

Calgary



Application 2019

Calgary Fire Cadets

Calgary Fire Cadets application package
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And Calgary Fire Fighter Local 255
In partnership with the CBE and CSSD

Application Deadline
Wednesday, January 30, 2019



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This application package contains all the information necessary to submit an application to the Calgary Fire Cadet Program. It is recommended that you read all sections completely before submitting your application.

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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 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 fall from September through to the end of November. The current application method is to submit a paper application which you can drop off in person, or through the mail.

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

After the application closing date has passed, interviews will be conducted. This is a behavioural style interview which you can learn more about in [The Interview](#) section. During the interview process, you should also expect to complete a basic physical assessment which is made up of fire fighting related tasks. You can learn more about the physical assessment in [The physical assessment](#) section.

If you've been successful through to this point, you'll be asked to take part in a group assessment. This is to determine how the applicants work with each other and what kind of class dynamic. This is an opportunity for us to see how you work within a team environment.

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	This year application are being accepted until January 30, 2019	Applications are submitted to the Fire Cadet Office located at 5727- 23 Ave SE Calgary, Alberta T2B 3E2	Approximately 2 months
Application review Period	Applications are reviewed upon receipt.	Fire Cadet Office- completed by program staff, CBE, and CSSD representatives	May take a few weeks to complete.
Interviews	Interviews will be scheduled for the month of February.	Calgary Fire Training Academy	Usually 2-3 weeks to completion
Group Assessment	Expect this to take place in February once all the interviews have been completed and reviewed	Calgary Fire Training Academy	1 evening or half day on the weekend.
Orientation	Approximately 1 month after the group assessment (Early March)	Calgary Fire Training Academy	1 evening

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 it. Essentially, the principals of a behavioral style interview are to help recruiters determine future behaviors based on someone's 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, you had a specific task, assignment, or job to do. What was it? What exactly was it that YOU were doing or trying to do?

Action- So you were doing that, while you were 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 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.

So right now you're probably sweating as you think to yourself, 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, you're just starting to fill up your book of life experiences, so don't worry too much. We will ask some STAR format question, 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 it before. We hope you gain an experience and learn a little bit along the way.

Physical Assessment



This part of the process is conducted during the interview stage. If you're asked to come in for an interview, you should be prepared to complete the physical assessment at the same time.

The assessment will only take you about 15 min. Less or more depending on your level of fitness, motivation, and enthusiasm.

The first part of the assessment will consist of a warm up, then two separate stations that are based on task completion, not time.

The second part of the assessment will consist of multiple stations, the ability to retain basic instructions, and finally time.

During the physical assessment, you can expect to be performing the following tasks.

Pulling

Lifting and Carrying

Dragging

Stairs

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 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 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 the Fire Cadet Office at 5727-23 Ave SE, Calgary Alberta, 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 “**Times New Roman**” 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 questions

Application Question	1	2	3	4
Reasons for applying to the Cadet Program.	The applicant has no solid reason for applying to the program	Answers lack solid or thoughtful reasons. Very predictable	Reasons are relevant, and thoughtful.	Thoughtful, detailed response. Well written with a solid reason for applying
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 included a few benefits. The benefits expressed are not relevant or achievable	Numerous benefits have been expressed. They are somewhat relevant and achievable.	Benefits expressed by the applicant are complete, relevant, thoughtful, and achievable. Significant thought and detail has been expressed.
What skills will you bring?	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 identified some skills that do not have any relevance to the program	The student has identified numerous skills with some relevance	The skills expressed are thoughtful, unique and relevant to the program. The student has used great detail to outline their skills
How will you and others benefit?	The student has demonstrated that they cannot find any benefits for themselves or others. The student has put no thought into this section.	The goals/benefits outlined are not realistic or do not identify how they will benefit both them self and others.	The student can identify some goals/benefits for themselves and others. Goals are not relevant or achievable.	The student identifies realistic goals/benefits for themselves and others within their community, family, and friendships. Goals are relevant and achievable.
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 student has expressed a low level of interest and effort in the responses. The minimum requirement has been demonstrated.	The Student has expressed a moderate level of interest and demonstrates a satisfactory amount of effort in the responses	The students' responses demonstrate an exceptional amount of thought and effort. There is clearly a high level of enthusiasm.



Sample resume

Fire Cadet

5727- 23 Ave se
Calgary, AB, T2B 3E2
403-268-8774
firecadet@calgary.ca

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's

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 Alberta, 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.





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Calgary Fire Cadets application

Applicant name: _____



Application Deadline

Wednesday, January 30, 2019

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

For Office Use Only		Initials
Date received		
Date processed		



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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 DURING 2017 SCHOOL SEASON	GRADE (2016-2017)	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?	

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	





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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	

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* _____





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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?

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.

<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	





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4. 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 _____

Reference Signature _____ *Date* _____





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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.

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

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