

# STAFF CADETS



APPLICATION PROCESS—Part 1—PACIFIC REGION

2020

## Applications Now Accepted

### Who should apply?

If you will be 16 years of age by the **first day of the Advanced Training period**, but not older than 19 before the **last day of the Advanced Training period**, and will have completed Phase 4 / Gold Star / Level 4 training by the end of this training year, consider applying for a staff cadet position to challenge yourself. Staff cadets receive an Advanced Training Allocation and therefore must be eligible to obtain a Social Insurance Number.

### Why should I apply?

Filling a staff cadet role gives you the opportunity to further develop skills in leadership, instructional technique and management of resources. In some cases, you may have the opportunity to gain additional qualifications that you can use in cadets as well as out of cadets. You will also be making a significant contribution to training delivery and operations at your chosen CTC and gain valuable experience that will look attractive on your resume.

### How do I apply?

Provide your corps/squadron with a list of the CTCs and positions you wish to apply for.

- Applications must be entered in Fortress no later than **29 February 2020** so your corps or squadron staff will give you an earlier deadline.
- Be specific about which positions you are interested in. Indicate if you have non-cadet qualifications that should be considered (ie. Lifeguard qualification, photography, journalism, Wilderness First Aid, First Responder).

More detailed information is on page 4 of this document.

### How will I know if I am selected?

Once selections have been made, offers will be published in **Fortress** and your corps/squadron staff will let you know. They will provide you an Offer of Participation. This will need to be signed and returned, indicating if you accept, within two weeks of receiving the offer.



### What positions are available?

A detailed list of positions at each of the Cadet Training Centres (CTCs) is included in this publication. Many positions are not element specific so don't be afraid to apply for all positions that you are interested in or to a different CTC that you haven't attended before. Position titles and number hired is subject to change in order to meet actual staffing requirements.

### Will I know what position I will be filling?

In most cases, you will not find out which position you will be filling until after you've completed the pre-CTC professional development and selection process. Some positions will require specialist skills or training so you may be selected into a "pool" initially. You will however, know which CTC your offer is for.

### When will I know if I am selected?

Pacific Region is planning to publish Participation Offers for staff cadet positions on 1 Mar 2020. In many cases, cadets who have applied for a staff cadet position are also applying for advanced training courses or exchanges. In the event that a cadet qualifies and is selected for a staff cadet position, the position will be held until the results of the selections for advanced training have been finalized. The offer will not be published unless it's confirmed you were not selected for the advanced training course or exchange.

# Positions Available - HMCS Quadra CTC

| Position Title             | Rank                  |
|----------------------------|-----------------------|
| Cadet Cox'n                | CPO1 / CWO / WO1      |
| Department Chief           | CPO2 / MWO / WO2      |
| Staff Cadet Correspondent  | PO1 / WO / FSgt       |
| International Exchange PO  | PO1 / WO / FSgt       |
| Eng/Bos's PCT              | PO1 / WO / FSgt       |
| TC Operations              | PO1/WO/FSgt & PO2/Sgt |
| Signals PO                 | PO2 / Sgt             |
| Boats Staff                | PO1/WO/FSgt & PO2/Sgt |
| Sail Maint / GT Sail Staff | PO1 / WO / FSgt       |
| SCOP Instructor            | PO1 / WO / FSgt       |
| Drill Instructor           | PO1 / WO / FSgt       |
| Seamanship Staff           | PO1 / WO / FSgt       |
| Range Safety Assistant     | PO1 / WO / FSgt       |
| PERI / Lifeguard Staff     | PO1/WO/FSgt & PO2/Sgt |
| Sail Instructor            | PO1 / WO / FSgt       |
| Shipwright Course Staff    | PO1 / WO / FSgt       |
| Basic Seamanship Staff     | PO1/WO/FSgt & PO2/Sgt |
| Ship Boat Operator Staff   | PO1/WO/FSgt & PO2/Sgt |

| Position Title        | Rank                  |
|-----------------------|-----------------------|
| Bosun Mate Staff      | PO1/WO/FSgt & PO2/Sgt |
| Music Admin Clerk     | PO2 / Sgt             |
| Music Staff           | PO1/WO/FSgt & PO2/Sgt |
| Basic D&C Staff       | PO1/WO/FSgt & PO2/Sgt |
| D&C Instructor Staff  | PO1/WO/FSgt & PO2/Sgt |
| Canteen Staff         | PO1/WO/FSgt & PO2/Sgt |
| Services Staff        | PO1/WO/FSgt & PO2/Sgt |
| Administration        | PO1/WO/FSgt & PO2/Sgt |
| Medical Support Staff | PO2 / Sgt             |



## Out of Region Cadet Training Centres



### Cadet Training Centre

- Whitehorse Cadet Training Centre (Whitehorse, YK)
- Cold Lake Cadet Training Centre (Cold Lake, AB)
- Rocky Mountain House Cadet Training Centre (Cochrane, AB)
- Connaught Cadet Training Centre (Ottawa, ON)
- Trenton Cadet Training Centre (Trenton, ON)
- Canadore College (North Bay, ON)
- St Jean Cadet Training Centre (St Jean, PQ)
- HMCS Ontario Cadet Training Centre (Kingston, ON)
- Argonaut Cadet Training Centre (Oromocto, NB)

**NOTE: Other CTCs may require specialist SCdts so additional out of region opportunities may be presented on a case-by-case basis.**

# Positions Available - Vernon CTC

| Position Title                 | Rank                  |
|--------------------------------|-----------------------|
| Staff Cadet RSM                | CPO1 / CWO / WO1      |
| Standards                      | PO1 / WO / FSgt       |
| Resource Centre                | PO2 / Sgt             |
| Field Training                 | PO2 / Sgt             |
| Staff Cadet Correspondents     | PO1 / WO / FSgt       |
| Company Sergeant Major         | CPO2 / MWO / WO2      |
| Training Centre Operations     | PO1/WO/FSgt & PO2/Sgt |
| Lifeguard / Sports             | PO1/WO/FSgt & PO2/Sgt |
| Music Instructor               | PO2 / Sgt             |
| Assistant Range Safety Officer | PO1 / WO / FSgt       |

| Position Title                     | Rank                  |
|------------------------------------|-----------------------|
| Team Warrant Expedition Instructor | PO1 / WO / FSgt       |
| Canteen                            | PO1/WO/FSgt & PO2/Sgt |
| Medical Support                    | PO1/WO/FSgt & PO2/Sgt |
| General Duties                     | PO2 / Sgt             |
| Platoon Staff DCI (Land)           | PO1/WO/FSgt & PO2/Sgt |
| Platoon Staff Int & Adv Music      | PO1/WO/FSgt & PO2/Sgt |
| Basic Fitness & Sport              | PO1/WO/FSgt & PO2/Sgt |
| Platoon/Div Staff General Training | PO1/WO/FSgt & PO2/Sgt |
| Platoon Staff Basic Marksman       | PO1/WO/FSgt & PO2/Sgt |
| Air Rifle Marksmanship             | PO1/WO/FSgt & PO2/Sgt |
| Platoon Staff Basic Expedition     | PO1/WO/FSgt & PO2/Sgt |
| Flight Staff BDC (Air)             | PO1/WO/FSgt & PO2/Sgt |
| Flight Staff DCI (Air)             | PO1/WO/FSgt & PO2/Sgt |



# Positions Available Albert Head CTC

| Position Title                      | Rank                  |
|-------------------------------------|-----------------------|
| Cadet Chief Warrant Officer         | CPO1 / CWO / WO1      |
| Staff Cadet Correspondent           | PO1 / WO / FSgt       |
| Standards Warrant Officer           | CPO2 / MWO / WO2      |
| Operations Warrant Officer          | CPO2 / MWO / WO2      |
| Training Centre Operations          | PO1/WO/FSgt & PO2/Sgt |
| Sports Staff                        | PO1/WO/FSgt & PO2/Sgt |
| Training Warrant Officer            | CPO2 / MWO / WO2      |
| General Training Staff              | PO1/WO/FSgt & PO2/Sgt |
| Basic Survival Staff                | PO1/WO/FSgt & PO2/Sgt |
| Basic Aviation Tech & Aero Staff    | PO1/WO/FSgt & PO2/Sgt |
| Fitness and Sports Instructor Staff | PO1/WO/FSgt & PO2/Sgt |
| Canteen Staff                       | PO1/WO/FSgt & PO2/Sgt |
| Cadet Familiarization Pilot         | CPO2/MWOWO2           |

## Eligibility!

Cadets should be aware there will be limitations to which positions you are eligible to fill. Some positions will require specialized qualifications or prior experience.

You will be provided more detailed information during the Staff Cadet selection phase so you know what you're eligible for.

# Positions Available Comox CFTC

| Position Title                | Rank                  |
|-------------------------------|-----------------------|
| Cadet Chief Warrant Officer   | CPO1 / CWO / WO1      |
| Supply Staff Cadet            | PO1 / WO / FSgt       |
| Assistant Timekeeper          | PO1 / WO / FSgt       |
| Training Centre Operations    | PO2 / Sgt             |
| Glider Staff Cadet            | PO1/WO/FSgt & PO2/Sgt |
| Sports Staff Cadet            | PO1 / WO / FSgt       |
| Staff Cadet Correspondent     | PO1 / WO / FSgt       |
| Advanced Aviation Staff Cadet | PO1/WO/FSgt & PO2/Sgt |
| Maintenance Staff Cadet       | PO1 / WO / FSgt       |
| Glider Pilot Instructor       | WO2                   |

# Application Process

1. Review the list of positions available and decide what you're interested in.
2. Follow your corps/squadron application process, indicate your choice of positions at which CTCs (you can apply to more than one CTC). Be sure to indicate your preferences if applying for multiple CTCs. Applications are due **29 February 2020**.
- ~~3. Mail banking information ("Confirmation of Account Information" or "Pre-Authorized Credit") prior to **29 February 2020** directly to the Regional Cadet Support Unit (Pacific).~~
4. Complete a Staff Cadet Information Form (Cdt #199) and mail prior to **20 February 2020** directly to the ~~Regional Cadet Support Unit (Pacific).~~
5. If you are selected, your corps or squadron staff will notify you. Review this offer and if you accept it, ensure the offer is signed and returned to your corps/squadron staff within two weeks.
6. Advise [RCSUPAC.J5@forces.gc.ca](mailto:RCSUPAC.J5@forces.gc.ca) directly if there is any change to your availability.
7. Questions regarding the status of your documentation can be directed to: [rcsupacstaffing@forces.gc.ca](mailto:rcsupacstaffing@forces.gc.ca)

**Do not mail form individually.  
Submit forms to Capt Ho.**

**NOTE: If banking information and a completed Staff Cadet Information Form (Cdt # 199) is not received by 29 February 2020, it will result in an offer being cancelled.**



## How much will I earn?

Staff Cadets receive an Advanced Training Allocation and can expect a daily rate between \$82 and \$101, depending on the rank level of the position you are assigned to.

A staff cadet appointment is typically 50 days. Income Tax and other deductions will apply. Most positions will be employed from 27 June to 15 August 2020.

Due to the cut off dates in the Reserve Pay system, Staff Cadets will not receive their first pay until **15 July 2020** at the earliest. This is assuming that all the required paperwork was submitted correctly.

## Need to Know!

### Banking Information

In order for a staff cadet to receive their Advanced Training Allocation, we need to set up direct deposit information to a personal bank account.

The account must be in your own name so if you don't already have a personal bank account, be sure to set one up well in advance.

Most banks can provide a "Confirmation of Account Information" or a "Pre-Authorized Credit" form, which you may be able to print off yourself if you have online banking set up.

Failure to provide this would result in delays to receiving your Advanced Training Allocation so offers will not be published until this is received.

~~Send all forms directly to:  
Regional Cadet Support Unit (Pacific)  
Attn: J4 Staffing  
PO Box 17000 Stn Forces  
Victoria, BC V8A 7N2~~

### Foreign Exchange Students

Although foreign exchange students are permitted to join and participate in the Cadet Program, they will most likely be unable to obtain a Social Insurance Number (SIN). All Staff Cadets will require a SIN in order to receive pay so we would be unable to place any cadet in a Staff Cadet position without a SIN.