



STAFF CADETS

APPLICATION PROCESS—PACIFIC REGION

2018

Applications Now Being Accepted

If you will be 16 years of age by 1 January 2018, but not older than 18 before 19 August 2018, 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 and challenge yourself.



How do I apply?

1. **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 **15 Jan 2018** so your corps or squadron will need them sooner. They will communicate a deadline for submission..
 - Be specific about which positions you are interested in. Indicate if you have non-cadet qualifications that should be considered (ie. Life Guard qualification)
2. **Submit banking information no later than 31 Jan 2018.**
3. **Submit Tax information no later than 31 Jan 2018.**
 - <https://www.canada.ca/en/revenue-agency/services/tax/businesses/topics/payroll/payroll-overview/employer-responsibilities-payroll-steps/hiring-employee/filing-form-td1-personal-tax-credits-return.html>

“Cadets leading Cadets” is the cornerstone of the cadet leadership model. You will be challenged but it will be one of the most rewarding experiences you’ll have!

How will I know if I am hired?

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 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 apply for all positions that you are interested in.

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-camp professional development and selection process. Some positions will require specialist skills or training so you may be selected into a “pool” initially.

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Positions Available

HMCS Quadra CTC

Position Title	Rank
Coxswain	C/CPO1
CPO2 Standards	C/CPO2
Staff Cadet Correspondent	C/PO1
International Exchange Petty Officer	C/PO1
CPO2 Operations	C/CPO2
Eng/Bos's PCT	C/PO1
TC Operations PO	C/PO1 & C/PO2
Signals PO	C/PO2
Boats PO	C/PO1 & C/PO2
Sail Maint / GT Sail PO	C/PO1
SCOP PO Instructor	C/PO1
CPO2 Training Support	C/CPO2
Drill PO Instructor	C/PO1
Seamanship PO Instructor	C/PO1
Range Safety PO Instructor	C/PO1
PERI PO	C/PO1 & C/PO2
Lifeguard PO	C/PO1
CPO2 Sail & Shipwright	C/CPO2
Basic Sail Instructor	C/PO1
Intermediate Sail Instructor	C/PO1
Senior Sail Instructor	C/PO1
Shipwright Course Instructor	C/PO1
Basic Seamanship PO	C/PO1 & C/PO2
SBO PO	C/PO1 & C/PO2
Bosun Mate PO	C/PO1 & C/PO2
CPO2 Music Training	C/CPO2
Music Admin Clerk	C/PO2
Basic Musician PO	C/PO1 & C/PO2
Intermediate Musician PO	C/PO1 & C/PO2
Advanced Musician PO	C/PO1 & C/PO2
CPO2 GT & DC	C/CPO2

Position Title	Rank
Basic D&C PO	C/PO1 & C/PO2
D&C Instructor PO	C/PO1 & C/PO2
GT PO	C/PO1 & C/PO2
CPO2 Support Services	C/CPO2
Canteen PO	C/PO1 & C/PO2
Services PO	C/PO1 & C/PO2
Admin PO	C/PO1 & C/PO2

Note:

As part of an ongoing review of positions, there may be additional positions coming open for Staff Cadets to fill. Applications submitted for any positions listed in this document will automatically be considered for any new positions based on training, skills and qualifications.



*Learn new skills
or put existing
ones to good use.*



HMCS Quadra

Positions Available

Vernon CTC

Position Title	Rank
Staff Cadet RSM	C/CWO
Standards	C/WO
Resource Centre	C/MCpl
Field Training	C/Sgt
Staff Cadet Correspondent	C/WO
Company Sergeant Major	C/MWO
Training Centre Operations	C/WO & C/Sgt
General Duties	C/MCpl
PERI / Lifeguard	C/WO
PERI	C/Sgt
Administration Clerk	C/MCpl
Platoon Warrant DCI (Land)	C/WO
Section Commander DCI (Land)	C/Sgt
Platoon Warrant Int & Adv Music	C/WO
Music Instructor	C/Sgt
Platoon Warrant Basic Fitness & Sport	C/WO
Section Commander Basic Fitness and Sport	C/Sgt
Platoon Warrant GT	C/WO
Section Commander GT	C/Sgt
Platoon Warrant Basic Marksman	C/WO
Assistant Range Safety Officer	C/WO
Section Commander Basic Marksman	C/Sgt
Platoon Warrant Air Rifle Marksmanship Instructor	C/WO
Section Commander Air Rifle Marksmanship Instructor	C/Sgt
Team Warrant Basic Expedition	C/WO
Team Sergeant Basic Expedition	C/Sgt
Team Warrant Expedition Instructor	C/WO
Team Sergeant Expedition Instructor	C/Sgt
Flight Sergeant BDC (Air)	C/FSgt
Section Commander BDC (Air)	C/Sgt
Flight Sergeant DCI (Air)	C/FSgt
Section Commander DCI (Air)	C/Sgt
Canteen	C/Sgt & C/MCpl



Vernon CTC—Expedition Instructor

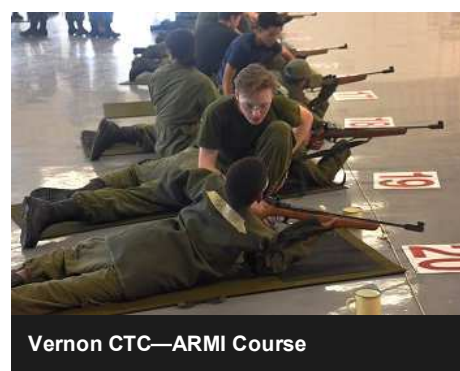
Banking Information

In order for a Staff Cadet to receive pay, 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 in advance can result in delays to pay.



Vernon CTC—ARMI Course

Positions Available

Albert Head CTC

Position Title	Rank
Cadet Warrant Officer	C/WO1
Staff Cadet Correspondent	C/FSgt
Standards Warrant Officer	C/WO2
Operations Warrant Officer	C/WO2
Training Centre Operations Flight Sergeant	C/FSgt
Training Centre Operations Sergeant	C/Sgt
Sports Flight Sergeant	C/FSgt
Sports Sergeant	C/Sgt
Training Warrant Officer	C/WO2
GT Flight Sergeant	C/FSgt
GT Sergeant	C/Sgt
Basic Survival Flight Sergeant	C/FSgt
Basic Survival Sergeant	C/Sgt
Basic Aviation Flight Sergeant	C/FSgt
Basic Aviation Sergeant	C/Sgt
Fitness and Sports Instructor Flight Sergeant	C/FSgt
Fitness and Sports Instructor Sergeant	C/Sgt
Intermediate Musician Flight Sergeant	C/FSgt
Intermediate Musician Sergeant	C/Sgt
Advanced Musician Flight Sergeant	C/FSgt
Advanced Musician Sergeant	C/Sgt
Canteen Flight Sergeant	C/FSgt
Canteen Operator	C/Sgt



Positions Available

Comox CFTC

Position Title	Rank
Cadet Warrant Officer	C/WO1
Supply Staff Cadet	C/FSgt
Assistant Timekeeper	C/FSgt
Training Centre Operations Sergeant	C/Sgt
Glider Staff Cadet	C/FSgt & C/Sgt
Sports Staff Cadet	C/FSgt
Staff Cadet Correspondent	C/FSgt
Advanced Aviation Staff Cadet	C/FSgt & C/Sgt
Maintenance Staff Cadet	C/FSgt

Application Process

1. Review the list of positions available and decide what you're interested in.
2. Following your corps/squadron application process, indicate your choice of positions at which CTCs (you can apply to more than one CTC).
3. Submit Banking information ("Confirmation of Account Information" or "Pre-Authorized Credit") directly to:
rcsupacstaffing@forces.gc.ca
4. Complete a TD1 Personal Tax Credits Return form (when the 2018 version is released) and send directly to:
rcsupacstaffing@forces.gc.ca
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.
6. Advise rcsupacstaffing@forces.gc.ca directly if there is any change to your availability.