



## OPC Screening and Registration Checklist for New Volunteer

(or ID Card has Lapsed)

Revised May 2022



**Applicant's Name:** \_\_\_\_\_

	Last Name	First Name	Middle Names
<b>Sqn. #:</b> _____	<b>SSC:</b> Chairperson SSC Member at Large	Vice Chairperson SSC Member at Large	Treasurer Secretary SSC Member
	<b>OPC:</b> Regional Director Director at Large		Squadron Director Governor MM/DD/YYYY

**NEW VOLUNTEER:**

- 1. Volunteer Screening and Registration Application form**  
Signed and dated by applicant  
Signed by SSC Chair or SSC R&S Coordinator  
Recommended or not by SSC Chair or SSC R&S Coordinator
- 2. Volunteer Confidentiality, Code of Ethics and Non-Disclosure Agreement**  
Signed and dated by applicant  
Signed by witness
- 3. Applicant Interview Form**  
Signed and dated by both Interviewers (CO/designate for CVs)  
Recommended or not
- 4. Applicant Reference Check Form** (min. 2 by email or phone)  
Signed by SSC Chair or SSC R&S Coordinator
- 5. Passport quality Photo** Email to: [opc.screening@aircadetleague.on.ca](mailto:opc.screening@aircadetleague.on.ca)  
(Photo can be taken with a smartphone and sent by email)
- 6. Enhanced Police Information Check (E-PIC)**  
(Online via Sterling Talent Solutions for Air Cadet League)  
(Director – select 'Ontario' instead of Squadron #.)

**\*Police Records Check with Vulnerable Sector Verification**

Please see **Squadron Sponsoring Committee Screening and Registration Coordinators Handbook** for further details.

**For Office Use**

**ID #:** \_\_\_\_\_

**Date Rec'd:** \_\_\_\_\_ **Complete**

**Date Rec'd:** \_\_\_\_\_ **Complete**

**Date Rec'd:** \_\_\_\_\_ **Complete**

**Date Rec'd:** \_\_\_\_\_ **Complete**

**Date Rec'd:** \_\_\_\_\_ **Digital**

**Date Rec'd:** \_\_\_\_\_ **Digital**  
(Sterling or Thunder Bay)

**Original  
Certified True Copy**

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**Prov. R&S Coord. Approval:** \_\_\_\_\_

**Approval Date:** \_\_\_\_\_

**Card Expiry:** \_\_\_\_\_

**National ACL:** \_\_\_\_\_

**Card Mailed:** \_\_\_\_\_



# 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**

- 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 specific purpose.
- The collection of personal information shall be limited to that which is necessary for the purpose 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.

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 and 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

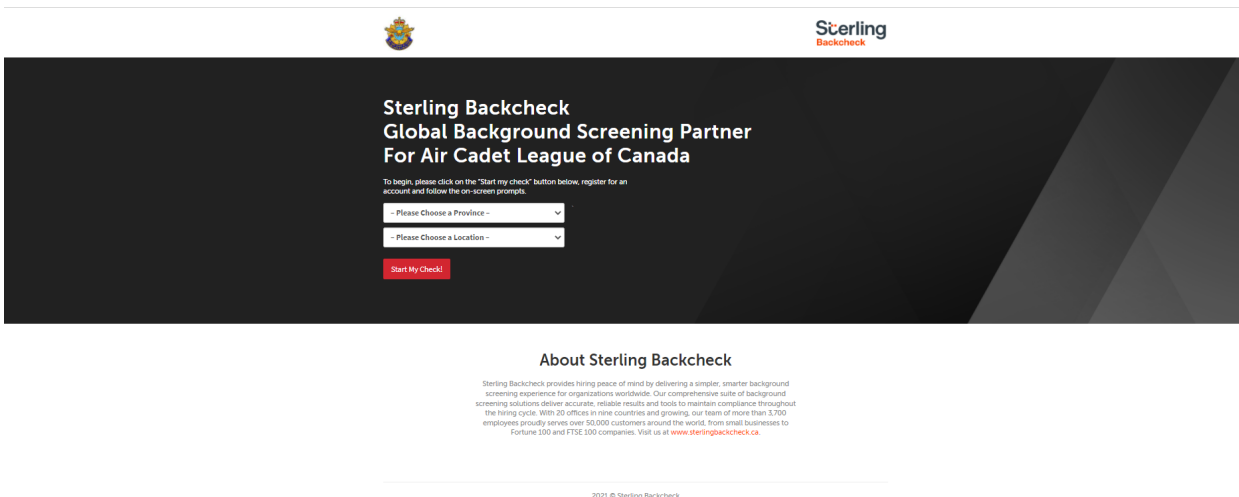
As part of the screening process, the ACL requires all applicants to undergo a criminal record check. The ACL has contracted with Sterling Talent Solutions, an internationally recognized screening company, to provide an Enhanced Police Information Check (E-PIC) for all our applicants.

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.

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:



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.

Tom McNeil, OMM, CD Executive Director  
The Air Cadet League of Canada, Ontario Provincial Committee

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**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
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			
_____	Recommended	Not Recommended	_____
Print Name			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



**Volunteer Confidentiality, Code of Ethics  
and Non-Disclosure Agreement**  
*Revised September 2012*



THIS CONFIDENTIALITY, CODE OF ETHICS and NON-DISCLOSURE DECLARATION is made on the \_\_\_\_\_ (Day) of \_\_\_\_\_ (Month) of \_\_\_\_\_ (Year).

**For:** The Air Cadet League of Canada, Ontario Provincial Committee ('the OPC')

**By:** \_\_\_\_\_ (Insert Name, 'the Volunteer')  
of \_\_\_\_\_ (Insert Address)

- A. The Volunteer is (or will become) a volunteer for OPC, and in the course of the engagement, the Volunteer may learn of, develop and/or receive information which is confidential to OPC.
- B. The Volunteer acknowledges the desire and right of the OPC to have disclosed to it all ideas, improvements and works generated or developed by the Volunteer in the course of his/her engagement.
- C. The OPC and the Volunteer have agreed that the following terms and conditions shall apply to preserve the confidentiality of OPC information.

**1. CONFIDENTIAL INFORMATION**

- 1.1 Except to the extent that such information is public knowledge or becomes public knowledge other than by breach of this agreement, 'confidential information' shall mean for the purposes of this agreement:
  - All information acquired or developed by the Volunteer in the course of his/her engagement;
  - All information designated as confidential by OPC or otherwise imparted in circumstances of confidence by the OPC to the Volunteer; and
  - Proprietary or any other material or information classifiable in law or equity as confidential information.
  - All confidential or private information pertaining to: Cadets, OPC member/volunteers/staff; DND personnel.
- 1.2 The term 'confidential information' extends to all forms of storage or representation of the information referred to in clause 1.1 including, but not limited to, spoken works and presentations, printed documents, loose notes, diaries, memoranda, drawings, photographs, electronic, magnetic and optical storage, and computer printouts.

**SCOPE OF DECLARATION**

- 1.3 In consideration of the supply of confidential information by or on behalf of OPC to the Volunteer and in consideration of the Volunteer being engaged or continuing to be engaged by OPC, the Volunteer agrees that he/she will preserve and maintain the confidentiality of the information.
- 1.4 The Volunteer agrees to disclose to OPC all ideas, improvements and works generated or developed in the course of engagement with OPC.
- 1.5 The Volunteer shall not disclose or provide, or allow to be disclosed or provided, any confidential information other than that which is strictly necessary to enable the Volunteer to perform his/her duties of engagement.
- 1.6 If the Volunteer needs to disclose the confidential information to a third party to perform his/her duties of engagement, the Volunteer may do so only with the express written consent of Executive Committee or Board of Governors of OPC which may require the Volunteer to procure a legal document from the third party in favour of OPC on the same terms as this agreement.

1.7 The Volunteer shall use, and shall ensure that any person to whom the confidential information is disclosed uses, all reasonable endeavours and precautions to protect and preserve the confidentiality of the confidential information.

1.8 The Volunteer acknowledges that the confidential information remains at all times the exclusive property of OPC.

## 2. CODE OF ETHICS

2.1 As a volunteer appointed by OPC I agree to adhere to a *Code of Ethics* during my term as follows:

- I pledge to provide my time and as a volunteer in the best interest for the OPC.
- I pledge to place honesty and integrity above all else and to promote the OPC.
- I pledge to comply with all written policies and guidelines that have been provided relevant to the organization, position, board or committee on which I will serve.
- I pledge to maintain an equitable, honourable and cooperative relationship with OPC in matters relating to the position, board or committee activities.
- I pledge that my position as a volunteer will not be used to grant special privileges to any person or group, and I will avoid all other conflicts of interest which may arise from my position as a volunteer.
- I pledge that my position as a volunteer will not be used for business or personal benefit or gain.

## 3. INDEMNITY

3.1 The Volunteer indemnifies OPC for any loss suffered as a result of breach of this agreement or for any disclosure of the confidential information by a person provided with the confidential information by the Volunteer.

## 4. SURVIVAL OF AGREEMENT

4.1 The Volunteer acknowledges and agrees that his or her obligations pursuant to this agreement shall survive the return of all copies of the confidential information and the termination or completion of the engagement relationship between the Volunteer and OPC and shall continue until such time as the confidential information becomes public knowledge other than by breach of this agreement.

## 5. MISCELLANEOUS

5.1 If any particular provision(s) of this agreement is held invalid, unenforceable or illegal for any reason, this agreement shall remain otherwise in full force and effect apart from such provision which shall be deemed deleted.

5.2 This agreement shall be governed by and construed according to the law of Ontario and Canada the parties submit to the non-exclusive jurisdiction of the Courts of these governments.

IN WITNESS WHEREOF, the parties have executed this Agreement:

### ***Volunteer***

\_\_\_\_\_ Name \_\_\_\_\_ Position/Title

\_\_\_\_\_ Signature \_\_\_\_\_ Date

### ***Witness***

\_\_\_\_\_ Name \_\_\_\_\_ Signature



## The Air Cadet League of Canada Applicant Interview Form

Candidate: \_\_\_\_\_ Date of Interview: \_\_\_\_\_ Squadron # \_\_\_\_\_

**Listen to the responses. Use additional sheets, if required, to document the answers.**

QUESTIONS		NOTES	
1. Why are you interested in applying to be a volunteer?			
2. As a volunteer you will be involved in activities that include working with the cadets and the community. What are the skills you have that will be useful to the organization?			
3. Applicants for the Treasurer position. What is your experience with maintaining financial records?			
<b>Tick the appropriate box and provide any relative comments.</b>	Yes	No	
4. Do you enjoy working with children? If so, please outline your past experience.			
5. Do you have any experience working with a youth organization? If so what?			
6. Have you ever been registered or screened as a candidate for volunteer work? If so, please talk about the organization and what your role was in the organization.			
7. Is there anything in your background or past that you believe may prevent you from being registered as a volunteer?			
8. Based on your responses to the question on page 2 of the application, (show them the section where they have responded and signed), is there anything you would like to discuss?			
9. Have you ever had any involvement with the police or other authorities that would reflect on your background or on your likelihood of being screened positively for the position you are being considered for in the Air Cadet League of Canada?			
10. Do you know of any limitations, physical, mental or otherwise that will impede your ability to carry out the duties of a volunteer?			
_____ Interviewer – Print Name	_____ Interviewer – Print Name	<b>Recommended</b>	
_____ Signature of Interviewer	_____ Signature of Interviewer	<b>Yes</b>	<b>No</b>
Date _____	Date _____	<i>(Check as appropriate)</i>	





## The Air Cadet League of Canada Applicant Reference Check

This form may be emailed to a reference if phone contact cannot be made. Refer to the Handbook.

The Air Cadet League of Canada welcomes a large number of volunteers at the Sponsoring Committee level and into the Air Cadet program as a whole. The League and its partner, the Department of National Defence (DND), jointly support the Royal Canadian Air Cadets, a premier youth organization that could not operate without the generous help of Volunteers.

On behalf of the Squadron Sponsoring Committee, thank you for taking the time to give us your comments on our prospective volunteer.

Date	Reference request for	Squadron #
Reference Name	Phone Number	Email

May we contact you again about your responses below, if necessary? **Yes** **No**

Questions	Response
1. How long have you known the applicant?	
2. What is your relationship to the applicant?	
3. Does the applicant work well with youth?	
4. Does the applicant work well with adults?	
5. Would you be willing to have the applicant work one-on-one with your own child?	
6. Would you recommend the applicant as a person who can handle an organization's funds?	

Please save this form to your computer and then return via email to:

Sponsoring committee member completing the reference check	Print name
	Signature

A separate form is required for each reference