



Firefighter Candidate Starter Kit

For Candidates applying to Alberta fire departments

Choose one department. Confirm its requirements, identify what you still need and set your next three actions. Complete the sections relevant to your current stage.

1 Your target department

Use the department's current recruitment posting. Record the dates and requirements that affect your next step.

Department

Application deadline

Posting or recruitment page

Your current stage

Such as preparing to apply, or waiting for the aptitude test.

Next stage, and its date

Requirements to complete or confirm

Include anything missing, expired or unclear.

Why this department

What specifically draws you to this department or community? Explain why it matters to you, using your own experience where relevant.

2 Documents and certificates

Check each item against the posting. Mark it Ready only if it meets the requirement for when it is needed. Use To do for anything missing or unconfirmed. Check issue dates and expiry requirements before ordering or renewing documents.

Item	Ready	To do	Not needed	Date to track	Notes
Resume, written for this department	☐	☐	☐		
Cover letter If the posting asks for one.	☐	☐	☐		
Driver's licence Note the class.	☐	☐	☐	Expires <input type="text"/>	
Driver's abstract	☐	☐	☐	Issued <input type="text"/>	
High school diploma or equivalent	☐	☐	☐		
Post-secondary transcripts or certificates	☐	☐	☐		
First aid and CPR or BLS	☐	☐	☐	Expires <input type="text"/>	
Medical qualification and registration Such as EMR or PCP.	☐	☐	☐	Expires <input type="text"/>	
Fire certifications Record the qualification and level required by the posting.	☐	☐	☐		
References Permission to list them and contact details confirmed.	☐	☐	☐		
Supporting records For qualifications and experience listed in your application.	☐	☐	☐		
Other <input type="text"/>	☐	☐	☐	Date <input type="text"/>	

3 Your tests

Confirm the accepted test and provider before booking. Check when the result is due and how recent it must be.

Physical test

Test and provider	
Test date	
Official instructions Link to the department's or testing provider's page for this test.	
How recent must the result be?	
Next preparation task One task, with a date.	

Written test

Test and provider	
Test date	
Official instructions Link to the department's or testing provider's page for this test.	
How recent must the result be?	
Next preparation task One task, with a date.	

Before each test

- ☐ I've read the official instructions, the events or sections, and the pass standard.
- ☐ I've read the physical test's health screening, and seen my doctor first if I have an injury or medical condition.
- ☐ I've checked the retest rules and allowed extra time where another attempt is permitted.
- ☐ I've tried timed practice for the sections on my test, reviewed my errors and chosen what to work on next.

Northline's guides explain the tests Alberta departments use: northlineemergency.com/recruitment/physical-testing and northlineemergency.com/recruitment/firefighter-aptitude-test. Where a guide and the department's instructions differ, follow the department.

4 Choose your stories

Start collecting examples before you receive an interview invitation. Look for specific experiences where you had a responsibility, made a decision or dealt with a challenge. These can come from work, volunteering, sport, school or responsibilities outside work.

1

Find experiences you can explain clearly

Give each experience a short name and note the questions it could help you answer. Start with two or three and add others as you remember them.

Example themes: teamwork, conflict, leadership, a mistake, pressure, customer service, feedback, integrity, safety, diversity and inclusion, adaptability, initiative. One experience often covers several, and you don't need one for every theme.

No.	Experience	Themes it could answer
1		
2		
3		
4		
5		
6		

2

Choose two to outline

Pick the two experiences that give you the most to work with. These can help you decide:

- It fits the kind of question I'm preparing for.
- It involved a meaningful challenge or decision.
- I can explain my own contribution.
- I remember enough to explain what I did and how it turned out.

The outcome does not have to be positive. Explain your part in it, what you learned and what you would do differently.

3

Outline your two experiences

Use brief notes to prepare answers about past experiences. Explain your own contribution when other people were involved. For motivation or scenario questions, address the question directly. For another outline, print a blank copy of this page.

Experience 1

From Step 1

What was happening, and what were you responsible for?

What made the situation difficult?

What did you do, and why did you choose that approach?

What happened because of your actions?

What did you learn? If you have used that lesson since, give an example.

Experience 2

From Step 1

What was happening, and what were you responsible for?

What made the situation difficult?

What did you do, and why did you choose that approach?

What happened because of your actions?

What did you learn? If you have used that lesson since, give an example.

Use one experience to answer a relevant practice question aloud. Notice where your explanation becomes vague or misses the question. Add the missing detail to your notes, then practise again.

5 Your next three actions

Choose the tasks that could prevent you from reaching the next stage, then work back from the deadline. Allow for booking availability, document processing and any permitted retest. Give each action a completion date.

Next deadline

Date

Fictional example

By

13 November

Action

Confirm my references are willing to be contacted and check their phone numbers.

No.	By	Action	Done
1			☐
2			☐
3			☐

Put time in your calendar for the first action. Review the remaining tasks when it is complete.

Every recruitment stage, explained: northlineemergency.com/recruitment

Interview questions by department: northlineemergency.com/recruitment/firefighter-interview-questions

Departments change their processes, so check each requirement with the department before every stage. Northline Emergency Training & Consulting is independent of hiring departments and testing providers. Questions: info@northlineemergency.com.