

Adult Screening Application Form

CJCR requires support from various organizations and individuals to assist and support in the delivery of the Cadet Program. To this end, CJCR may authorize volunteers to assist COATS members and Civilian Instructors (CI) in support of authorized cadet activities. In order to fulfill its legal obligations as responsible for youth, and to support volunteers properly, there is a need to ensure applicants are screened, registered and managed appropriately.

Along with this form, you will need to provide a photocopy of two pieces of government issued identification, one of which must include a photo, and a Canadian Police Records Check (PRC) with the Vulnerability Sector Screening (VSS). Details on how to acquire a VSS will be provided to you by your RCSU.

Privacy Notice

In order to process your screening application, CJCR requires certain personal information from you. Only information needed for the purposes of determining your suitability to work with cadets will be requested. All information collected during this process will be protected and kept confidential in accordance with the Privacy Act and NDSI 27, Classification and Designation of Information.

Application Type:	Initial Application	Renewal
<i>Mark all necessary</i>	Volunteer	Civilian Instructor
	Reg F	DND Employee
	P Res	Civilian contractor (pers)

* Current CAF members are not eligible to apply to CI positions.

Section 1 – Personal Information

Surname		First	Middle
Date of Birth	M F non-binary	Maiden or Former Name(s)	
Address			
City		Province	Postal Code
Phone Number		E-mail	
Employer (incl address):		Supervisor (incl email):	
Corps/Squadron Number:		UIC:	
Primary Duties:			
Do you have a child currently participating in the Cadet Program?		Yes	No
[Redacted] If yes, provide corps/squadron number:			

Section 2 – Previous/Current CAF and Cadet Experience

Current CAF member Previous CAF service Previous experience as a Cadet
No previous CAF or Cadet experience (if you checked this box, skip section 2)

Active/previous CAF Personnel			
Service Number:	Rank (current or on release):	Unit(current or on release):	Unit CO (incl email):

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Release Item	Release Date:	MOSID:
Previous Cadet Experience		
Years of Participation:	Element:	
Corps/squadron Number:	Corps/squadron location:	
Cadet Rank:	Staff Cadet Service Number (if known):	

Section 3 – References (cannot be a family member/related to you)

First Reference	
Name	Relationship to you
Phone Number	E-mail
Second Reference	
Name	Relationship to you
Phone Number	E-mail
Third Reference	
Name	Relationship to you
Phone Number	E-mail

Section 4 – Personal Declaration

Have you ever been convicted of a criminal offence for which a pardon has not been granted? Yes No
 Do you have previous experience as a volunteer with a youth organization? Yes No

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.

Signature

Date

For Use by CJCR and/or designated agents only				Suitable	Not Suitable
Minimum Age of 18					
Citizenship:	Canadian Citizen	Permanent Resident	Landed Immigrant Status		
Interview Completed:	Date:				
Current/Previous CAF Service Review (includes approval from current CO):					
First Reference:	Date:				
Second Reference:	Date:				
Third Reference (if required):	Date:				
PRC/VSS:	Date of Completion:				
Applicant Status:	Approved as :	Volunteer;	Cl;	CAF member	Not Approved

Signature and Position

Date

INTERVIEW PROTOCOL – ADULT SCREENING

INSTRUCTIONS

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

VOLUNTEER APPLICATION

_____ FULL NAME _____ CONTACT EMAIL _____ CONTACT PHONE NUMBER

AREAS TO COVER AND POSSIBLE QUESTIONS

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

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

Answer:



Question 2: (Prepare your own)

Answer:

PROTECTED B (when completed)

2. Areas of interest within the corps/squadron:

Question 1: (Prepare your own)

Answer:

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

Question 1: (Prepare your own)

Answer:

4. Time commitment:

Question 1: (Prepare your own)

Answer:

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

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

Answer:

6. Interpersonal conflict questions:

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

Answer:

Example Question 2: Is there any other information you would like to provide that is relevant to your suitability in becoming a volunteer with cadets?

Answer:

PROTECTED B (when completed)

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

Interview Conducted By
(Rank and Surname)

Signature

Date
(dd/mm/yyyy)



Regional Cadet Support Unit (Central)
Code of Conduct for Adult Staff and Volunteers

1. As Canadian Armed Forces (CAF) members, Civilian Instructors, and Volunteers entrusted with the responsibility of supervising, training and developing youth, it is critical that we conduct ourselves at all times in a manner that is beyond reproach. Above all else, the physical and emotional safety and well-being of cadets is our utmost concern and must be the primary consideration of every adult staff member and volunteer within the Canadian Cadet Organizations (CCO). Cadets must have positive and appropriate role models in each member of the adult staff, whether involved directly in the training of cadets or in a support function.
2. As a staff member / volunteer of /any Cadet Training Centre/ I understand that I must adhere to all rules and regulations applicable within my area of responsibility. In particular, I acknowledge that I will:
 - a. read and abide by all rules and regulations. I will familiarize myself with CAF orders, policies and directives (including but not limited to QR&O, CFAO, DAOD) and CCO orders (including but not limited to CATO and Natl CJCR Sp Gp Orders), as well as Regional orders (CRCI, CRCSO, ROs) and local orders (Base, Area Trg Office, CTC, Corps/Sqn: Standing Orders, ROs, Range Safety Orders, etc);
 - b. intervene upon seeing an infraction, and when necessary, report infractions to my superiors;
 - c. ensure that safety is incorporated in all aspects of my job and support the RCSU Central and local general safety programs;
 - d. ensure that environmental stewardship is incorporated in all aspects of my job and support the RCSU Central and local environmental policies;
 - e. ensure that a harassment free workplace is maintained. This includes avoiding any gesture, comment or display that may be interpreted as demeaning, humiliating or embarrassing and not making any negative or offensive comments, gestures or displays regarding any person's race, national or ethnic origin, colour, religion, age, sex, marital status, family status, disability, sexual orientation or physical characteristics;
 - f. ensure that ethics is incorporated in all aspects of my job and support the DND and CAF Code of Values and Ethics;
 - g. ensure that all activities / duties for which I am responsible are conducted efficiently, effectively, economically and ethically;
 - h. lead assigned officers, NCMs, civilian staff, staff cadets and cadets and manage allocated resources in the most efficient, effective, economical and ethical manner that will optimize the direct or indirect benefit that the cadets receive from the cadet program;
 - i. set a good example of dress, deportment and conduct;
 - j. use a calm, firm and reasonable tone of voice when giving instruction or addressing deficiencies with subordinates, avoiding yelling or swearing;
 - k. not abuse my authority;
 - l. ensure that all communications with cadets are appropriate and consistent with the professional adult / supervisor and youth / trainee relationship that must be maintained both on and off duty. This includes not engaging in any of the following (except in the case of a cadet who is an immediate family member):
 - (1) writing personal letters / cards, or sending personal text messages, emails or other electronic communications (i.e. via social media, etc.) to cadets that are not consistent with my duties as a Cadet Instructor / youth leader.

(2) having a personal conversation with a cadet that extends beyond what is appropriate as Cadet Instructor / youth leader, and

(3) spending time with a cadet outside of designated work times and / or authorized activities;

m. ensure that my use of social media sites, at all times (including off duty), does not reflect negatively on the CAF or CCO and that:

(1) my online communications will reflect the principles of respect, responsibility and consideration of others, and

(2) I will not request or accept any cadets as “friends” on personal social networking sites;

n. not exhibit conduct (through oral or written comments, electronic communications, gestures, displays or physical contact) that is of a sexual nature or has sexual connotations, particularly in the presence of cadets;

o. not touch cadets or other staff members without their permission except when absolutely necessary in an emergency situation;

p. not engage in personal relationships or in intimate relationships with cadets;

q. notify the chain of command of any personal relationship that either pre-exists or is formed with another staff member and that could compromise the objectives of DAOD 5019-1;

r. not disclose any personal or protected information by any means without authorization;

s. not use or possess illegal drugs (including prescription drugs, except as legally prescribed by a health care professional);

t. I will not use prescription or non-prescription drugs that would alter my behaviour or impair my ability to function at any time I am in the presence of cadets or while I am responsible for their direct supervision;

u. not consume alcoholic beverages nor be under the influence of alcohol when interacting directly with, or in direct supervision of cadets;

v. not use tobacco products in the presence of cadets;

w. not provide tobacco products, alcohol, drugs or other prohibited items to cadets;

x. not have knives, guns or weapons in my possession in the presence of cadets, unless required in the performance of my duties;

y. not use DND vehicles or other equipment for other than approved, official duty purposes;

z. not use DND computers to access or distribute pornographic or sexually explicit materials; and

aa. act in such a way as to bring credit to the Department of National Defence / Canadian Armed Forces and the CCO.

4. I acknowledge that failure to comply with this Code of Conduct may result in both administrative and / or disciplinary action being taken as applicable.

5. I am aware that I may speak with my supervisor or another person in the chain of command at any time should I require any clarification on this Code of Conduct or should I need assistance in responding to a situation.

6. I have read the above and by signing below, I am agreeing to adhere to this Code of Conduct.

Date (d/mmm/yy)

Signature

Witness Name (Print)

Witness Signature

CIVILIAN VOLUNTEER AGREEMENT

This agreement is drafted in accordance with the Treasury Board Framework for the Management of Risk

I, _____ of _____ in the Province of _____,
(Name) (City)
agree to the following terms and conditions required to be a volunteer:

PART 1 - DESCRIPTION OF VOLUNTEER ACTIVITIES

Volunteer with Royal Canadian Sea Cadet Corps (RCSCC Warspite) as an instructor on a part-time basis.

PART 2 - TERMS AND CONDITIONS

I will, at all times, act honestly and without malice, and within the scope of the volunteer activities described herein;

I will, at all times, exercise due caution and take reasonable care of any Crown property entrusted to me;

I confirm that I am fully qualified to execute the volunteer activities described herein;

I declare that I am fit for the activities involved and not aware of any personal health concern that could represent a risk to myself or to others;

I acknowledge and agree that this is not an employment agreement;

I agree to be supervised by a cadet instructor or civilian instructor of the Regional/National activity for which I am volunteering;

I acknowledge and agree that I am responsible for any liability resulting directly from my negligence;

I confirm that I am participating freely and of my own accord in the activities of the cadet corps or squadron without compensation or any other thing of value in lieu of compensation;

I agree that while volunteering I will abide by the terms and conditions set out in CATO 23-07 and the terms described herein; and

I will display or have in my possession my League-issued ID Card when participating in cadet activities.

PART 3 - INSURANCE

I acknowledge and agree that I will be required to provide confirmation of insurance (where applicable) when using my personal property in the course of my volunteer activities with the cadet corps or squadron.

PART 4 - PRIVACY NOTICE STATEMENT

In order to process your application to be a Civilian Volunteer in support of authorized Cadet activities, we require certain personal information from you. This Statement explains the purposes and use of your personal information.

Only information needed for the purposes of determining your suitability to be a Civilian Volunteer will be requested.

The collection and use of personal information for this volunteer application is authorized by section 46 of the *National Defence Act* and article 3.11 of Chapter 2 of the *Queen's Regulations and Orders for the Canadian Cadet Organizations* and is required for your participation. This collection of personal information is not required by law, but is permitted by law should you voluntarily choose to participate in the Cadet Program.

However, a refusal to allow us to collect, use and disclose your personal information will result in your not being permitted to participate in the Cadet Program.

We will use your personal information to determine your suitability to participate as a volunteer in support of cadet activities. This information may be shared with other DND / CF organizations as well as with the Navy League of Canada, The Army Cadet League of Canada and the Air Cadet League of Canada to ensure the screening process is applied uniformly throughout the Canadian Cadet Organizations.

The legislative authority for sharing the information can be found in section 46 of the *National Defence Act*, article 3.11 of Chapter 2 of the *Queen's Regulations and Orders for the Canadian Cadet Organizations* and subsection 8(2) of the *Privacy Act*.

PART 5 - RELIABILITY SCREENING AND DISCLOSURE OF INFORMATION

I acknowledge and agree that prior to being able to participate in support of authorized cadet activities I must have applied as a volunteer and have successfully completed a reliability screening;

I hereby consent to the sharing of my personal information among the Department of National Defence and the Canadian Forces, the Navy League, the Army Cadet League and the Air Cadet League.

The information which may be disclosed includes:

- My status as a volunteer;
- The fact that my volunteer application has been accepted or refused based on successful completion of the reliability screening, i.e. Police Records Check (PRC) / Vulnerable Sector Screening (VSS); and
- A copy of this Civilian Volunteer Agreement.

I am aware that my refusal to consent to the sharing of my personal information will result in my not being permitted to participate in the Cadet Program.

I hereby agree that I will immediately advise the CO of the corps / squadron, if I am charged with an offence during the effective period of this agreement.

Volunteer: _____
Print Name: _____
Date: _____

Identification Card number: _____
Expiry Date: _____

CO: _____
Print Name: _____
Date: _____

Note: Civilian volunteer agreements currently in force shall remain valid until their expiration date following which this revised version shall be used.