

Calgary



Application 2026

Calgary Fire Cadets

Application Deadline
March 25, 2026



In partnership with:

ATCO



Calgary Board
of Education



CALGARY CATHOLIC
SCHOOL DISTRICT

Table of Contents

APPLICATION PROCESS	1
WHAT TO EXPECT / TIME LINES	2
THE INTERVIEW.....	3
APPLICATION INSTRUCTIONS	4
APPLICATION QUESTIONS.....	5
SAMPLE MARKING RUBRIC FOR APPLICATION RESPONSES	6
SAMPLE RESUME.....	8
OBJECTIVE	8
PROFESSIONAL PROFILE	8
LEADERSHIP EXPERIENCE (IDENTIFY ANY EXPERIENCES THAT YOU HAVE USED OR TAUGHT YOU LEADERSHIP SKILLS).....	8
EXTRACURRICULAR COURSES/PROGRAMS (HAVE YOU COMPLETED ANY COURSES OUTSIDE OF SCHOOL?).....	8
WORK HISTORY (DO YOU HAVE ANY EMPLOYMENT HISTORY?).....	8
EDUCATION (WHAT SCHOOL DO YOU CURRENTLY ATTEND? WHEN WILL YOU GRADUATE?)	8
REFERENCES	8
FAQ.....	9
APPLICATION CHECK LIST	8
SUBMIT YOUR APPLICATION.....	8

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 during specific dates from January through March. The current application method is to submit a paper application which you can drop off in person, or through the mail (no electronic versions will be accepted) and must be received by the Fire Training Academy (FTA) by the closing date. Late applications will not be accepted.

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. Information will be sent by email, and you will be required to RSVP for a spot.

If you've been successful beyond this point, you'll be asked to take part in an interview. This is a behavioral style interview which you can learn more about in [The Interview](#) section.

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 / Timelines

As outlined in the previous section, this application process may take several months to be completed. The FTA strives to advise successful applicants by the end of June, but at times may be in the early summer. 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 into late March. Current submission deadline is March 25, 2026.	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, CBE, and CSSD representatives	Approximately 1 month
Group Assessment	Expect this to take place in late April or early May.	Calgary Fire Training Academy	1 evening during the week or a half-day on the weekend.
Interviews	Interviews are typically scheduled in the last two weeks of May, usually on a weekend.	Calgary Fire Training Academy	Up to 2 weeks to complete
Orientation	September	Calgary Fire Training Academy	1 evening (Wednesday)

The Interview

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

As mentioned in the previous section, the interview is a behavioral style interview. If you've never heard of such an interview, we recommend you research Behavioral Descriptive Interviews. There is also information about them on the City of Calgary website.

Essentially, the principals of a behavioral style interview are to help recruiters predict future behaviors based on past behaviors. The questions asked in the interview are designed specifically for this purpose.

A very popular method of conducting this style of interview is to use something called 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 the situation you were in? Provide a brief description to help interviewers understand what you were doing and what was happening around you.

Task- Within that situation, what was your specific task, assignment, or role? What exactly was it that **YOU** were doing or trying to do?

Action- Describes specifically what **YOU** did in the situation. These are the things **YOU** did to help solve a problem, resolve conflict, support your team, etcetera. The Action identifies **YOUR** actions, that **YOU** took, in reaction to the situation.

Result- 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 the way it did. When things don't work out, it's great to be able to say why and how you can do things differently should it ever happen again.

You're probably worried as you think to yourself, how am I ever going to answer questions like that? *Practice!* Practice answering questions in this format, eventually it becomes natural.

We also recognize that you're a teenager, 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 difficult interview if you've never done one before. We hope you gain an experience and learn a little bit along the way.

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.* Following these guidelines demonstrates you can follow simple direction. **Failure to adhere to these guidelines results in lost points when grading, which means you may not get to the next stage of the process.**

IMPORTANT: All fields in the following forms are fillable and **MUST** be typed, except for required signatures. This ensures it is legible for processing and scoring.

FAILURE TO DO SO WILL RESULT IN YOUR APPLICATION BEING ELIMINATED FROM MOVING FORWARD IN THE COMPETITION.

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 that you know to complete the reference. You should 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. Follow the format and instructions using the **Sample Resume** that is provided with this package and 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 try 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 are: 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! Look over your entire application and make sure you have everything you need and it is in the correct order. Once you're confident you've done this, you can submit your application to:

**Fire Cadet Office / Fire Training Academy
5727-23 Ave SE, Calgary AB
T2B 3E2**

Application Questions

The following questions are required be completed and included with your application. Please make sure you have followed the directions, all answers are completed, and you have thoroughly checked over your document for spelling and grammatical errors. Your responses will be marked by the FTA 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 answers.

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.
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 a satisfactory amount of effort in the answers.	Overall the answers show that the candidate is excited, enthusiastic, and has put a tremendous amount of thought into this piece.

See Next Page for Sample Resume.

Sample Resume

Name
Address
City/Town, AB
Postal Code
Contact Info:
Phone Number
Email

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 2026

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 Training Academy which is located at:

Fire Cadet Office / Fire Training Academy
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 Training Academy 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 received, 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.

Calgary



Application 2026

Calgary Fire Cadets

Applicant Name: _____



Application Deadline

March 25, 2026

Submit to:

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

For Office Use Only	Initials
Date Received	
Date Processed	



Calgary



Application 2026

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	DATE OF BIRTH: 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) CIRCLE ONE – Y / N

HAVE YOU EVER BEEN A CADET WITH ANY OTHER PROGRAM? (CPS, AIR, SEA, MILITARY). CIRCLE ONE – Y / N



2. CONTACT INFORMATION SECTION - to be completed by the Applicant

E-MAIL ADDRESS	MAILING ADDRESS
STUDENT PHONE NUMBER	CITY AND PROVINCE
ALTERNATE PHONE NUMBER(S) (HOME)	POSTAL CODE
PARENT/LEGAL GUARDIAN #1 PHONE NUMBER (EMERGENCY CONTACT)	PARENT/LEGAL GUARDIAN #2 PHONE NUMBER (EMERGENCY CONTACT)
PARENT/LEGAL GUARDIAN #1 EMAIL	PARENT/LEGAL GUARDIAN #1 EMAIL

Continue to Next Page.



Application 2026

Calgary Fire Cadets

3. ADULT REFERENCE FORM #1 – 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 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.</p> <p>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.</p>	
<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.</p> <p>Please use the provided space to note specific examples for the listed strengths. Feel free to use a separate page if needed.</p>	
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



Calgary



Application 2026

Calgary Fire Cadets

3. ADULT REFERENCE FORM #1 - 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 _____
Reference Signature		Date





Application 2026

Calgary Fire Cadets

4. ADULT REFERENCE FORM #2 – 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 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.</p> <p>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.</p>	
<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.</p> <p>Please use the provided space to note specific examples for the listed strengths. Feel free to use a separate page if needed.</p>	
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



Calgary



Application 2026

Calgary Fire Cadets

4. ADULT REFERENCE FORM #2 - 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 _____
Reference Signature		Date





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. Be sure that you have carefully read all the application instructions included within this package.

Note: Submit your Application Package in the following order. Failure to do so will result in lost points.

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 whether in person or through the mail at:

Fire Cadet Office / Fire Training Academy
5727- 23 Ave SE
Calgary, Alberta
T2B 3E2

Application Deadline: March 25, 2026