

## **2024 STAFF CADET APPLICATION PROCEDURE**

1. Staff Cadet Applications are now being accepted and are due **4 Mar 24**. Late application will be considered at a lower priority for consideration.
2. Corps/Squadron COs are to:
  - a. Prioritize nomination of Cadets who were recommended to return to CTC as Staff Cadets,
  - b. Ensure any specialized training is captured in their application, and
  - c. Substantiate their recommendation for the Cadet's nomination.
3. Cadets who wish to be considered for a senior cadet opportunity at a CTC shall indicate their intention to be considered on their application "desired positions". Staff cadets need to only submit one application per CTC to be considered. Desired positions should be identified as:
  - a. Training (Division/Platoon/Flight Staff in a Training Company)
  - b. Support (Operations, Administration, Supply, Cadet Correspondent, Canteen in various CTC support roles)
  - c. Senior Cadet Selection (CTC CPO1/CWO/WO1 or CPO2/MWO/WO2 positions)
4. Selected Staff Cadets will be assigned a position after pre-course training at the CTC. Staff cadets with specialized skills or qualifications may be assigned specific positions based on their qualifications and experience. Applications are to indicate the specialist skills or qualifications that a cadet holds.
5. Cadets who fail to provide the following documents will not be selected for this training opportunity:
  - a. Copy of their Social Insurance Number,
  - b. 2024 Federal Tax Form,
  - c. 2024 Provincial/Territorial Tax Form, and
  - d. VOID cheque from the cadet's bank from an account in their sole name.
6. Federal and Provincial/Territorial Tax Forms can be found on the following link [TD1 Personal Tax Credits Returns - Canada.ca](https://www.cra.ca/individuals/returns-credits)
7. Staff Cadets who applied in Summer 2023 and provided the correct documentation will be required to submit new tax forms and verify that the other required items have not changed.
8. **As these documents are Protected B**, they shall not be transmitted by email. Applicants may submit their documents through either of the following:
  - a. Digitally via [Trial - Protected B Information Submissions \(Cadet365\)](#) using the Cadet's C365 account.
  - b. Physically via mail addressed to:

ATTN: J1 CTC Staffing  
Regional Cadet Support Unit (Northwest)  
PO Box 17000 STN Forces  
Winnipeg, MB RCJ 3Y5

9. Staff members/other Cadets shall not submit the documents listed in paragraph 8 on behalf of other Cadets. Documents submitted in this manner will not be accepted.

10. Questions regarding Staff Cadet applications shall be directed to J1 Summer Staffing, [northwestsummerstaff@forces.gc.ca](mailto:northwestsummerstaff@forces.gc.ca)