

# 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** or visit www.navyleague.ca

Who has to fill out this form? Any person (prospective employee, member or volunteer) who will have, or may have, direct contact with Navy League Cadets or Sea Cadets. There are two exceptions:

- 1. 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.
- 2. Volunteers seeking to renew their screening status should complete form NL(302)E.

**What supporting documents do you require?** To complete your application, we will require (i) a Canadian Police Records Check (PRC) with the Vulnerability Sector Screening (VSS), (ii) photocopies of two pieces of official identification, <u>one</u> of which must include a photo, (iii) one recent photograph (taken within the last 3 months) of yourself.

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. After five years, you must renew your screening. 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 distributed to any third party for commercial or unauthorized usage.

Section 1 – Contact Information							
Surname	First	Middle					
Address							
City	Province	Postal Code					
Phone Number	Fax	E-mail					
Volunteer Category							
Branch INLC I	RCSC Other (specify)						
Branch	Division						

I have received and reviewed the NL 22 Harassment Prevention Policy Summaries:

Signature:

**National Office Use Only** 

Section 2 – Historic Information						
Date of Birth (dd/mmm/yyyy)	Place of Birth (City, Province/State, Country)					
Maiden or Former Names (Enclose proof of	Name Change)					
Previous Address (if less than one year at you	r current address)					
Address						
City	Province	Postal Code				
Previous Address (if less than one year at the address above)						
Address						
City	Province	Postal Code				

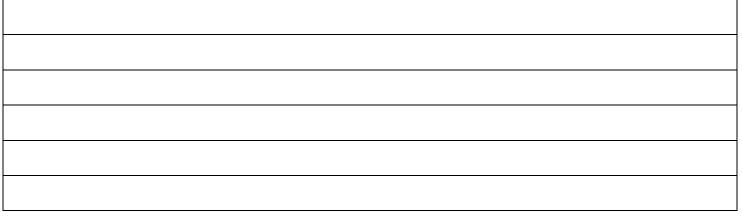
### Section 3 – Employment Information Occupation Employer Address City Postal Code Province Phone Number Fax E-mail Previous Employment (if less than two years at your current Employer) Occupation Employer Address Province City Postal Code Phone Number Fax E-mail

## Section 4 – Education / Qualifications

Year Attained	Certificate/Diploma	School/Institution
-		

## Section 5 – Hobbies and Interests

Where did you hear about the Navy League Cadet program? (Please check all that apply)							
Friends/Famil	y of current/past Cadets	e Announcement (TV)					
	newspaper, evening segment)	e					
School Prese		Ad					
Out in the Cor	nmunity						
Do you have any experience working with youth? (include Cadet experience) Yes							
Years (i.e. 90-95)	d 'Yes' above, please detail your experience	nere.	Age Group				
1 cars (i.e. 50-55)	organization						
Years	Organization	Age Group					
Years	Organization		Age Group				
Do you have experience working with Volunteer organizations?							
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							
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 (other than immediate family)

	Relationship to You
E-Mail	
	Relationship to You
E-Mail	
	Relationship to You
E-Mail	
	E-Mail E-Mail

### 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. I hereby agree that I will immediately advise the Navy League of Canada, after the signing of this form, if I am charged with an offence.

Signature			Date							
Branch Recommendation (To be completed by Branch Screening Coordinator)				Division Recommendation (To be completed by Division Screening Coordinator)						
Identification Check (photocopies enclosed)			Application Complete							
PRC	PRC/Criminal Check Verified				Interview with Branch Screening Coordinator					
Phote	Photograph Included				Other Cadet Leagues Confirmed					
Pers	Personal Interview				Recommended Not Recommended					
Refe	Reference Checks									
Recommended Not Recommended										
Comments						Comments				
Print Name (Scr	eening Coordin	nator)				Print Name (Screening Coordinator)				
Signature				<u> </u>	Date	Signature				Date
Print Name (Branch President)					Print Name					
Signature Date				Date	Signature		Date			
Issue Card to	Branch		Division	N	lame and Position					
Address	Address					City				
Province Postal Code						Phone Number				