

**RCSU Pacific Civilian Volunteer Checklist**

<b>Applicant's Last Name:</b>			<b>First Name:</b>	
<b>Corps / Squadron:</b>				
<b>Initial Documentation</b>				
<b>J1 Item #</b>	<b>Item</b>			<b>Submitted</b>
1	Adult Screening Application Form			<input type="checkbox"/>
2	Supporting Documentation: - Foundational ID (ex Birth Certificate, Canadian Citizenship Certificate) - Supporting ID (ex Driver's license, Canadian Passport) - Proof of Address			<input type="checkbox"/>
3	Police Records Check/Vulnerable Sector Screening Report			<input type="checkbox"/>
<b>ALL DOCUMENTS MUST BE MAILED TO THE FOLLOWING ADDRESS:</b> <b>Regional Cadet Support Unit Pacific</b> <b>PO Box 17000 Stn Forces</b> <b>Victoria BC V9A 7N2</b>				

<b>This Civilian Volunteer Checklist is for a:</b>	
<b>Basic Screening:</b> The minimum screening level required for any adult who supports the Cadet Program on an occasional basis and will not be under the constant supervision of a fully screened adult. This may apply to committee members, occasional community supporters, occasional drivers, League members and guest lecturers. It may apply to CAF Reg F and P Res members, DND employees and civilian contractors in accordance with their type of engagement.	<input type="checkbox"/>
<b>Full Screening:</b> The screening level required for any adult who has direct and unsupervised contact with a cadet or where direct unsupervised contact is probable, as well as all COATS members, CIs and volunteers. This may apply to CAF Reg F and P Res members, DND employees and civilian contractors in accordance with their type of engagement.	<input checked="" type="checkbox"/>

# Adult Screening Application Form

<b>Section 1 – Personal Information</b>			
Surname		First	Middle
Date of birth	<input type="checkbox"/> M	<input type="checkbox"/> F	<input type="checkbox"/> non-binary
			Maiden or family name
Country of birth		Province / State of birth	
City of birth		Date of entry into Canada if born outside Canada	
Phone number		E-mail	
Have you changed your name other than marriage?			<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Section 2 – Cadet Corps / Squadron Information</b>			
Corps / Squadron and number		Position title	
205 RCACS		Civilian Volunteer	
Primary duties <span style="margin-left: 20px;">Help wherever needed</span>			
<b>Section 3 – Previous/ Current CAF Experience</b>			
Service number		Rank (current or on release)	Unit (current or on release)
Release item		Release date	MOSID
<b>Section 4 – Personal References <i>(cannot be a family member/related to you)</i></b>			
First Ref	Name		Relationship to you
	Phone number		Email
Second Ref	Name		Relationship to you
	Phone number		Email
Third Ref	Name		Relationship to you
	Phone number		Email
<b>Section 5 – Criminal Convictions In and Outside of Canada</b>			
Have you ever been convicted of a criminal offence for which you have not been granted a pardon?			<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, give details of the charge(s)			
Name of Police Force		Conviction date	
Country		Province / State	City

**PROTECTED B (when completed)**

<b>Section 6 – Current Address</b>			
Apartment number	Street number	Street name	
City	Province / State	Country	
Postal / Zip code	From date	To date	
<b>Section 7 – Personal Declaration</b>			
<p>I, the undersigned, agree that all information contained within this application is factual and been completed to the best of my ability. I permit CJCR, or its agents, to interview any of the references listed on my application. I also understand that CJCR reserves the right to accept or decline my services for any reason, except for those prohibited by the Canadian Charter of Rights and Freedoms. I understand that if I am involved as a volunteer with the CCO that I will not be entitled to any remuneration and I recognize the safety and wellbeing of cadets as my foremost responsibility. I hereby agree that I will immediately advise CJCR, after the signing of this form, should I commit or be implicated in any type of activity that could change my status for my PRC or VSS.</p>			
_____		_____	
Signature		Date	

<b>SUPPLEMENTAL QUESTIONS FOR CIVILIAN INSTRUCTOR, CADET INSTRUCTOR CADRE APPLICANTS &amp; RELIABILITY SCREENING UPDATES</b>			
<b>Section 8 – Address History (last five years, before current in Section 6)</b>			
Apartment number	Street number	Street name	
City	Province / State	Country	
Postal / Zip code	From date	To date	
Apartment number	Street number	Street name	
City	Province / State	Country	
Postal / Zip code	From date	To date	
<b>Section 9 – Employment History and/or Professional References Verification</b>			
Employer Ref 1	Name of Company		Position you held
	Name of contact / supervisor		Phone number
	Email	Start date	End date
Employer Ref 2	Name of Company		Position you held
	Name of contact / supervisor		Phone number
	Email	Start date	End date

**PROTECTED B (when completed)**

## Required Supporting Documents/Information

**Certifying a True Copy.** To certify a photocopy of an original document as true, the individual certifying must examine the original document and ensure that the photocopy is an exact duplication of the original. When signing, it is recommended that blue ink be used for the signature and it is required that the signature block (name, rank, position) of the person signing is included as well as the date. The following personnel may annotate a document as a certified true copy:

- Military personnel including corps or squadron staff, RCSU Pacific staff, Area Advisor, etc;
- Local police station; or
- Notary (approval required – contact RCSU Pacific SRO).

**Biographical Information.** You are required to provide two (2) documents to verify your identity, one of which must contain a photo. Both sides of the document must be provided.

- Certified true copy of any one (1) of the following pieces of foundational identification:
  - Canadian birth certificate
  - Canadian citizenship certificate or card
  - Permanent resident card
  
- Certified true copy of any one (1) of the following pieces of supporting identification:
  - One additional item from the list above
  - Provincial or territorial driver's license, health card (BC and QC only), or ID card
  - Canadian passport (page 2)
  - Nexus card (issued by CBSA)
  - Firearm license (issued by RCMP)
  - Certificate of Indian status
  - Provincial or territorial record of marriage/divorce or legal name change
  
- If born abroad of Canadian parents, a copy of your Certificate of Registration of Birth Abroad. If you arrived in Canada less than five years ago, provide a copy of the Immigration Visa, Record of Landing document or Canadian passport.

**Address Information.** You must provide documents to prove your address history for the previous five (5) year period. **NOTE - for RS Updates, only proof of current address is required.**

- Original or certified true copy of a bill or other formal document (i.e. tax return, hydro bill, car insurance) with your name and address for each address indicated in the five year history.



National Defence Défense Nationale

Cadets and Junior Canadian Rangers  
National Defence Headquarters  
101 Colonel By Drive  
Ottawa, ON K1A 0K2

3937-2140-1 (J1 Staff O)

30 July 2024

REQUEST FOR POLICE RECORDS CHECK  
AND VULNERABLE SECTOR SCREENING

This is to confirm that the subject personnel is applying to work with Cadets and Junior Canadian Rangers, a component of the Canadian Armed Forces responsible, on behalf of the Minister, for the administration, organization, training and supervision of cadets. Cadets are young persons between the age of 12 and 18.

With the protection and safety of youth as its goal, the Department of National Defence has a moral, ethical and legal obligation to put in place a process to prevent wrongdoing or abuse to the youth entrusted to our care. As part of the screening process, all adults working with the cadet organization are now required to provide a current Police Records Check and Vulnerable Sector Screening report.

The requested information includes the following:

- a. criminal convictions;
- b. outstanding charges; and
- c. pardoned sex offences listed under the schedule of the Criminal Records Act.

We are aware that some Police Departments reduce or waive the processing fee for personnel working/volunteering with non-profit organization and we appreciate any consideration you could provide on this matter.

We ask your cooperation in conducting this screening process.

Sincerely,

P.L.A. DeMerchant  
Lieutenant (Navy)  
J1 Staff Officer

Canada 