

## FREQUENTLY ASKED QUESTIONS—HIRING PROCESS

The responses to these frequently asked questions are general and INTENDED AS GUIDANCE ONLY. Your situation may differ based on your civil service status, classification, bargaining unit contract, etc. You should always contact the California Department of Forestry and Fire Protection (CAL FIRE) Labor and Human Resource Management (LHRM) office for clarification of your particular situation by calling (916) 445-7801.

### **Current hiring process for Fire Fighter II and Fire Apparatus Engineer consists of:**

The hiring process is centralized.

**Nothing** will be mailed to Applicants. We will **NOT** be contacting Applicants via Contact Letters (i.e., Employment Inquiry Letters).

Applicants will be responsible for monitoring the CalHR website <http://www.jobs.ca.gov/> for Vacant Position (VPOS) advertisements.

Responding to the advertisement will require submittal and completion of all documentation requested on the VPOS advertisement.

### **Current hiring process for Fire Captain consists of:**

The hiring process is decentralized.

**Nothing** will be mailed to Applicants. We will **NOT** be contacting Applicants via Contact Letters (i.e., Employment Inquiry Letters).

Applicants will be responsible for monitoring the CalHR website <http://www.jobs.ca.gov/> for Vacant Position (VPOS) advertisements.

Responding to the advertisement will require submittal and completion of all documentation requested on the VPOS advertisement.

### **Current hiring process for Paramedic classifications consists of:**

The hiring process is decentralized.

Applicants will be responsible for monitoring the CalHR website <http://www.jobs.ca.gov/> for Vacant Position (VPOS) advertisements.

Responding to the advertisement will require submittal and completion of all documentation requested on the VPOS advertisement.

### **How do I change my contact information for the hiring process?**

For Fire Fighter II (FFII) you may update your information by contacting the FFII Hiring Hotline at (951) 901-5051.

For Fire Apparatus Engineer (FAE) you may update your information by contacting the FAE Hiring Hotline at (707) 576-2963.

For Fire Captain you may update your information by contacting the Unit(s) to which you submitted applications.

For paramedic classifications you may update your information by contacting the phone number listed on the VPOS advertisement(s).

By contacting the appropriate numbers above, you can change your address, phone number(s), email address, and place yourself active or inactive for the current year's hiring process.

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### **Is CAL FIRE going to notify me when I need to submit an application?**

No. CAL FIRE will not notify an employee when to submit an application. All civil service vacancies and examination announcements are located on the CalHR website at <http://www.jobs.ca.gov/>. Applicants are encouraged to check this website frequently for position vacancies and examination announcements. Applicants can use the drop down menu to locate the Department of Forestry and Fire Protection, and then click search. Applicants should also register to receive email notifications for any vacant positions advertisements posted on the VPOS site.

### **Am I required to follow the instructions listed on VPOS?**

Yes. Applicants are required to comply with all filing instructions outlined in VPOS. Failure to comply with the instructions may result in the candidate not being considered for the vacancy or vacancies.