



Application 2024

Calgary Fire Cadets

Application Timeline

January 1st – March 28th, 2024



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**CALGARY CATHOLIC
SCHOOL DISTRICT**

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Application Process

Applying to the Cadet Program requires you to follow a few simple steps. These steps will be broken down into greater detail within the [Application Instructions](#) section.

Like many application intakes, the Cadet program has a specific timeframe for accepting new applications. To keep the program on schedule and make it easier for you to apply, the program will take applications each fall from September to the end of October. The current application method is to submit a paper application, which you can drop off in person or through the mail.

Once the Fire Cadet Office has received your application, it will be processed and scored.

After the application closing date has passed, candidates will be contacted for a group/individual assessment. We do group assessments to see who works well in a team, can follow instructions, and has initiative and encouragement. Information will be emailed, and you must RSVP for a spot.

You'll be asked to participate in an interview if you've succeeded beyond this point. This is a behavioural-style interview, which you can learn more about in [The Interview](#) section.

If you've researched the program, you'll hopefully know by now that only 20 applicants are taken into each class every year. If you are selected for the new class, you will be requested for a class orientation, which will be considered your 1st day of Fire Cadets.



What to Expect / Timelines

As outlined in the previous section, this application process may take several months to be completed. It's not uncommon for applicants to wonder what is happening with their application, nor is it unusual to not receive regular communications from the Fire Cadet Office. Don't worry! This is normal. Reviewing each application may take time, depending on the number of applicants. The following chart will help you understand the application process and the relative timeframes for each step of the way.

Application Stage	When This Takes Place	Location	Length
Application Submission	From January to March The current submission deadline is March 28 th , 2024	Applications are submitted to: The Fire Cadet Office 5727- 23 Ave SE Calgary, AB T2B 3E2	Approximately two months
Application review Period	Applications are reviewed upon receipt.	Fire Cadet Office-completed by program staff, CBE, and CSSD representatives	It may take up to a month.
Group Assessment	Expect this to take place in April after the deadline date.	Calgary Fire Training Academy	One evening or half day on the weekend.
Interviews	Interviews will be scheduled for April-May	Calgary Fire Training Academy	Up to 2 months to complete
Orientation	June	Calgary Fire Training Academy	One evening



The Interview

Welcome to the interview! If you've been asked to join us for an interview, you will have some preparation work.

As mentioned in the previous section, the interview is behavioural. If you've never heard of such an interview, we recommend you research it. Essentially, the principles of a behavioural style interview help recruiters determine future behaviours based on someone's past behaviours. The questions asked in the interview are designed specifically for this purpose. A prevalent method of conducting this interview style is to use the STAR format. What is the STAR? Well, it's a simple acronym to help you remember HOW to answer the questions!

The STAR stands for:

Situation- what was your situation? Provide a brief description to help interviewers understand what you were doing and what was happening around you.

Task- within that situation, you had a specific task, assignment, or job. What was it? What exactly was it that YOU were doing or trying to do?

Action- You were doing that while there, and then this happened. So what did you do about it? The Action is YOUR actions YOU took in reaction to the situation.

Result- so what happened? What was the direct result of YOUR actions? Good or bad, it doesn't matter as long you know why it ended up as it did. When things don't work out, it's great to say why and how you can do things differently should it ever happen again.

So right now, you're probably sweating as you think, how on earth am I ever going to answer questions like that? Practice! Practice answering some questions in this format. Eventually, it becomes natural!

We also recognize that you're a teenager and you're just starting to fill up your book of life experiences, so don't worry too much. We will ask some STAR format questions, but we promise to keep them to a minimum.

Finally, why do we ask you to sit through this kind of interview? It helps us determine if you'll contribute to or benefit from the program. More importantly, you're gaining an experience that most people don't get until they're sitting outside the office door of the boss they hope to have, working that dream job they've always wanted. It can be a problematic interview if you've never done it before. We hope you gain experience and learn a little bit along the way.



Application Instructions

Read this section carefully. Ensuring you have completed and submitted your application as outlined in these instructions is essential.

Step 1: Obtain the Fire Cadet Program application package. This can be done from the City of Calgary website at www.calgary.ca/firecadets or your school guidance counsellor or career practitioner. Once you have obtained this package, please read through it thoroughly to ensure you gather everything you need.

Step 2: Take the two adult reference forms from this package and choose two adults you know to complete the reference. It would be best if you tried to pick adults who know you well and can provide a good, honest reference. For example, you can choose a teacher, a coach, a family friend, or a supervisor; however, **your references cannot be related to you.**

This is a confidential reference. This means your reference will need to complete the form, **seal it in an envelope and sign it across the seal.** Your reference should return the sealed envelope to you once it's complete. You can then submit the references with your application package.

Step 3: Complete the application questions as specified in the Application Questions section. You will need to submit these responses with your application package.

Step 4: Prepare a resume. Using the **Sample Resume** provided with this package, you can prepare a resume by following this template. Be sure to include the essential facts that help us to get to know you. We want to know what activities you're involved in and your hobbies, skills, and experiences.

When you're preparing your resume, be honest. You may be asked to provide supporting documentation, so try not to exaggerate. If possible, include the amount of time (hours, semesters, years) you've been involved in your listed activities or jobs.

Step 5: Complete the application form. Complete the personal information section and checklist using the application form found within this package. Your application form should include the cover page and private information section. You will need to submit this as part of your application package.

Step 6: Supporting or additional documentation: this is optional. You are welcome to include any extra material with your application that supports your resume, answers your questions, or helps provide a better overall picture of who you are. Some examples of this would be character references, photocopies of certificates, images, etc. Feel free to be creative and use this opportunity to bring a cheerful appearance to your application. **Please do not send any original certificates or pictures. We cannot guarantee a safe return.**

Step 7: You're almost there! This is all about review! Take a look over your entire application and make sure you have everything you need. Once you're confident you've done this, you can submit your application to:

Fire Cadet Office
5727-23 Ave SE, Calgary AB
T2B 3E2



Application Questions

The following questions should be completed and included with your application. Please ensure you have followed the directions and have checked your document thoroughly for spelling and grammatical errors. Using a marking rubric, the Fire Cadet staff and the representing CBE and CSSD work experience teachers will mark your responses. You can see a sample of this marking rubric in the next section, Sample marking rubric for application questions. Be sure to provide honest, thoughtful, well-developed paragraphs.

Question Criteria:

Your answers should be submitted on a **separate sheet of paper**.

TYPE your responses using the font **“Arial” and size 11**.

Responses should be in paragraph format. **DO NOT** use point-form responses.

Include examples or reasons within your response that support your answers to each question.

The questions:

1. Why do you want to become a Fire Cadet?
2. What do you hope to gain from participating in the Fire Cadet Program?
3. What skills and abilities will you bring to the program that will benefit your Fire Cadet Teammates?
4. How will you and other people in your life benefit from what you learn in this program? (Consider family, friends, community, etc.)



Sample Marking Rubric for Application Responses

Application Question	1	2	3	4	5
Reasons for applying to the Cadet program.	The applicant has no solid reasons for applying to the program.	The answer lacks reliable or thoughtful reasons. Very predictable.	Reasons are relevant, but many of the reasons provided are predictable or not thoughtful.	The reasons are appropriate and thoughtful.	Relevant and quality details give the reader important information, which goes beyond the obvious or predictable for wanting to become a Fire Cadet.
What will you gain from the program?	The student has demonstrated that they cannot find any benefits to joining the program. The student has put no thought into this section.	The student has not included many benefits. The student has placed little emphasis on this section.	The student has included a few benefits. Some of the benefits expressed are not relevant or achievable.	Numerous benefits expressed by the student are relevant and achievable.	The benefits described by the applicant are complete, appropriate, thoughtful, and possible. The applicant has put a significant amount of thought into this section.
What will you bring to the team?	The student has demonstrated that they will not benefit the team. The student has put no thought into this section.	The student has not included many skills. The student has placed little emphasis on this section.	The student has included a few skills. Some of the skills expressed are not relevant or achievable.	Numerous skills expressed by the student are relevant and achievable.	Skills defined by the applicant are complete, appropriate, thoughtful, and possible. The applicant has put a significant amount of thought into this section.
Will others benefit?	The student has demonstrated that they cannot find any benefits for others. The student has put no thought into this section.	The student has not included many benefits. The student has placed little emphasis on this section.	The student has included a few benefits. Some of the benefits expressed are not relevant or achievable.	The benefits expressed by the student are relevant and achievable.	The benefits described by the applicant are complete, appropriate, thoughtful, and possible. The applicant has put a significant amount of thought into this section.
Attention to Detail	Details are in no order. Word choice is below average. The answers contain an unacceptable	Details are not organized, confusing the reader. Word choice is lacking.	Some details are not in a logical order. Word choice is sufficient. There are several grammatical errors.	Details are presented in a logical order. The word choice is perfect. There are a few grammatical errors.	Details are well organized and follow a logical sequence. Word choice is superior and adds to the overall product.



	number of grammatical errors.	There are many grammatical errors.			The answers contain no mistakes.
Overall	The candidate did not meet the basic requirements of the questions, and the overall impression is of someone not interested in the program.	The candidate has shown through the answers that their level of interest and enthusiasm is below an acceptable level.	The candidate has demonstrated a low level of effort when answering the questions. The overall impression is that of someone who did the minimum required.	The candidate demonstrates a high level of interest in the program and has shown satisfactory effort in the answers.	Overall, the answers show that the candidate is excited and enthusiastic and has put much thought into this piece.



Sample Resume

Fire Cadet
5727 - 23 Ave SE
Calgary, AB T2B 3E2
403-268-8774

Objective

Provide a brief description of your goals.

Professional Profile

Volunteer Experience (describe all your volunteer activities or experiences. Include hours and frequency of volunteering)

- School volunteer club
- Mustard seed
- Community cleans up

Leadership Experience (identify any experiences that you have used or taught you leadership skills)

- Youth mentorship program
- Scout camp leader
- Elected school council member

Extracurricular Courses/Programs (have you completed any courses outside of school?)

- Orienteering and first aid course
- Watercraft safety course
- Scouts

Awards and Accomplishments (have you received any awards or certificates of recognition?)

- Youth Boulder Nationals 1st place
- Citizenship award
- Canadian spelling bee championships 4th overall

Hobbies (what sort of things do you like to do in your free time?)

- Hockey
- Rock climbing
- Camping and hiking

Work History (do you have any employment history?)

- When were you employed? What was your job title? Who did you work for?

Education (What school do you currently attend? When will you graduate?)

- 2015 - Current South Street High School, Calgary
 - Graduate summer 2018

References

References are available on request.



FAQ

How do I submit my application?

You can submit your application in person by dropping it off or by mail/courier. You should send it/drop it at the Fire Cadet Office, which is located at:

**5727 - 23 Ave SE
Calgary AB T2B 3E2**

When's the application deadline?

Your application must be received **before 4 pm on the closing date.**

How do I know if my application has been received?

Once your application has been delivered to the Fire Cadet Office, it will be processed. Once the application has been processed, you will receive an email to inform you that your application has been received. This may take some time, so if you don't receive an email the moment after you've dropped it off, don't worry.

I dropped off my application at 3:59 pm on the deadline date. How can I find out if I submitted my application on time?

If you've handed your application over to either a Fire Cadet staff member or Training Officer, or it was received by one of our administration assistants, you can feel assured that you made it in time. Again, you may not receive an email immediately.

I submitted my application and received an email that it has been processed, but I haven't received any other communications. Am I still in the process?

The application intake runs for a couple of months. If you had yours turned in early, receiving another communication may take several months. This is normal, don't panic! You will be notified no matter what if you are successful or unsuccessful. Please be patient, as this process can take some time.





Application 2024

Calgary Fire Cadets

Applicant Name: _____



Application Deadline
March 28th, 2024

Submit to:
Fire Cadet Office
5727- 23 Ave SE Calgary, AB T2B 3E2

For Office Use Only		Initials
Date Received		
Date Processed		

This personal information is being collected under the authority of Sec. 33 (c) of the Freedom of Information and Protection of Privacy Act and is necessary for operating a program or activity of this public body. It will be used only by the City of Calgary for the purpose for which it was collected. Personal information collected by The City of Calgary under the Freedom of Information & Protection of Privacy Act will be used only for the purpose for which it was obtained under the disclosures sections of the Act, Section 33 (c). For further information, contact the CFD Business Unit Records Coordinator (BURC) @ 403-268-8688. Calgary Fire Department 4124 –11 Street SE Calgary, AB. T2G 3H2.



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1. PERSONAL INFORMATION SECTION - to be completed by the student					
LAST NAME		FIRST NAME		PREFERRED FIRST NAME (IF APPLICABLE)	
STUDENT'S SIGNATURE			AGE	BIRTHDAY MM/DD/YYYY	
SCHOOL ATTENDING		GRADE		HAVE YOU APPLIED TO THE FIRE CADET PROGRAM IN THE PAST? (IF SO, WHAT YEAR?)	
NAME OF PARENT/GUARDIAN Parent 1.			NAME OF PARENT/GUARDIAN Parent 2.		
PARENT/GUARDIAN SIGNATURE			PARENT/GUARDIAN SIGNATURE		
WHERE DID YOU HEAR ABOUT THE FIRE CADET PROGRAM? (Circle all that apply) SCHOOL - POSTER - DVD - TV - RADIO - INTERNET - FRIEND - FIRE CADET - PARENTS - BUCKET BRIGADE CAMP - FIREFIGHTER - OTHER: _____					
ARE YOU CURRENTLY A CADET WITH ANY OTHER PROGRAM? (CPS, AIR, SEA, MILITARY) HAVE YOU EVER BEEN A CADET WITH ANY OTHER PROGRAM? (CPS, AIR, SEA, MILITARY)					

2. CONTACT INFORMATION SECTION - to be completed by the student	
E-MAIL ADDRESS	MAILING ADDRESS
STUDENT PHONE NUMBER	CITY
ALTERNATE PHONE NUMBER(S) (HOME)	POSTAL CODE
PARENT/LEGAL GUARDIAN PHONE NUMBER (EMERGENCY CONTACT)	



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3. ADULT REFERENCE FORM – To be completed by an adult reference of your choice		
NAME OF REFERENCE		HOW LONG HAVE YOU KNOWN THE APPLICANT?
HOW DO YOU KNOW THE APPLICANT?		
<p>This form has been given to you as someone familiar with the applicant’s personality and skills. The Fire Cadet Program relies on your objective assessment of this applicant to determine whether or not they will benefit from the program. Your honest evaluation of the applicant’s character and capabilities will be greatly appreciated. Please be candid, as unfavourable responses will not necessarily preclude the student from being accepted. The Fire Cadet program benefits students with varying skills and abilities. The program focuses on building youth's skills in many ways; therefore, we realize that a student who does not have every skill noted below may benefit the most from the program.</p> <p>If you cannot give an objective assessment or are a relative of the applicant, please do not complete this form but return it to the applicant so that they may find another reference. Thank you.</p>		
Please score the applicant on the following strengths by circling the corresponding values—0 for poorly developed and 5 for highly developed skills. If you have not witnessed specific skills, please circle n/a.		Please use the provided space to note specific examples of the listed strengths. Feel free to use a separate page if needed.
TEAMWORK	n/a 0 1 2 3 4 5	
ENTHUSIASM	n/a 0 1 2 3 4 5	
DETERMINATION	n/a 0 1 2 3 4 5	
MATURITY	n/a 0 1 2 3 4 5	
DEPENDABILITY	n/a 0 1 2 3 4 5	
PUNCTUALITY	n/a 0 1 2 3 4 5	
LEADERSHIP	n/a 0 1 2 3 4 5	
ATTITUDE	n/a 0 1 2 3 4 5	
INITIATIVE	n/a 0 1 2 3 4 5	





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3. ADULT REFERENCE FORM- Continued		
MENTAL ALERTNESS	n/a 0 1 2 3 4 5	
WILLINGNESS TO LEARN	n/a 0 1 2 3 4 5	
POSITIVE SOCIAL HABITS	n/a 0 1 2 3 4 5	
<p>If not identified, please share some areas where the applicant could improve or benefit from more experience.</p>		
<p>Any additional Comments or concerns?</p>		
Can we share this information with the applicant?	No, I'd rather you didn't _____	Yes, go ahead _____
Reference Signature		Date





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4. ADULT REFERENCE FORM – To be completed by an adult reference of your choice		
NAME OF REFERENCE		HOW LONG HAVE YOU KNOWN THE APPLICANT?
HOW DO YOU KNOW THE APPLICANT?		
<p>This form has been given to you as someone familiar with the applicant’s personality and skills. The Fire Cadet Program relies on your objective assessment of this applicant to determine whether or not they will benefit from the program. Your honest evaluation of the applicant’s character and capabilities will be greatly appreciated. Please be candid, as unfavourable responses will not necessarily preclude the student from being accepted. The Fire Cadet program benefits students with varying skills and abilities. The program focuses on building youth's skills in many ways; therefore, we realize that a student who does not have every skill noted below may benefit the most from the program.</p> <p>If you cannot give an objective assessment or are a relative of the applicant, please do not complete this form but return it to the applicant so that they may find another reference. Thank you.</p>		
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TEAMWORK	n/a 0 1 2 3 4 5	
ENTHUSIASM	n/a 0 1 2 3 4 5	
DETERMINATION	n/a 0 1 2 3 4 5	
MATURITY	n/a 0 1 2 3 4 5	
DEPENDABILITY	n/a 0 1 2 3 4 5	
PUNCTUALITY	n/a 0 1 2 3 4 5	
LEADERSHIP	n/a 0 1 2 3 4 5	
ATTITUDE	n/a 0 1 2 3 4 5	
INITIATIVE	n/a 0 1 2 3 4 5	





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Application Check List

After you have completed all sections of your application, be sure to review it again. Use the following checklist to help you prepare your application package.

Ensure you have carefully read all the application instructions in this package.

Application Checklist	
Application package cover page	
Application form- personal and contact information	
Application question responses	
Adult reference form- sealed and signed	
Adult reference form- sealed and signed	
Resume	
Additional/ supporting documentation- optional	

Submit Your Application

Congratulations, you've done some hard work to prepare an outstanding application; now, all you must do is send it in!

You can submit your application to the Fire Cadet Office in person or by mail.

Submit to:
Fire Cadet Office
5727- 23 Ave SE
Calgary, Alberta
T2B 3E2

Application Deadline: March 28th, 2024

