



Application 2023

Calgary Fire Cadets

Application Intake

January 01- March 31 2023



Proudly Sponsored By:



Calgary Board of Education

In partnership with:



CALGARY CATHOLIC SCHOOL DISTRICT

Contents

- Application Process.....1
- What to Expect / Time Lines2
- Application Instructions3
- Application Questions4
- Sample Marking Rubric for Application Responses5
- Sample Resume7
- FAQ8
- Application YEAR.....10
- Application Checklist.....18

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 in which it accepts new applications. To keep the program on schedule and make it easier for you to apply, the program will take applications each winter from Jan 01st through til March 31st. The current application method is to submit a paper application which you can drop off in person, through the mail or by email.

Once your application has been received by the Fire Cadet Office, it will get 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, who can follow instructions and who has initiative and encouragement. Information will be sent by email, and you will be required to RSVP for a spot. **It is important to make sure your writing is clear so that your information can be documented correctly.**

If you've done some research on 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 then be requested for a class orientation, which will be considered your 1st day of Fire Cadets.

What to Expect / Time Lines

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 uncommon to not receive regular communications from the Fire Cadet Office. Don't worry! This is normal. Depending on the number of applicants, it may take some time to review each application. The following chart will help you to understand the application process and what the relative timeframes will be for each step of the way.

Application Stage	When This Takes Place	Location	Length
Application Submission	From January to the end of March. Current submission deadline is March 31th 2023	Applications are submitted to: The Fire Cadet Office 5727- 23 Ave SE Calgary, AB T2B 3E2	Approximately 2 months
Application Review Period	Applications are reviewed upon receipt.	Fire Cadet Office-completed by program staff and school board representatives	May take up to a month
Application Decision and Cadet notification	Once all applications are reviewed and finalized then all successful candidates will be notified.	Fire Training Academy	Appx 1 week



Application Instructions

Read this section carefully. It is important to make sure you have completed your application and submitted it as outlined within these instructions.

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

Step 2: Take the two adult reference forms from this package and choose two adults you know to complete the reference. You should try to pick adults that know you well and can provide a good, honest reference. As an example, you can pick a teacher, a coach, a family friend, or 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 following section **Application Questions**. You will need to submit these responses with your application package.

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

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

Step 5: Complete the application form. Using the **Application Form** found within this package, complete the personal information section and checklist. Your application form should include the cover page and personal 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 you feel supports your resume, your questions, or just helps to provide a better overall picture of who you are. Some examples of this would be; character references, photocopies of certificates, pictures, etc. Feel free to be creative and use this opportunity to bring a positive appearance to your application. **Please do not send any originals of 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 make sure you have followed the directions as well as completely and thoroughly checked over your document for spelling and grammatical errors. Your responses will be marked by the Fire Cadet staff and the representing CBE and CSSD work experience teachers using a marking rubric. 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 a font 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.	Answer lacks solid or thoughtful reasons. Very predictable.	Reasons are relevant, but many of the reasons provided are predictable or not thoughtful.	Reasons are relevant 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.	Benefits expressed by the applicant are complete, relevant thoughtful, and achievable. 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 bring any benefits to 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 expressed by the applicant are complete, relevant thoughtful, and achievable. 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.	Benefits expressed by the student are relevant and achievable.	Benefits expressed by the applicant are complete, relevant thoughtful, and achievable. 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 number of grammatical errors.	Details are not organized, causing confusion for the reader. Word choice is lacking. There are many grammatical errors.	Some details are not in a logical order. Word choice is sufficient. There are several grammatical errors.	Details are presented in a logical order. Word choice is very good. There are few grammatical errors.	Details are well organized and follow a logical sequence. Word choice is superior and adds to the overall product. The answers contain no mistakes.

<p style="text-align: center;">Overall</p>	<p>The candidate did not meet the basic requirements of the questions, and the overall impression is of someone not interested in the program.</p>	<p>The candidate has shown through the answers that their level of interest and enthusiasm is below an acceptable level.</p>	<p>The candidate has demonstrated a low level of effort when answering the questions.</p> <p>The overall impression is that of someone who did the minimum required.</p>	<p>The candidate demonstrates a high level of interest in the program and has shown a satisfactory amount of effort in the answers.</p>	<p>Overall the answers show that the candidate is excited, enthusiastic, and has put a tremendous amount of thought into this piece.</p>
---	--	--	--	---	--



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 clean 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 either in person by dropping it off, or by sending it through the 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 **no later than 4pm 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 get processed. Once the application has been processed, you will get an email response 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 3:59pm on the deadline date. How can I find out if I submitted my application in time?

If you've handed your application over to either a Fire Cadet staff member, 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, received an email identifying that it has been processed, but I haven't received any other communications for a while? Am I still in the process?

The application intake runs for a couple of months. If you had yours turned in early, it may take several months before you receive another communication. 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.



This page has been intentionally left blank.



Application 2023

Calgary Fire Cadets

Candidate Name: _____



Application Deadline

March 31th 2023

Submit to:

Fire Cadet Office

5727- 23 Ave SE Calgary, AB T2B 3E2

For Office Use Only		Initials
Date Received		
Date Processed		



This page has been intentionally left blank.



Application 2023

Calgary Fire Cadets

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)	



This page has been intentionally left blank.



Application 2023

Calgary Fire Cadets

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?

This form has been given to you as one who is 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 **unfavorable 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 the skills of youth in many ways and therefore, we realize that **a student who does not have every skill noted below may very well benefit the most from the program**.

If you do not feel able to 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.

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 for 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	





Application 2023

Calgary Fire Cadets

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	

If not already identified, please share some areas in which the applicant could improve or benefit with more experience.

Any additional Comments or concerns?

Can we share this information with the applicant?	No, I'd rather you didn't _____	Yes, go ahead _____
---	---------------------------------	---------------------

<i>Reference Signature</i>	<i>Date</i>
----------------------------	-------------



Application 2023

Calgary Fire Cadets

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?

This form has been given to you as one who is 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 **unfavorable 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 the skills of youth in many ways and therefore, we realize that **a student who does not have every skill noted below may very well benefit the most from the program**.

If you do not feel able to 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.

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 for 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	





Application 2023

Calgary Fire Cadets

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	

If not already identified, please share some areas in which the applicant could improve or benefit with more experience.

Any additional Comments or concerns?

Can we share this information with the applicant?	No, I'd rather you didn't _____	Yes, go ahead _____
---	---------------------------------	---------------------

<i>Reference Signature</i>	<i>Date</i>
----------------------------	-------------



Application 2023

Calgary Fire Cadets

Application Checklist

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.

Be sure that you have carefully read all the application instructions included within 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 have to do is send it in!

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

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

Application Deadline: March 31th, 2023

