

## STAFF CADET

### 1. Available Positions.

- a. Training. The primary responsibility of Training Staff Cadets is to implement training. They act as division/platoon/flight staff and implement and supervise course training from the time course cadets arrive until graduation and departure;
- b. Support. The primary responsibility of Support Staff Cadets is to assist and support the implementation of training. Support Staff Cadet fill various roles including Training Centre Operations, Canteen, Administration, Public Affairs etc;
- c. In Region CTCs:  
Northwest Region  
Cold Lake CTC  
Northwest CTC
- d. Out of Region CTCs:

Pacific Region	Central Region
HMCS Quadra CTC	Blackdown CTC
Vernon CTC	Trenton CTC
	Connaught CTC

### 2. Application Process.

- a. Cadets are to identify to their corps/sqn CO their interest in applying as a staff cadet. Corps/Sqns will then submit an application in fortress for each CTC the cadet wants to apply for;
- b. If applying for QUADRA their preferred position is to be indicated in the cadet's choice. If a cadet is applying to be a Cadet Correspondent, that is to be indicated in the options.
- c. Required Documentation. Cadets will not be selected for staff cadet positions unless the required documentations has been received by RCSU (NW). Cadets applying for a staff cadet position must provide the information communicated to them NLT 31 Mar 22:
  - (1) completed tax forms as found on the <https://www.canada.ca/en/revenue-agency/services/forms-publications/td1-personal-tax-credits-returns/td1-forms-pay-received-on-january-1-later/td1.html>
    - (a) TD1 2022 Personal Tax Credits Return; and
    - (b) Applicable provincial TD1 2022 Tax Credit Return;
  - (2) a photocopy of the cadet's Social Insurance Number;
  - (3) Banking Information: Even if a cadet has been employed with RCSU (NW) as a staff cadet previously, they must submit banking information to set up/confirm direct deposit. One of the following must be provided:
    - (a) A voided cheque; or
    - (b) A print out from the cadet's local bank that includes at minimum:
      - i. Cadet's name; and

- ii. the account number including the bank's Branch (5 digits) and Institution (3 digits) numbers; and
    - (c) The account information provided must be the cadet's own and in their name. Direct deposit cannot be set up for an account held under a parent/guardian;
  - (4) Questions regarding this topic can be directed to Northwest Summer Staffing at:
    - (a) Toll-Free: 1-800-842-1851, Option 8, Ext 6372#; and
    - (b) E-Mail: [NorthwestSummerStaff@cadets.gc.ca](mailto:NorthwestSummerStaff@cadets.gc.ca); and
- d. Documents are to be mailed to:
  - Attn: Summer Staffing
  - Regional Cadet Support Unit (Northwest)
  - PO Box 17000 Station Forces
  - CFB Winnipeg, MB R3J 3Y5

3. Selection Process. The following is reviewed/considered when making selections for staff cadet positions:

- a. Type One cadets are selected prior to the selection of Type Two cadets;
- b. Staff Cadet PERs:
  - (1) whether the cadets was recommended to return; and
  - (2) if not recommended to return, further review of the PER is completed. The Corps/Sqn CO's comments in the application will be reviewed to see if issues identified in the PER have been addressed and the cadet has demonstrated growth. The cadet may be selected for a position;
- c. cadet's previous course report:
  - (1) cadets with "high" and "good" potential to be a staff cadet as identified on their previous course report will be selected for a position prior to those with "limited" or "N/A"; and
  - (2) if a cadet has "limited" or "N/A", further review of the course report is completed as well as the CO's comments in the application. If issues identified are addressed by the CO and the cadet has demonstrated growth, they cadet may be selected for a position;
- d. previous courses completed;
- e. qualifications required for position applied for; and
- f. CO's Recommendation.