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

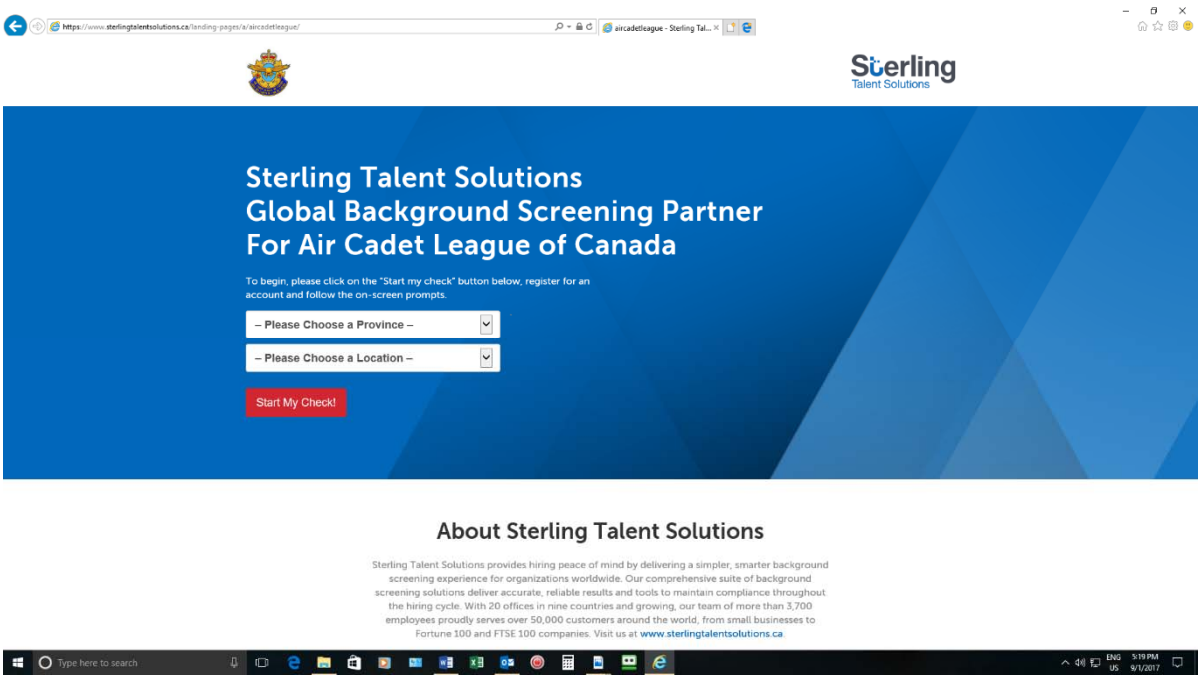
As part of the screening process, the ACL requires all applicants to undergo a criminal record check. The ACL has contracted with Sterling Talent Solutions, an internationally recognized screening company to provide an Enhanced Police Information Check (E-PIC) for all our applicants.

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. ☐	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? Yes ☐ No ☐	Name	Rank	Squadron
Do you have any previous experience as a cadet or with the Canadian Forces Yes ☐ No ☐		Have you been a volunteer with any other youth organization 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.

IDENTITIFICATION

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.			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 ☐	Not Recommended ☐	_____ Title _____ Signature

TO BE COMPLETED BY THE PROVINCIAL SCREENING COORDINATOR

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

Date	Squadron	ID Number