

**FIRE FIGHTER II (FF II) QUESTIONNAIRE**  
**THINGS TO REMEMBER/CHECKLIST**  
January 27<sup>th</sup>, 2014

**IMPORTANT THINGS TO REMEMBER:**

1. Read the entire FF II questionnaire thoroughly before completing the questionnaire.
2. Contact the **FF II/Fire Apparatus Engineer (FAE) Hotline at (916) 445-7842** 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.**
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 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 A – Full time paid 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. Indicate on the photocopied verification document the section for which that verification document is being submitted (e.g., Section IV, Item 4, CAL FIRE Fire Fighter Academy).
9. CAL FIRE will not make copies of any previously submitted verification documents.
10. Only send one set of verification documents.
11. CAL FIRE will not contact you or your employer(s)/instructor(s) to clarify or verify information.
12. **Do not** send original certificates, as they will not be returned to you.
13. **Do not** attach certificates/information that are not requested on the questionnaire (e.g., reference letters, awards, etc.).
14. If you are using transcripts to verify a degree, please highlight on the transcripts where it indicates a degree has been issued.
15. 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.
16. 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).
17. You cannot sign your own verification letter(s), certificate(s), or other verification document(s).

**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 the Std. 678 State Application, PO-299 Authorization to Release Information form and Work Location Preference form?

**MAIL THE QUESTIONNAIRE AND ATTACHMENTS POSTMARKED BY FEBRUARY 21, 2014 TO:**  
**California Department of Forestry and Fire Protection**  
**Attention: FFII Hiring**  
**1234 E. Shaw Avenue, Fresno, California 93710**

Name: \_\_\_\_\_  
(Last Name, First name and Middle name or Initial)

**INSTRUCTIONS:** Please read the enclosed Fire Fighter II Questionnaire instructions thoroughly and completely before filling out this questionnaire.

**I. CAL FIRE FIRE APPARATUS ENGINEER (FAE) AND/OR FAE (PARAMEDIC) 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 FAE, FAE (Paramedic), FF II, and/or FF II (Paramedic) experience based on actual time worked.*

<input type="checkbox"/> FAE Total Months: _____	<input type="checkbox"/> FAE (Paramedic) Total Months: _____
<input type="checkbox"/> FF II Total Months: _____	<input type="checkbox"/> FF II (Paramedic) Total Months: _____

**FOR OFFICIAL PERSONNEL USE ONLY**

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

**II. CAL FIRE FIRE FIGHTER I (FF I) EXPERIENCE**

*Check the box below and indicate total months of experience. The CAL FIRE Examination Unit will verify all CAL FIRE FF I experience based on actual time worked.*

<input type="checkbox"/> FF I Total Months: _____
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**FOR OFFICIAL PERSONNEL USE ONLY**

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

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

**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 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 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, California Department of Corrections and Rehabilitation (CDCR) Conservation Camp program/institutional firefighting experience, etc.]. 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) (**See 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 (**See information above regarding verification of experience**)

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

**FOR OFFICIAL PERSONNEL USE ONLY**

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

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

C. CDCR Conservation Camp program/institutional firefighting experience (e.g., CAL FIRE Conservation Camp, Los Angeles County Fire Center, California Youth Authority, California Inmate Fire Fighter) within the last five (5) years.

CDCR Conservation Camp program/institutional firefighting experience (**See information on the previous page 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.  California State Fire Marshal (SFM) Accredited FF I Academy or equivalent FF I Academy taught at a California accredited institution of post secondary education recognized by the American Council on Education

**Acceptable verification is one on the following documents:**

- **California SFM accredited FF I Fire Academy certificate of completion**
- **Certificate of completion from a California accredited institution of post secondary education recognized by the American Council on Education**
- **Official/unofficial transcripts indicating completion of a California FF I Fire Academy from an accredited institution of post secondary education recognized by the American Council on Education. All transcripts must include the candidate's name and the name of the educational institution on each page.**
- **A letter on official letterhead signed by the dean, registrar, or their designee from an accredited institution of post secondary education recognized by the American Council on Education certifying successful completion of a FF I Fire Academy taught at a California college**
- **SFM does not issue this certificate**

2.  California SFM California Fire Service Training and Education System (CFSTES) FF I

**Acceptable verification is a California SFM CFSTES FF I certificate of completion**

3.  California SFM CFSTES FF II

**Acceptable verification is a California SFM CFSTES FF II certificate of completion**

**IV. QUALIFICATIONS (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.*

- 4.  CAL FIRE Company Officer Academy (COA)
- 5.  CAL FIRE Fire Fighter Academy (FFA)

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

**CAL FIRE Fire Fighter Academy**

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

**Company Officer Academy**

- 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

**NOTE: The CAL FIRE Fire Fighter 1 – Basic Training certificate does not qualify for this section, see Section V, Certifications.**

**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.  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

- 2.  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.**

## 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.*

3.  CAL FIRE Fire Fighter 1 – Advanced Training

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

4.  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 Fire Fighter Survival***
- ***CAL FIRE Fire Fighter Safety and Survival***
- ***CAL FIRE Company Officer Academy (COA)***
- ***CAL FIRE Module 2A***

5.  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***
- ***California SFM FSTEP Confined Space Rescue Operations***

6.  California SFM FSTEP Rescue Systems 1: Basic Rescue Skills

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

- ***California SFM FSTEP Rescue Systems 1: Basic Rescue Skills***
- ***California SFM FSTEP Basic Heavy Rescue***
- ***California SFM FSTEP Rescue Systems 1 - Basic Heavy Rescue***

7.  California SFM FSTEP Hazardous Materials First Responder Operational

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

- ***California SFM FSTEP Hazardous Materials First Responder Operational (FRO)***
- ***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.  California SFM FSTEP Rapid Intervention Crew Operations (RIC/RIT)

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

- ***California SFM FSTEP Rapid Intervention Crew Operations (RIC/RIT) certificate of completion***
- ***California SFM FSTEP Rapid Intervention Crew Tactics (RIC/RIT) certificate of completion***

**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.*

9.  California SFM FSTEP Trench Rescue

**Acceptable verification is a California SFM FSTEP Trench Rescue certificate of completion**

10.  California SFM FSTEP Low Angle Rope Rescue Operational

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

- **California SFM FSTEP Low Angle Rope Rescue Operational**
- **California SFM FSTEP Over the Side Rescue**
- **California SFM FSTEP Introduction to Rescue Systems**
- **California SFM FSTEP Cliff Rescue**
- **California SFM FSTEP Over the Edge**
- **California SFM FSTEP Low Angle Rescue**

11.  California SFM FSTEP River and Flood Water Rescue

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

- **California SFM FSTEP River and Flood Water Rescue**
- **California SFM FSTEP Swiftwater Rescue**
- **California SFM FSTEP River and Flood Rescue**

12.  California SFM FSTEP Auto Extrication

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

- **California SFM FSTEP Auto Extrication**
- **California SFM FSTEP Vehicle Extrication**

13.  Introduction to Wildland Fire Behavior (S190)

**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**
- **National Wildfire Coordinating Group (NWCG)**
- **Firescope**

14.  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**

## 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.*

15.  Incident Command System (ICS) Qualified Positions at the 200 level and above.

***Please list each position below (e.g., Staging Area Manager, Basic Information Officer). To obtain credit in this section, candidate 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. EDUCATION

*Check the box(es) indicating the education you have completed. 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.  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 AND an official or unofficial transcript with candidate's name and the name of the educational institution on each page.***

2.  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***
- ***Official or unofficial transcripts with candidate's name, degree issued, and the name of the educational institution on each page***
- ***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***

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

## VI. EDUCATION (Continued)

*Check the box(es) indicating the education you have completed. 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.*

3.  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**
- **Official or unofficial transcripts with candidate's name, degree issued, and the name of the educational institution on each page**
- **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**

**All verification documents MUST be attached in the order they appear on your questionnaire. All documents must be postmarked no later than February 21, 2014. Candidates 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.**

(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.

### Section III C, California Department of Corrections and Rehabilitation (CDCR) Conservation Camp program/institutional firefighting experience

Under direct supervision, responds to emergency incidents for the primary purpose of providing the labor necessary to construct fire control lines on actively burning fireline with power and hand tools, fills and deploys sand bags for flood control projects, and works on non-emergency community service projects.

**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 06/04/2011  
Insert Classification (e.g., Hotshot Crew Member, Firefighter, etc.) Insert Start Date (mm/dd/yyyy)

to 03/11/2012 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 FIGHTER II**

Candidate Name: \_\_\_\_\_

**LOCATION(S) YOU WILL WORK:**

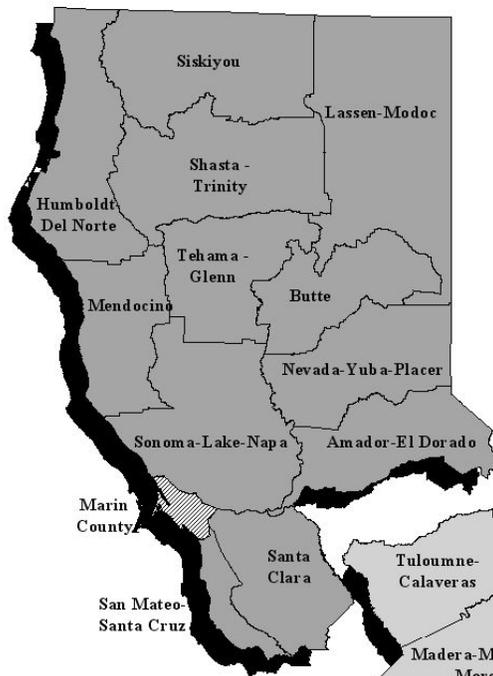
Openings may occur at any of the 21 locations listed below. **In order of preference (1 – 21)**, please indicate by rank, your preferred locations where you will accept employment. For example: select one location as your 1<sup>st</sup> preferred location and then select one location for your 2<sup>nd</sup> 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.

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.

**NORTHERN REGION**

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



**Northern Region**



**SOUTHERN REGION**

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

**Southern Region**



Contract County

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

**AUTHORIZATION TO RELEASE INFORMATION**

**TO:** \_\_\_\_\_  
(EMPLOYER)

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

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. This authorization is valid for thirty (30) calendar days from the date of my signature unless you receive a written revocation of this authorization that has been signed by me.

CANDIDATE SIGNATURE: \_\_\_\_\_

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

**NOTE:** The original, signed form is submitted to the candidate'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.

A copy of this signed form should be attached to the candidate's application and a copy provided to the candidate, if requested.

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**AN EQUAL OPPORTUNITY EMPLOYER**