



Air Cadet League of Canada
Volunteer Screening and Registration
APPLICANT INFORMATION LETTER

Dear Volunteer:

Thank you for your interest in becoming a volunteer with the Air Cadet League of Canada (ACL). Over 8,000 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.

ACL 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 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

Privacy Statement

The Air Cadet League makes it a priority to ensure your personal information is kept confidential and secure, and have strict safeguards in place to protect it and ensure compliance with applicable privacy legislation. At a high-level, the Air Cadet League will take the following steps to protect your personal information:

- We collect personal information in order to screen prospective volunteers.
- By providing personal information to the ACL, individuals consent to the use of their personal information for the stated purpose.
- The ACL collects personal information only when it is voluntarily provided to us.
- The ACL will not require an individual to consent to the collection, use or disclosure of information beyond that required to fulfill the specified purpose.
- The collection of personal information shall be limited to that which is necessary for the purposes identified, and information shall be collected by fair and lawful means.
- The ACL employs reasonable administrative and technical measures to ensure the security and retention of personal information.
- ACL Volunteer Registration and Screening information will be maintained in a secure, restricted, database for the life of the organization.

- Personal information will be as accurate, complete, and up-to-date as is necessary for the purposes for which it is to be used.

For additional information, this Privacy Statement should be read in combination with the ACL Privacy Policy, found on our website at: <https://aircadetleague.com/privacy-policy/>.

Criminal Record Check

As part of the screening process, the ACL requires all applicants to undergo a criminal record check.

Some provinces/territories have standing agreements with the provincial police or the RCMP and may be able to process your criminal record check request free of charge. Please communicate with the provincial/territorial office in question to obtain more information on specific procedures and options available for your region.

The ACL has contracted with Sterling Talent Solutions, and 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 associated with this service 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.

You will be required 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:

The screenshot shows the Sterling Backcheck website interface. At the top left is the Air Cadet League of Canada crest, and at the top right is the Sterling Backcheck logo. The main content area is split into two columns: English on the left and French on the right. Both columns contain the same information: 'Sterling Backcheck Global Background Screening Partner for Air Cadet League of Canada' (English) and 'Sterling Backcheck Partenaire mondial de vérifications d'antécédents de la Ligue des cadets de l'Air' (French). Below this, there are instructions in both languages to click the 'Start my check' button. The form consists of two dropdown menus: the first for selecting a province ('Please Choose a Province' / 'Veuillez choisir une province') and the second for selecting a location (squadron). A red button labeled 'Start My Check!' (English) and 'Démarrer ma vérification!' (French) is positioned below the dropdowns. At the bottom of each column, there is a small lock icon and the text 'This page uses https protocol and is secure.' (English) and 'Cette page utilise le protocole https et est sécurisée.' (French).

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

THESE TWO PAGES TO BE RETAINED BY THE APPLICANT



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		
Employer Address					
City	Province	Postal Code			
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.					
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			
If "Other" ID is supplied, indicate type below.			Identification verified by Screening Coordinator.		

			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. Name			
Address	Daytime Phone	Evening Phone	Email
Reference # 2. Name			
Address	Daytime Phone	Evening Phone	Email
Reference # 3. Name			
Address	Daytime Phone	Evening Phone	Email
Reference # 4. Name			
Address	Daytime Phone	Evening Phone	Email
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
<p>I have read and understand the Privacy Statement in the provided Applicant Information Letter.</p> <p>I authorize the Air Cadet League of Canada and its Provincial/ Territorial Committees to obtain information about me from any individual as well as from any police agency or authorized contractor and consent to the use of that information for the purpose of screening.</p> <p>I certify that the information contained herein is true and correct and understand that the information provided may be shared, upon my giving consent, with the Department of National Defense.</p> <p>I understand that information collected will be kept confidential at the Provincial and National League offices and recorded in a secure and encrypted national database.</p> <p>If accepted as a volunteer, I recognize the safety and well-being of cadets as my foremost responsibility. I agree to notify the Air Cadet league of Canada of any change in status, including charges or criminal offence convictions, while a volunteer of the Air Cadet League of Canada.</p>			
_____ Signature of Applicant			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
CHAIRPERSON COMMENTS and RECOMMENDATION			
_____ Print Name	Recommended	Not Recommended	_____ Title _____ Signature
TO BE COMPLETED BY THE PROVINCIAL SCREENING REGISTRATION COORDINATOR			
Application	This Volunteer is		Screening Card Information
E-PIC	Approved	Not Approved	Date Joined _____
Photo			Expiry Date _____
Credit Report			Notification Sent _____
Recommendation	_____ Signature PSRC		Entered _____
Date	Squadron		ID Number