER 30, 2015**

**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: \_\_\_\_\_

FOR OFFICIAL PERSONNEL USE ONLY

Total Months: \_\_\_\_\_

**III. OTHER FIREFIGHTING EXPERIENCE (EXCLUDING CAL FIRE)**

*Check the appropriate box(es) and indicate total months of experience. To receive credit in this section you must provide a letter of verification from your employer on Official Employer Letterhead signed by a Fire Captain/equivalent or higher rank. 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 for Section III A, Full time paid firefighting experience, and job duties performed. Sample letters of verification are attached to assist you with the verification process. You must provide a separate letter of verification for each employer and a separate letter of verification for each timebase [e.g., full time paid, part time, paid call, volunteer, 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. For seasonal experience you must provide the beginning and ending dates for **EACH** season worked.*

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, 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 certificate of completion:**

- **CAL FIRE COA**
- **CAL FIRE Module 2A**
- **CAL FIRE 2A Challenge**
- **CAL FIRE Driver Operator Module**

2.  CAL FIRE Fire Fighter Academy (FFA)

**Acceptable verification is one of the following certificate of completion:**

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

**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 FF I certificate of completion**

2.  California SFM CFSTES FF II

**Acceptable verification is a California SFM CFSTES FF II 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. California Emergency Medical Services Authority (local or state level).**

- **California Emergency Medical Services Authority (local or state level).**
- **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 Fire Fighter 1 Advanced Training certification of Completion**

5.  CAL FIRE Fire Fighter 1 – Basic Training

**Acceptable verification is a CAL FIRE Fire Fighter 1 – Basic Training certificate of completion**

**NOTE: The CAL FIRE Fire Fighter Academy (FFA) or Company Officer Academy (COA) does not qualify for this section, see Section IV, Qualifications.**

6.  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)**

7.  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 Confined Space Awareness.**
- **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**

8.  California SFM FSTEP Hazardous Materials First Responder Operational

**Acceptable verification is one of the following copy of original certificates of completion or higher level of training (not refresher, Decon, HAZWOPER, or Target Solutions):**

- **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.**

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)**

11.  Wildland Fire Chainsaws (S212)

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

- **Tribal, Federal, State, or local governmental emergency response agency**
- **Accredited institution of post-secondary education recognized by the American Council on Education**
- **NWCG**
- **Firescope**
- **Equivalent courses include Wildfire Powersaws and Wildland Powersaws**
- **Agency card certifying a minimum of Class A (basic) with structural operations**

12.  Certification for an Incident Command System (ICS) Position at the 200 level and above (e.g., Staging Area Manager, Basic Information Officer)

**To obtain credit in this section, applicant must have certification for a position and provide certificate of completion from a listed agency below.**

- **NWCG**
- **CAL FIRE**
- **California SFM FSTEP**
- **FEMA**

**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.  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:**
  - **A letter on official letterhead signed by the dean, registrar, or his/her designee certifying successful completion of a fire or emergency management related subject**
  - **Credit will also be given if the transcript(s) indicates the major is in a fire or emergency management related subject**

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

2.  Bachelor of Arts/Bachelor of Science or higher level degree in any other field not list above in number 1 from an accredited institution of post-secondary education recognized by the American Council on Education..

**Acceptable verification is a copy of diploma**

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:**
  - **A letter on official letterhead signed by the dean, registrar, or his/her designee certifying successful completion of a fire or emergency management related subject**
  - **Credit will also be given if the transcript(s) indicates the major is in a fire or emergency management related subject.**

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

**Acceptable verification is a copy of diploma.**

5.  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 (not a Fire Fighter academy cert).**

NAME: \_\_\_\_\_

All verification documents **MUST** be attached to your questionnaire. All documents must be postmarked no later than **October 30, 2015**. 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 (in the right hand margin) for which the verification document has been submitted?
- 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 signed 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 form?
- Have all "Post-Its" have been removed ("Post-its" are NOT allowed)?
- Have you signed and dated your questionnaire below?

*(Sign printed document only, electronic signatures will not be accepted)*

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.

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**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

**SAMPLE REQUIRED/ACCEPTABLE VERIFICATION LETTER  
FOR SECTION III B, PART TIME/PAID CALL/VOLUNTEER/PRIVATE  
FIREFIGHTING EXPERIENCE**

**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 Russell X. Miller is working/has worked as a  
Insert Name (First, MI, Last)

Volunteer Firefighter from 06/04/2009  
Insert Classification (e.g., Paid Call Firefighter, Volunteer Firefighter, Private etc.) Insert Start Date (mm/dd/yyyy)

to 03/11/2013 performing the following duties:  
Insert End Date (mm/dd/yyyy)

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) 458-3587

Insert Telephone Number

Work Location Form (10/2015)

**FIRE APPARATUS ENGINEER**

Applicant Name: \_\_\_\_\_

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



**Northern Region**



**Southern Region**

■ Contract County

**The following must occur:**

- **YOU MUST RANK ALL 21 LOCATIONS.**
- **USE NUMBERS BETWEEN 1 – 21 ONLY ONCE.**
- DO NOT duplicate numbers 1-21 per Unit.
- \*Contract Counties are not available.
- Do not use an “X” or checkmark
- Applicants must submit this completed form per these instructions along with required documents listed in job announcement in order to be considered for employment.

**Positions will be offered based on the above numerical order and Unit availability at the time of offer.**

## AUTHORIZATION TO RELEASE INFORMATION

Responses required for all fields. If a field does NOT apply, enter N/A.

**FROM:** \_\_\_\_\_  
(APPLICANT'S FULL NAME – FIRST, MIDDLE, LAST)

**List:**  
**Current Employer** \_\_\_\_\_

**Phone #** \_\_\_\_\_

**Email** \_\_\_\_\_

**Former Employer** \_\_\_\_\_

**Employed from** \_\_\_\_\_ **to** \_\_\_\_\_  
(Beginning date) (Ending date)

**Phone #** \_\_\_\_\_

**Email** \_\_\_\_\_

In connection with my application to seek employment with CAL FIRE, I hereby request and authorize a representative of CAL FIRE to review any and all personnel records in the possession, custody, or control of the employer listed above.

Any information obtained through this release is to be kept confidential by CAL FIRE.

**APPLICANT SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**NOTE:** The original, signed form is submitted to the Applicant's personnel office by the CAL FIRE representative. A signed copy of this release shall deem it to be as valid as the original signed release.

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

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**AN EQUAL OPPORTUNITY EMPLOYER**