



County of  
Grande Prairie No. 1

## ATCO Cadet Application

Deadline: May 15, 2026



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# ATCO

## Table of Contents

Application Process .....	3
What to Expect and Timelines .....	4
The Interview .....	5
Application Instructions .....	6
Application Questions .....	7
Sample Marking Rubric for Application Responses .....	8
Sample Resume .....	10
FAQ .....	11
Application Check List .....	12
Submitting Your Application .....	13

## **Application Process**

Applying for the ATCO Cadets program in the County of Grande Prairie is a straightforward process. The steps will be outlined in further detail within the Application Instructions section on page 6.

Like many programs that require an application, there is a timeframe to apply for the Cadet program. This ensures the program stays on track. At the County of Grande Prairie's Regional Fire Services, submissions will be accepted from April 15 to May 15, 2026. Once completed, the application can be dropped off in person at the County of Grande Prairie's Community Services Building at 10808 100 Ave, Clairmont AB, T8V 7K1.

Answers to the application questions will be processed and scored by the Fire Cadet Office.

Once the application period closes, candidates will be contacted for a group/individual assessment. Group assessments will indicate how well candidates work as a team, follow instructions, show initiative and encouragement. Further information will be emailed, and you must RSVP for a spot.

If successful, the Fire Cadet Office will contact you to set up an interview. This will be a behavioural descriptive interview, which you can learn more about in The Interview section on page 5.

Every year, the Cadet program only accepts 20 applicants. If accepted into the new class, you will be invited to a class orientation, which will be considered your first day of Fire Cadets.

## What to Expect and Timelines

After submitting your application, it's not uncommon to go through a waiting period before hearing back from the Fire Cadet Office. Don't be alarmed, this is normal. Depending on the number of applications received, it may take time to review each applicant. The following chart will help you understand the process and timeframes for each step.

<b>Application Stage</b>	<b>When This Takes Place</b>	<b>Location</b>	<b>Length</b>
Application Submission	April 15 to May 15	10808 100 Ave, Clairmont AB, T8V 7K1	One month
Application Review Period	Applications Reviewed Upon Receipt	Fire Cadet Office	Approx. one month
Group Assessments	Expect this to take place sometime in May, after the application deadline	Cadet Training Academy	One evening or half-day on a weekend
Interviews	Interviews will be scheduled mid-May	Cadet Training Academy	Up to two weeks to complete
Orientation	Successful candidates will be notified end of June with September orientation date	Cadet Training Academy	1 evening

## The Interview

Welcome to the interview. If you've been invited, there is some preparation you should do before the interview takes place.

As mentioned earlier, this will be a behavioral interview. If you are not familiar with this type of interview, it can be helpful to learn a bit about it ahead of time.

In a behavioral interview, the interviewer asks questions about things you have done in the past. This helps them understand how you might handle similar situations in the future. The questions are designed to help you share real examples from your experience. A common way to answer these questions is by using the STAR method. STAR is an easy system that helps you organize your ideas and explain your answers clearly.

### 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 needed to be done?
- Action:** What did you do about it to address the situation, complete the task or assignment, or complete the job.? The Action is YOUR actions YOU took in the situation.
- Result:** What happened and how did it turn out? 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.

Right now, you might be feeling nervous and thinking, *"How am I ever going to answer questions like that?"* The answer: practice! Try answering a few questions using this format. The more you practice, the more natural it will feel.

We also recognize you're a teenager and still building your life experiences. That's okay. You're not expected to know everything yet. We will ask some questions using the STAR format, but not too many. Some questions could include things like working with others, showing leadership, or handling disagreements.

So why do we use this type of interview? It helps us understand how you might grow in the program and how the program might help you. Even more importantly, it gives you a chance to try something new. Many people don't experience interviews like this until they're applying for a job they really want. Interviews can be hard if you've never done one before, and that's okay. We hope you learn something, gain confidence, and leave feeling proud for trying something new.

## Application Instructions

This section is important. Make sure you follow each step and submit your application exactly as outlined below.

**Step 1:** Get the Fire Cadet Program application package by downloading it from [www.countygp.ab.ca/cadets](http://www.countygp.ab.ca/cadets).

**Step 2: Choose two adult references.** Inside the application package, you will find two Adult Reference Forms. Ask two adults who know you well to complete these forms. Choose people who can give an honest and positive reference, such as a teacher, coach, supervisor, or family friend. Your references cannot be related to you.

These are confidential references. Each reference must complete the form, **seal it in an envelope, and sign it across the seal**. Once finished, they should return the sealed envelope to you. You can then submit the references with your application package.

**Step 3: Answer the application questions.** Complete the application questions outlined in the Application Questions section on page 7. You must include your answers when you submit your application package.

**Step 4: Prepare your resume.** Using the sample resume provided in this package, create your own resume by following the template. Include important details that help us learn more about you, such as activities you're involved in, hobbies, skills, and any work or volunteer experience.

Be honest when writing your resume. You may be asked to provide proof of your experience, so avoid exaggerating. If possible, include how long you've been involved in activities or jobs (for example: hours per week, months, or years).

**Step 5: Complete the application form.** Fill out the Application Form included in the package. Make sure you complete the cover page, personal information section, and checklist. This form must be included with your application package.

**Step 6: Optional supporting documents.** This step is optional. You may include extra items that support your application or help show who you are. Examples include character references, photocopies of certificates, or photos of activities you've participated in. **Please do not send original documents, as they may not be returned.**

**Step 7: Final review and submission.** You're almost done! Carefully review your entire application to make sure nothing is missing. Once you're confident everything is complete, submit your full application package to **10808 100 Ave, Clairmont AB, T8V 7K1**.

## Application Questions

The following questions must be completed and included with your application. Please read the instructions carefully and take time to review your work before submitting it. Check your document for spelling and grammar mistakes.

Your answers will be reviewed by Fire Cadet staff and work experience teachers will use a marking guide to assess your responses. A sample of this marking guide is included in the next section.

Try to write honest, thoughtful, and complete answers. Take your time and do your best to explain your ideas clearly.

### Question Guidelines:

- Submit your answers on a **separate sheet of paper**
- Write your responses in **essay style**
- **Type** your answers using **Times New Roman, size 12**
- Write in **full paragraphs**
- **Do not** use bullet points or point form
- Include examples or reasons to support each of your answers

### 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
<b>Reasons for applying to the Cadet program.</b>	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.
<b>What will you gain from the program?</b>	The student has demonstrated 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 significant thought into this section.
<b>What will you bring to the team?</b>	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.	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.
<b>Will others benefit?</b>	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.

<p><b>Attention to detail</b></p>	<p>Details are in no order. Word choice is below average. The answers contain an unacceptable number of grammatical errors.</p>	<p>Details are not organized, causing confusion for the reader. Word choice is lacking. There are many grammatical errors.</p>	<p>Some details are not in a logical order. Word choice is sufficient. There are several grammatical errors.</p>	<p>Details are presented in a logical order. Word choice is very good. There are few grammatical errors.</p>	<p>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>
<p><b>Overall</b></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. 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  
12345 Clairmont St.  
T8X1K9, Clairmont, AB

### 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
- 4-H Club
- 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 – Peace Wapiti Academy
  - o Graduate summer 2018

### References

References are available on request.

## **FAQs**

### **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:

Community Services Building

10808 100 Ave, Clairmont AB, T8V 7K1.

### **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 more than one month 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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Submit to:

Community Services Building

10808 100 Ave, Clairmont AB, T8V 7K1.

FOR OFFICE USE ONLY		INITIALS
DATE RECEIVED		
DATE PROCESSED		



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# Application 2026

ATCO 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 - 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)					

## 2.1 CADET APPLICANT 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)			

**2.2 CADET PARENT/GUARDIAN CONTACT INFORMATION SECTION - to be completed by the PARENT/GUARDIAN**

PARENT/GUARDIAN NAME(s)	MAILING ADDRESS
PARENT PHONE NUMBER	CITY/TOWN/HAMLET
ALTERNATE PHONE NUMBER(S)	POSTAL CODE
PARENT EMAIL(s)	ALTERNATE PARENT/LEGAL GUARDIAN NAME AND PHONE NUMBER



# ATCO

# Application 2026

ATCO Fire Cadets

3. ADULT REFERENCE FORM – To be completed by an adult reference of your choice		
NAME OF REFERENCE AND PHONE NUMBER		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 <b>objective assessment</b> 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 <b>unfavorable responses will not necessarily preclude the student from being accepted</b>. 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 <b>a student who does not have every skill noted below may very well benefit the most from the program</b>.</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>		
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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## Application 2026

ATCO 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 _____
Reference Signature		Date

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# Application 2026

ATCO Fire Cadets

4. ADULT REFERENCE FORM – To be completed by an adult reference of your choice		
NAME OF REFERENCE AND PHONE NUMBER		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 <b>objective assessment</b> 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 <b>unfavorable responses will not necessarily preclude the student from being accepted</b>. 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 <b>a student who does not have every skill noted below may very well benefit the most from the program</b>.</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>		
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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## Application 2026

ATCO Fire Cadets

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 2026

ATCO Fire Cadets

## 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 Community Services  
Building10808 100 Ave, Clairmont AB, T8V 7K1.**

**Application Deadline: May 15, 2026**

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