



# 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**

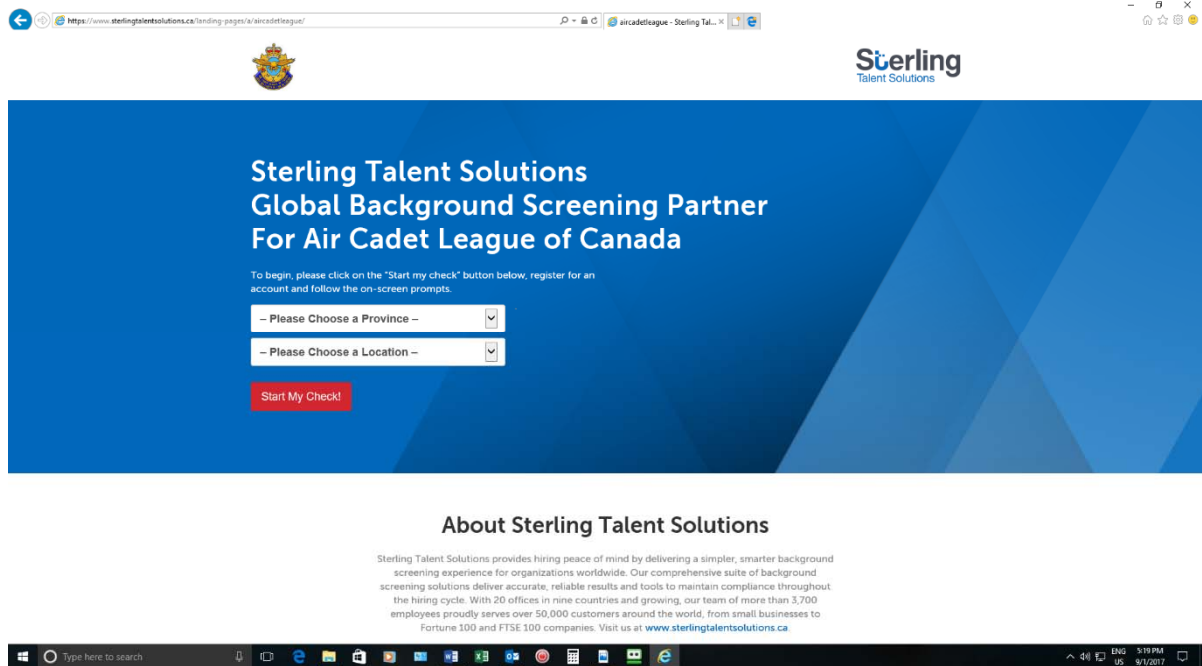
As part of the screening process, the ACL requires all applicants to undergo a criminal record check. The ACL has contracted with Sterling Talent Solutions, an internationally recognized screening company to provide an Enhanced Police Information Check (E-PIC) for all our applicants.

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



# The Air Cadet League Of Canada

## Volunteer Screening And Registration Application

APPLICANT INFORMATION						
Date	Squadron #	Province				
Last Name	First Name	Middle Names				
Aliases		Mr.	Mrs.	Ms.		
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	No			
Phone	Email					
EXPERIENCE						
Is your Son or Daughter a Cadet?	Name	Rank	Squadron			
Yes    No						
Do you have any previous experience as a cadet or with the Canadian Forces		Have you been a volunteer with any other youth organization				
Yes    No		Yes    No				
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	No	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.

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	Not Recommended	_____ Title
			_____ Signature

**TO BE COMPLETED BY THE PROVINCIAL SCREENING COORDINATOR**

Application	This Volunteer is  Approved      Not Approved  _____ Signature PSRC	Screening Card Information
E-PIC		Date Joined _____
Photo		Expiry Date _____
Other		Notification Sent _____
Recommendation		Entered _____

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



# VOLUNTEER STATUS FORM

## NON-MEMBER/MEMBER Status Verification Form

*To be used in BC only to confirm volunteer status*

### SOCIETY MEMBERSHIP (All applicants must complete and include this page in screening package)

Sqn #: \_\_\_\_\_ Date: \_\_\_\_\_ Province: \_\_\_\_\_

I declare that I will support the purposes of the Society, namely to facilitate, support, promote and carry out the activities and programs of the Air Cadet League of Canada with British Columbia. I hereby consent to the collection, use and disclosure of my personal information in accordance with the Privacy Policy of the society. I hereby acknowledge having received and having been given the opportunity to read and understand the Privacy Policy. Further, I agree to undergo the Screening Process as required by the Air Cadet League of Canada.

APPLICANT NAME (PRINT) \_\_\_\_\_

APPLICANT SIGNATURE \_\_\_\_\_

#### Legal name of Society:

I hereby apply to be a **Member** of the Society understanding and acknowledging that I will be a Member with voting status. I will not be active in the day to day business of the Society however I agree to undergo the screening process as required by the Air Cadet League of Canada.

I hereby apply to be a **Member Volunteer** of the Society understanding that I will be an active member with voting status with the Society, actively participating in the day to day business of the Society. I agree to undergo the screening process as required by the Air Cadet League of Canada, understanding this requirement when working with or around the youth of the organization.

### NON-MEMBER VOLUNTEER

I hereby apply to be a **NON-MEMBER Volunteer** understanding that I will be working under the supervision of the Squadron Commanding officer. (No Vote – Not a member of the Society).

I acknowledge that I will support the purposes of the Air Cadet League of Canada within British Columbia. I hereby consent to the collection, use and disclosure of my personnel information in accordance with the Privacy Policy. I hereby acknowledge having received and having been given the opportunity to read and understand the Privacy Policy, as a CI or *Non member* Volunteer I agree to undergo the Screening process as required by the Air Cadet League of Canada.

### BCPC OFFICE USE ONLY

Date Rec'd \_\_\_\_\_

CARD REG # \_\_\_\_\_

Date of Screening: \_\_\_\_\_

Date of Renewal \_\_\_\_\_

Date of Expiry \_\_\_\_\_

Date Card Sent: \_\_\_\_\_

Document Verification: CRC \_\_\_\_ VSS \_\_\_\_ EPIC \_\_\_\_ JPEG PHOTO \_\_\_\_

(Screening Director to verified Photo Identification )

Screening process verified and completed by: \_\_\_\_\_

Date \_\_\_\_\_

Signature of Provincial Screening Coordinator \_\_\_\_\_



## Air Cadet League of Canada Screening Checklist

The following has been prepared for the Sponsoring Committee Chair / Screening Coordinator to assist in the screening of a new applicant. Reference should be made to the detailed procedures as outlined in Steps 1 – 8 in the Squadron Screening Coordinators Handbook.

Documents / Tasks included / required	Received / Completed
Meet with applicant	
Provided Volunteer Screening and Registration Application to applicant	
Provided information to applicant on how to complete an E-PIC	
Applicant provided appropriate ID	
<ul style="list-style-type: none"> <li>• Applicant returned completed Application Form</li> <li>• Applicant provided a jpg photo</li> <li>• Arrange for applicant Reference Checks</li> <li>• Arrange for and complete interview and forms</li> </ul>	
ID verified by SSC-SRC, noted on application and signed	
E-PIC received SSC – copy also on file with PSRC	
Reference checks completed	
Interview completed	
File reviewed	
Agreement reached to accept and recommend applicant	
Agreement reached to reject applicant	
SSCC to retain a copy of Page 1 of the application	
PSRC contacted with respect to rejected application	
Completed file forwarded to PSRC	
Agreement reached with PSRC as to accepting or rejecting applicant	
Documents to be forwarded to Provincial Screening & Registration Coordinator for the Province in which the application is made.	
<b>Provincial Mailing Address:</b>  Air Cadet League of Canada British Columbia Provincial Committee #2-7630 Montreal Street, Delta, BC V4K 0A7	