

Thank you for wishing to be a screened volunteer with the Navy League Branch or Navy League Officer with a cadet corps or Civilian Volunteer with a Royal Canadian Sea Cadet Corps.

To be a screened volunteer there are several steps that must be successfully completed before you can start.

1. Complete the Navy League Volunteer Registration Form (NL101)E – 15Feb2017
2. Persons wishing to become Navy League Officers must also Complete the NL(201)E that will be included with the registration package
3. Provide two pieces of Government Issued Identification, one with your picture
4. Complete a Police Information Check including vulnerable sectors. This is at no cost to the applicant when they produce the authorization letter provided by your branch. **Police checks must be completed by the Calgary Police if you live in the City of Calgary or RCMP if you live outside the City of Calgary.** Since police checks can take many weeks please attend your appropriate police agency within 7 days of being issued the letter to start the process. **When you receive the Police Check, you must provide the original copy from the police on your application.**
5. Three references will be contacted as per your application, please tell them someone from NLC Branch will be calling to enquire about you.
6. Successful final interview with the Branch and Corps Commanding Officer if applicable.

As part of the application process, you will be given required reading on expectations of a volunteer including conduct expected around cadets. This information must be read and understood prior to the final interview.

All information collected during the application process is confidential and only used for the application process. If you decide to withdraw your application or are unsuccessful, all information collected will be destroyed.

During the application process your main point of contact will be the Branch Screening Coordinator or their designate.

Application information not completed after 60 days will be considered inactive and cancelled unless delayed due to an active police check still in progress due to confirming identity. If you decide to withdraw your application during the process please advise the branch screening coordinator.

We look forward to having you on board

Yours Truly

Screening Coordinator