



## The Army Cadet League of Canada Volunteer Registration Form

*In the interest of protecting our Cadets, the Army Cadet League of Canada has established a Volunteer Screening Program, in conjunction with our partner, the Department of National Defence. All information collected for this program will be kept confidential. Information about our privacy policy can be found online at [www.armycadetleague.ca](http://www.armycadetleague.ca)*

*If you have any questions about our Volunteer Screening Program, please call the National Office at:  
**1-877-276-9223***

**Who has to fill out this form?** Any person who is applying to work with Army Cadets and who may find themselves working alone with Cadets who are on "cadet duty" as defined in "The Queen's Regulations and Orders for the Canadian Cadet Organization". There are three exceptions:

1. Active members of the Cadet Instructors Cadre (CIC), Civilian Instructors (CI) and serving members of the Canadian Forces (CF), are screened as a result of their enrollment process;
2. Volunteers or parents who occasionally drive cadets to and from organized activities do not need to be screened in depth. The Army Cadet League of Canada (ACLCL) has provided a Driver's Log that records the basic information requirements for Drivers and Cadets. See ACLCL Policy No. 10.1, Annex "B";
3. Volunteers who were screened and registered with the ACLCL prior to 30 June 2006 are deemed to be pre-screened. To obtain an ID Card they must complete this Registration Form with the exception of Sections 3 and 4.

For new Applicants after 01 July 2006, we will require (1) the application fully completed, (2) a Canadian Police Records Check/Vulnerability Sector Screening (PRC/VSS), (3) photocopies of two pieces of official identification one of which must include a photo, and (4) a recent head & shoulders photograph (taken within the last 3 months) of yourself, preferably in digital format, for the ID Card. The ID Card is valid for five years.

Your name may be shared with other youth organizations, but only for the purpose of volunteer screening. Your name and address will not be distributed to any third party for commercial or unauthorized use.

### Section 1 – Contact Information

<b>Family Name</b>	<b>First</b>	<b>Middle</b>
<b>Address</b>		
<b>City</b>	<b>Province</b>	<b>Postal Code</b>
<b>Phone Number</b>	<b>Fax</b>	<b>E-mail</b>
<b>Province or Territorial Branch:</b>		<b>Cadet Corps No.</b>

### Section 2 – Personal Information

<b>Date of Birth (dd/mmm/yyyy)</b>	<b>Place of Birth (City, Province/State, Country)</b>		
<b>Previous Address (if less than one year at your current address)</b>			
<b>Street Address</b>			
<b>Employer(s)</b>	<b>Address / City / Province</b>	<b>Postal Code</b>	<b>Telephone</b>

### Section 3 – Previous Military Service

Have you ever been in the military? (Check one box)  Yes  No

If you answered 'Yes' above, please provide proof of service or a copy of your release document:

### Section 4 – References

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 5 – Personal Declaration

I, the undersigned, agree that all information contained within this application is factual and has been completed to the best of my knowledge and ability. I permit The Army Cadet League of Canada, or its agents, to interview any of the contacts listed in my application.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Sponsoring Committee Check List		Branch Check List	
<input type="checkbox"/> Identification Check (photocopies enclosed)		<input type="checkbox"/> Application Complete	
<input type="checkbox"/> PRC/VSS certificate obtained		<input checked="" type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended	
<input type="checkbox"/> Photograph obtained			
<input type="checkbox"/> Personal Interview completed			
<input type="checkbox"/> Reference Checks completed			
<input type="checkbox"/> Prior CF Service documents obtained			
<input checked="" type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended			
<b>Comments</b>		<b>Comments</b>	
Print Name	Telephone #	Print Name	Telephone #
Signature		Signature	
Date		Date	