



Air Cadet League of Canada

Volunteer Screening and Registration

APPLICANT INFORMATION

Dear Volunteer:

Thank you for your interest in becoming a volunteer with The Air Cadet League of Canada (ACL). Over 5,000 screened and registered adults donate their time and skills in support of Air Cadet Activities.

The ACL and its partner, the Department of National Defence (DND), have worked together in a partnership spanning over seventy-five years to establish and maintain what is acknowledged to be a premier youth organization. The Air Cadet Program is a comprehensive one, which is run in a structured, disciplined and safe manner. In this context, it is important to ensure all volunteers are appropriately selected and are good role models for Air Cadets. Knowing the volunteers, their skills and talents, and their intended contribution is very important to the Squadron Sponsoring Committee, Officers and staff. A team effort produces the best results for the greater benefit of the Air Cadet Movement.

Air Cadet League volunteers may work in close contact with Air Cadets aged from twelve to eighteen. We know that parents and guardians place great faith in both the ACL and the DND to keep their son or daughter free from potential harm at all times. To fulfill their responsibilities to the cadets, both the ACL and DND conform to rulings by the Supreme Court of Canada that define the level of care required by any organization in protecting youth under its direction. This level of care is defined as that which would be exercised by a prudent parent in protecting their child. These responsibilities are also evident in the ACL screening and selection process for its volunteers.

The ACL welcomes your application in good faith. However, every applicant is required to successfully complete all stages of a thorough screening process which includes:

- Completing the attached Volunteer Screening and Registration Application Form
- Completing a criminal record check
- Providing a current jpg photo sent via email

An interview will be required after receipt of this completed form, the criminal record check and the photo. For positions such as Treasurer and Fund Raising, a Credit Check may be required. The information you will be asked to provide will be kept confidential and used by the ACL for the following purposes:

- To prepare for your personal interview
- To make enquiries of personal references

If accepted, your registration remains valid for five years provided you remain active and in good standing with the ACL. By applying and being approved, you undertake an obligation to report to the ACL any subsequent change to your personal circumstances (example, a criminal offence) that is of a nature that will require a re-evaluation of your position as a volunteer with the ACL.

Criminal Record Check

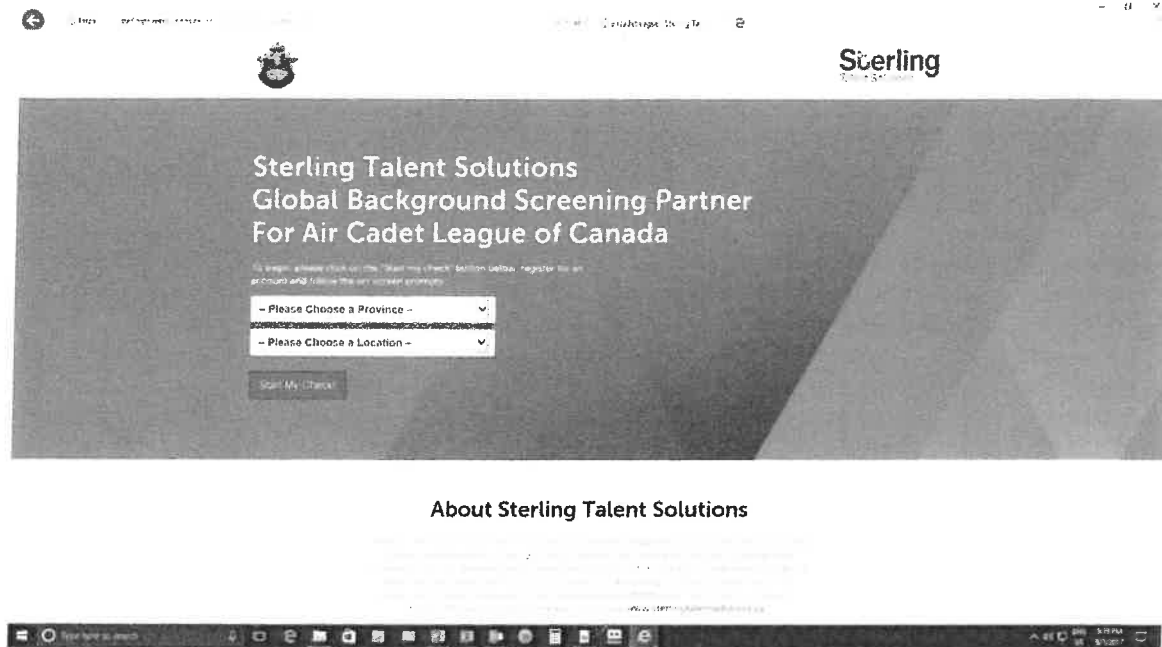
As part of the screening process, the ACL requires all applicants to undergo a criminal record check. The ACL has contracted with Sterling Talent Solutions, an internationally recognized screening company to provide an Enhanced Police Information Check (E-PIC) for all our applicants.

You do not have to go to a police agency but you can obtain the check from the comfort of your home or office by simply logging on to the Sterling Talent Solutions website and do an on-line application. There is a cost of \$26.00 plus tax which will be borne by you. However, you will "own" the E-PIC and you could direct other volunteer organizations to access your E-PIC without any further costs to you.

It will be necessary to set up a secure account with the company and provide certain personal information to enable them to complete the E-PIC. To access the Sterling Talent / Air Cadet page, please go to the following website

<https://www.sterlingtalentsolutions.ca/landing-pages/a/aircadetLeague/>

and the following page will appear:



From the drop-down boxes, select your province, choose your location (squadron) and then Start my Check. Once completed and payment made, the E-PIC will be emailed, within 24 hours to the ACL Provincial Screening Coordinator for processing.

If you have done an E-PIC through Sterling Talent Solutions for another organization within the last six months, you can simply have Sterling Talent Solutions forward the E-PIC to the SSC, at no additional cost to you.

We thank you for your generous offer of volunteer service. Your support of the program and the strict screening and selection procedures required for all ACL volunteers is very much appreciated.

The Air Cadet League of Canada

Clear Form

Print Form



The Air Cadet League Of Canada Volunteer Screening And Registration Application

APPLICANT INFORMATION

| | | |
|---|------------|---|
| Date | Squadron # | Province |
| Last Name | First Name | Middle Names |
| Aliases | | Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> |
| Address | | |
| City | Province | Postal Code |
| Mailing Address (if different from above) | | |
| Home Phone | Cell Phone | Email |
| Previous Address (if less than two years) | | How Long? |
| City | Province | Postal Code |

EMPLOYMENT INFORMATION

| | |
|------------------|--|
| Current Employer | How Long? |
| Position | Self Employed Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Phone | Email |

EXPERIENCE

| | | | |
|--|------|---|----------|
| Is your Son or Daughter a Cadet? Yes <input type="checkbox"/> No <input type="checkbox"/> | Name | Rank | Squadron |
| Do you have any previous experience as a cadet or with the Canadian Forces Yes <input type="checkbox"/> No <input type="checkbox"/> | | Have you been a volunteer with any other youth organization Yes <input type="checkbox"/> No <input type="checkbox"/> | |
| If Yes to either question, please provide details of where and which organization (s) | | | |
| 1. | | No. of Years | |
| 2. | | No. of Years | |
| 3. | | No. of Years | |

As a volunteer, please indicate any special talents or experience you have that may benefit the League or the Squadron.

IDENTIFICATION

Please provide one of the following pieces of photo identification and a current jpg photo to be forwarded via email

| | | |
|--|------------------|---------------|
| Driver's License # _____ | Passport # _____ | Other # _____ |
| Identification verified by Screening Coordinator. If "Other" ID is supplied, indicate type of ID in the box to the right and initial in the appropriate box. | | Initial _____ |

The Sponsoring Committee Chair Should Retain a Completed Copy of This Page for Reference Purposes

REFERENCES

Please provide the names of four non related references

| | Reference 1 | Reference 2 | Reference 3 | Reference 4 |
|---------------|-------------|-------------|-------------|-------------|
| Name | | | | |
| Daytime Phone | | | | |
| Evening Phone | | | | |
| Email | | | | |

To continue to qualify as a volunteer, you must complete and sign this application. Omission of any information requested in this application may constitute grounds for non-acceptance. All information provided will be kept strictly confidential at the Provincial and National League offices and will be recorded in a national database

Applicant Certification

| | | | |
|---|---------------------------------|--------------------------------|---------|
| Were you ever convicted of a criminal offence (in Canada or elsewhere) where you have not received a Record Suspension (Pardon) or the Record Suspension has been revoked, or of any offence that may affect your suitability to work as a volunteer? | Yes <input type="checkbox"/> | No <input type="checkbox"/> | Initial |
|---|---------------------------------|--------------------------------|---------|

| | |
|---|---------|
| I understand that the Air Cadet League of Canada, after due process of consideration and review, reserves the right to accept or decline my services. | Initial |
|---|---------|

If accepted as a volunteer, I recognize the safety and well-being of cadets as my foremost responsibility. I agree to notify the Squadron Sponsoring Committee Chairperson of any change in status, including charges or criminal offence convictions, while a volunteer of the Air Cadet League of Canada.

I certify that the above information is true and correct. I authorize the Air Cadet League of Canada and its Provincial Committees to obtain information about me from any individual as well as from any police agency and understand that this information may be shared with the Department of National Defence.

SIGNATURE OF APPLICANT

CHAIRPERSON COMMENTS and RECOMMENDATION

| | | | |
|------------|---|---|-----------|
| Print Name | Recommended <input type="checkbox"/> | Not Recommended <input type="checkbox"/> | Title |
| | | | Signature |

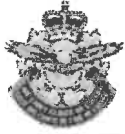
TO BE COMPLETED BY THE PROVINCIAL SCREENING COORDINATOR

| | | |
|---|---|----------------------------|
| Application <input type="checkbox"/> | This Volunteer is Approved <input type="checkbox"/> Not Approved <input type="checkbox"/> _____ Signature PSRC | Screening Card Information |
| E-PIC <input type="checkbox"/> | | Date Joined _____ |
| Photo <input type="checkbox"/> | | Expiry Date _____ |
| Other <input type="checkbox"/> | | Notification Sent _____ |
| Recommendation <input type="checkbox"/> | | Entered _____ |

| | | |
|------|----------|-----------|
| Date | Squadron | ID Number |
|------|----------|-----------|

Clear Form

Print Form



The Air Cadet League of Canada Applicant Reference Check

The Air Cadet League of Canada welcomes a large number of volunteers at the Sponsoring Committee level and into the Air Cadet program as a whole. The League and its partner, the Department of National Defence (DND), jointly support the Royal Canadian Air Cadets, a premier youth organization that could not operate without the generous help of Volunteers.

On behalf of the Squadron Sponsoring Committee, thank you for taking the time to give us your comments on our prospective volunteer.

| | | |
|----------------|-----------------------|------------|
| Date | Reference request for | Squadron # |
| Reference Name | Phone Number | Email |

May we contact you again about your responses below, if necessary? Yes No

| Questions | Response |
|--|----------|
| 1. How long have you known the applicant? | |
| 2. What is your relationship to the applicant? | |
| 3. Does the applicant work well with youth? | |
| 4. Does the applicant work well with adults? | |
| 5. Would you be willing to have the applicant work one-on-one with your own child? | |
| 6. Would you recommend the applicant as a person who can handle an organization's funds? | |

Please save this form to your computer and then return via email to:

Squadron sponsoring committee member:

Sponsoring committee member completing the reference check

Print name

Signature

A separate form is required for each reference

Clear Form

Print Form



The Air Cadet League of Canada Applicant Interview Form

Candidate: _____ Date of Interview: _____ Squadron # _____

Listen to the responses. Tick YES if the responses are viewed by the interviewers to be appropriate to the position for which the candidate is being interviewed. Use additional sheets to document the answers if required.

QUESTIONS

NOTES

1. Why are you interested in applying to be a volunteer?

2. As a volunteer you will be involved in activities that include working with the cadets and the community. What are the skills you have that will be useful to the organization?

3. Applicants for the Treasurer position. What is your experience with maintaining financial records?

Yes No

4. Do you enjoy working with children? If so, please outline your past experience.

5. Do you have any experience working with a youth organization? If so what?

6. Have you ever been registered or screened as a candidate for volunteer work? If so, please talk about the organization and what your role was in the organization.

7. Is there anything in your background or past that you believe may prevent you from being registered as a volunteer?

8. Based on your responses to the question on page 2 of the application, (show them the section where they have responded and signed), is there anything you would like to discuss?

9. Have you ever had any involvement with the police or other authorities that would reflect on your background or on your likelihood of being screened positively for the position you are being considered for in the Air Cadet League of Canada?

10. Do you know of any limitations, physical, mental or otherwise that will impede your ability to carry out the duties of a volunteer?

Interviewer – Print Name

Signature of Interviewer

Date

Interviewer – Print Name

Signature of Interviewer

Date

Recommended

Yes No

(Check as appropriate)