



# The Navy League of Canada Volunteer Registration Form

*In the interest of protecting our Cadets, the Navy League of Canada has established a Volunteer Screening Program, in conjunction with our partner, the Canadian Forces. All information collected for this program will be kept confidential. If you have any questions about our Volunteer Screening Program, please call the National Office at: 1-800-375-6289.*

**Who has to fill out this form?** Any person who may find themselves working with Navy League Cadets or Sea Cadets without the direct supervision of another screened volunteer. There are two exceptions:

1. Active members of the Cadet Instructors Cadre or persons screened by the Department of National Defence are exempted.
2. Volunteers who occasionally drive cadets to and from organized activities do not need to be screened. The Navy League has incorporated a Driver's Log that records basic information and provides specific safety instructions for Drivers and Cadets.

**What supporting documents do you require?** To complete your application, we will require a Canadian Police Identification Check (CPIC), and photocopies of two pieces of official identification, one of which must include a photo.

**What happens to this information?** Branches and Divisions may keep a copy of the first page only. The completed application will be archived at the National Office for three years. After this time you will be required to be re-screened. Basic tracking information is recorded on our secure Volunteer Screening Database. Your name may be shared with other youth organizations, but only for the purpose of volunteer screening. Your name and address will not be sold to any third party.

## Section 1 – Contact Information (To be completed by the applicant)

Surname	First	Middle
Address		
City	Province	Postal Code
Phone Number	Fax	E-mail

**Section 2 – Historic Information**

Date of Birth (dd/mmm/yy)		Place of Birth (City, Province/State, Country)	
Maiden or Former Names (Enclose proof of Name Change)			
Previous Address (if less than one year at your current address)			
Street Address			
City		Province	Postal Code
Previous Address (if less than one year at the address above)			
Street			
City		Province	Postal Code

**Section 3 – Employment Information**

Occupation		Employer	
Address			
City		Province	Postal Code
Phone Number		Fax	E-mail
Previous Employment (if less than two years at your current Employer)			
Occupation		Employer	
Address			
City		Province	Postal Code
Phone Number		Fax	E-mail

**Section 4 – Education / Qualifications**

Year Attained	Certificate/Diploma	School/Institution

**Section 5 – Hobbies and Interests**

How did you hear about our program? \_\_\_\_\_

Do you have any experience working with youth? (include Cadet experience)     Yes             No

If you answered 'Yes' above, please detail your experience here:

Years (i.e. 90-95)	Organization	Age Group
Years	Organization	Age Group
Years	Organization	Age Group

Do you have experience working with Volunteer organizations?     Yes             No

If you answered 'Yes' above, please detail your experience here:

Years (i.e. 90-95)	Organization	Position
Years	Organization	Position
Years	Organization	Position

Have you ever been in the military?     Yes(Currently Serving)     Yes (inactive)             No

If you answered 'Yes' above, please detail your experience here:

Years (i.e. 90-95)	Branch / Trade (i.e. Navy, Boatswain)	Rank
Years	Branch / Trade	Rank
Years	Branch / Trade	Rank

Please list any hobbies, leisure activities, or other information you feel may be helpful in assessing your application.


### Section 6 – References

<b>Name</b>		<b>Relationship to You</b>
<b>Phone Number</b>	<b>E-Mail</b>	
Second Reference		
<b>Name</b>		<b>Relationship to You</b>
<b>Phone</b>	<b>E-mail</b>	
Third Reference		
<b>Name</b>		<b>Relationship to You</b>
<b>Phone</b>	<b>E-Mail</b>	

### Section 7 – Personal Declaration

I, the undersigned, agree that all information contained within this application is factual and been completed to the best of my ability. I permit The Navy League of Canada, or its agents, to interview any of the contacts listed in my application. I also understand that The Navy League of Canada reserves the right to accept or decline my services for any reason, except for those prohibited by the Canadian Charter of Rights and Freedoms. If accepted as a Navy League Volunteer, I recognize the safety and well being of cadets as my foremost responsibility.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

<b>Branch Recommendation</b> (To be completed by Branch Screening Coordinator)	<b>Division Recommendation</b> (To be completed by Division Screening Coordinator)
<input type="checkbox"/> Identification Check (photocopies enclosed) <input type="checkbox"/> CPIC/Criminal Check Verified <input type="checkbox"/> Personal Interview <input type="checkbox"/> Reference Checks <input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended	<input type="checkbox"/> Application Complete <input type="checkbox"/> Interview with Branch Screening Coordinator <input type="checkbox"/> Other Cadet Leagues Confirmed <input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended
<b>Comments</b>	<b>Comments</b>
Print Name	Print Name
Signature	Signature