

Application Package Aide Memoire

In order to proceed with your application the following initial steps must be taken:

1. Attend an information session
2. Apply Online to Forces.ca
3. Fill in the application package
4. Collect the required ORIGINAL documentation
5. Book a contact interview with your recruiter

Step 1: Attend an Information Session

In order to start the application process you are required to attend one of the following information sessions. These sessions will outline the application process, basic eligibility, training, pay, scheduling and paperwork.

You do not need to register for the session but please arrive 15 minutes early as the session will start promptly at 19:30.

<u>Date</u>	<u>Location</u>	<u>Time</u>
11-Jun-14	Denison Armoury: 1 Yukon Lane, Toronto, M3K 0A1	19:30-21:00
12-Jun-14	Fort York Armoury: 660 Fleet St. West, Toronto, M5V 1A9	19:30-21:00
18-Jun-14	Fort York Armoury: 660 Fleet St. West, Toronto, M5V 1A9	19:30-21:00
18-Jun-14	Lake Street Armoury: 81 Lake St. St. Catherine's, L2R 5X3	19:30-21:00
25-Jun-14	Denison Armoury: 1 Yukon Lane, Toronto, M3K 0A1	19:30-21:00
08-Jul-14	Lake Street Armoury: 81 Lake St. St. Catherine's, L2R 5X3	19:30-21:00
10-Jul-14	Moss Park Armouries: 130 Queen St. E. Toronto,	19:30-21:00

Step 2: Apply Online

Go to forces.ca and hit the "APPLY NOW" button. Follow the prompts and fill out the required areas.

Step 3: Application Package

Attached is the application package. Fill out the documents on the computer and then print them off. If you are unable to fill them in on the computer you may print them off and, using a blue ink pen, fill them out. Print, do not use cursive.

Use the following hints to help fill in the paperwork:

- Use Blue Pen (if unable to use the computer)

- Surname/Family name is your last name
- Given names are your first AND middle names
- Use ALL given names every time when asked (first and middle)
- Place of birth
 - City, Province, Country
 - If born in Canada write down the city that appears on your birth certificate.
 - If born outside of Canada include City, Province and Country
- Fill out your surname in the top right corner of every page on the 2170 form
- When asked for academic history write down your High Schools name
- 5 Years for address history
 - The address history must match on both sheets
 - The dates must line up on both sheets. Ex. If you move out on 1 Aug 2004 you move into your new house on 1 Aug 2004. NO GAPS.
- 5 Years for “professional” references
 - **DO NOT USE** family or friends
 - You have to know the person for minimum 5 years **OR** back to the age of 16. Ex. If you are 17 you only need to have known them for 1 year
 - **Professional References:** These persons are former supervisors, managers or your direct report to.
 - **Educational References:** These persons are former or current teachers, professors or coaches who will attest to how quickly you learn and how diligent you are/ were as a student.
 - **Personal References:** These persons can be a minister, clergyman, priest, coach, doctor, dentist etc.
- 10 years for residing/visiting outside of Canada
 - If you have left Canada in the past 10 years write down the year you went, where you went and how long you stayed on the application form

Step 4: Original Documentation

In order to apply you must prove your Age, Citizenship and Education (ACE).
The following ORIGINAL documents are required to do this:

- Canadian Birth certificate or Canadian citizenship card
- Photo ID- passport or driver’s license
 - Health Cards are NOT an acceptable form of photo ID
- Official High School Transcripts
 - Ensure they are front and back, signed and embossed
 - DO NOT USE REPORT CARDS

We require the original documents in order to make copies for ourselves. DO NOT bring in photo copies.

Step 5: Contact Interview

Contact your reserve recruiter to book a contact interview. Your recruiter will be given to you at the information session. During the contact interview the recruiter will determine basic eligibility (ACE) and review your documents.

DO NOT book a contact interview without completing the above steps, ensuring that you have filled in the attached forms and collected your original documentation.

After your contact interview your file will be submitted to CFRC Toronto in order to complete your CFAT, PT Test, Medical and Interview.

Thank you for your interest in the Canadian Army Reserves,