

RCSU Pacific Civilian Volunteer Checklist

| Applicant's Last Name: | | | First Name: | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------|--|
| Corps / Squadron: | | | | |
| Initial Documentation | | | | |
| J1 Item # | Item | Submitted | | |
| 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"/> | | |
| ALL DOCUMENTS MUST BE MAILED TO THE FOLLOWING ADDRESS: Regional Cadet Support Unit Pacific PO Box 17000 Stn Forces Victoria BC V9A 7N2 | | | | |

| This Civilian Volunteer Checklist is for a: | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|
| Basic Screening: 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"/> |
| Full Screening: 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

| Section 1 – Personal Information | | | |
|--------------------------------------------------------------------------------------------------|----------------------------|--------------------------------------------------|----------------------------------------------------------|
| 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 |
| Section 2 – Cadet Corps / Squadron Information | | | |
| Corps / Squadron and number | | Position title | |
| 205 RCACS | | Civilian Volunteer | |
| Primary duties Help wherever needed | | | |
| Section 3 – Previous/ Current CAF Experience | | | |
| Service number | | Rank (current or on release) | Unit (current or on release) |
| Release item | | Release date | MOSID |
| Section 4 – Personal References <i>(cannot be a family member/related to you)</i> | | | |
| 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 |
| Section 5 – Criminal Convictions In and Outside of Canada | | | |
| 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)

| Section 6 – Current Address | | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|-------------|--|
| Apartment number | Street number | Street name | |
| City | Province / State | Country | |
| Postal / Zip code | From date | To date | |
| Section 7 – Personal Declaration | | | |
| <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 | |

| SUPPLEMENTAL QUESTIONS FOR CIVILIAN INSTRUCTOR, CADET INSTRUCTOR CADRE APPLICANTS & RELIABILITY SCREENING UPDATES | | | |
|----------------------------------------------------------------------------------------------------------------------------------|------------------------------|-------------|-------------------|
| Section 8 – Address History (last five years, before current in Section 6) | | | |
| 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 | |
| Section 9 – Employment History and/or Professional References Verification | | | |
| 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 

INTERVIEW PROTOCOL – ADULT SCREENING

INSTRUCTIONS

Arrange an appropriate time for the interview (consider time of day, interruption to work schedules and convenience for both parties);
Arrange for an appropriate setting which affords some measure of comfort for both the interviewer and the interviewee;
Read each question and allow time for the applicant to formulate an answer; and
Notes must be taken for all answers provided by the applicant, in the space provided below.

VOLUNTEER APPLICANT

SURNAME/GIVEN NAME

CONTACT EMAIL

CONTACT PHONE NUMBER

AREAS TO COVER AND POSSIBLE QUESTIONS

1. Reason for wanting to volunteer with corps/squadron:

Question 1: What personal qualities/attributes do you possess that make you a role model for youth? (Why?)

Answer:

Question 2: What is it you want to do to help with the Squadron?

Answer:

2. Areas of interest within the corps/squadron:

Question 1: What area of interest are you looking for to help with the Squadron?

Answer:

3. Skills the volunteer possesses which can enhance/assist with corps/squadron administration/timing:

Question 1: What skills do you possess that will help assist/enhance the Squadron?

Answer:

4. Time commitment

Question 1: What time commitment are you able to give to the Squadron?

Answer:

5. What previous experience does the volunteer have working/volunteering with other youth programs:

Question 1: Have you volunteered with any child/youth organizations in the past?

Answer:

6. Interpersonal conflict questions:

Question 1: Is there anything in your background that we should be aware of?

Answer:

Additional Question: Is there any other information you would like to provide that is relevant to your suitability in becoming a volunteer with Cadets?

Answer:

CONCLUSION

Thank you for your time in answering the questions and for the information you provided. You are welcome to contact me should you wish to add any information to your answers.

Recommended / Not Recommended

Capt Ruel

Interview conducted by (rank and surname):



Signature

Date
(dd / mm / yyyy)