

APPLICATION PROCEDURE

Thank you for your interest in the Canadian Forces. This information document will briefly explain the *Canadian Forces Applicant Package*, which you have just received, as well as the selection process that you will go through in order for us to assess your eligibility and suitability for a career in the Forces. You may also initiate the application procedure by applying online at **FORCES.CA**.

The Canadian Forces offers over 100 unskilled and skilled jobs, open to both men and women. Our selection procedures endeavour to ensure that those who are selected are suited for both the military and the occupation to which they are assigned. You may apply and undergo applicant processing in the official language (French or English) of your choice.

How to Join the Canadian Forces

- STEP01** Apply online, in person or by mail.
 - STEP02** Undergo a Reliability Screening.
 - STEP03** Successfully complete the Canadian Forces Aptitude Test.
 - STEP04** Successfully complete a medical examination.
 - STEP05** Successfully complete an interview with a Military Career Counselor.
 - STEP06** Primary Reserve ONLY - Pass the Physical Fitness Test.
 - STEP07** If an offer of enrolment is made and accepted, there will be an enrolment ceremony to welcome you to the Canadian Forces military family.
- (STEPS 02, 03, 04, 05 and 06 may occur in a different order.)

Canadian Forces Application Package

You have been provided with a *Canadian Forces Applicant Package* that contains print information regarding the *Canadian Forces Application Procedure* and the following forms that are required to be completed in order to start the process:

1. *Canadian Forces Employment Application (DND 2170)*
2. *Personnel Screening, Consent and Authorization Form (TBS/SCT 330-23E)*
3. *DND Personal Data Verification Consent*
4. *Pre-Enrolment Security Clearance Pre-Assessment Questionnaire*
5. *Checklist – Source Documentation*
6. *Canadian Forces Aptitude Test - Practice Version*

All applicants will be required to provide original copies of:

- Birth Certificate or Citizenship Card
- Diplomas, Certificates, Degrees and School transcripts

Basic Eligibility Requirements

To be eligible to apply to the Canadian Forces, you must meet the following three minimum requirements:

1. Be a Canadian Citizen.
2. Be 17 years of age (with parental or guardian consent) or older, except:
 - a. Regular Officer Training Plan – Junior applicants, who must be 16 years of age or older.
 - OR
 - b. Primary Reserve applicants, who must be 16 years of age or older.
3. Meet the minimum education requirements for your desired military occupation:
 - a. Grade 10 or Sec III in Québec, and additional educational prerequisites as specified by the occupation.

SUMMARY

STEP01: Submitting Your Application

Apply online, in person or by mail.

STEP02: Undergo a Reliability Screening

The Canadian Government Security Policy specifies that all governmental employees are to be screened regarding reliability, before commencing employment. This policy assigns the Department of National Defence the responsibility for conducting the reliability program with respect to members and prospective members of the Canadian Forces. The Reliability Screening verifies information regarding an applicant's reliability and trustworthiness in Canada for the past five (5) continuous years.

STEP03: Aptitude Testing

Every applicant to the Canadian Forces must complete the Canadian Forces Aptitude Test (CFAT). This test is used to assist in the selection of applicants for employment in the Canadian Forces and to assist in determining specific military occupations for which applicants are best suited. The Canadian Forces Aptitude Test is a timed multiple-choice test that assesses an applicant's ability in three areas: Verbal Skills (15 questions in five minutes), Spatial Ability (15 questions in ten minutes), and Problem Solving (30 questions in thirty minutes).

STEP04: Medical Examination

As part of the selection process, all applicants to the Canadian Forces must undergo a thorough medical examination in order to determine medical suitability for military training and servicelife. The medical procedure consists of three stages: health questionnaire, physical examination by a qualified medical professional and medical file review. Following the medical examination, applicants may be required to seek and submit additional medical reports from a family physician or specialist.

STEP05: Interview

Once the results from your previous evaluations have been received and finalized, you will be booked for an interview appointment with a Military Career Counselor. The purpose of the interview is to determine your suitability for enrolment into the Canadian Forces, your level of competitiveness, and your ability to complete training in your chosen occupation(s).

STEP06: Physical Fitness Evaluation – Primary Reserve ONLY

Regardless of your occupation in the Canadian Forces, you must successfully complete an annual physical fitness test. You are highly encouraged to read the *Physical Fitness Guide for Applicants to the Canadian Forces* Booklet, which is available from your Recruiting Centre or can be downloaded from the Web site **FORCES.CA**.

STEP07: Selection, Job Offer and Enrolment

Finally, the Recruiting Centre will carefully examine your employment application to ensure that all suitability factors are met for your entry plan and occupational selection. The Canadian Forces is committed to achieving timely selections and offers in order to choose the best person for each available job. If you are selected for a Regular Force entry plan, you will receive a job offer that will enable you to enroll in the Canadian Forces.

If you are applying for the Primary Reserve Force, your file will be sent to your applicable Reserve Unit for selection, based on available positions. You will be contacted by that Reserve Unit regarding selection results and enrolment offer.

Note: In order to avoid unnecessary delays in your application procedure, please ensure that all required documents provided in the *Canadian Forces Applicant Package* are delivered to the Recruiting Centre, as quickly as possible.

STEP01: Submitting Your Application

The most efficient method to initiate your application to the Canadian Forces is to apply online. You will find the link on the Canadian Forces Recruiting Web site: **FORCES.CA**. Remember that even if you apply online you will still be required to submit additional paperwork to the Recruiting Centre in order to continue processing.

If you are unable or choose not to “APPLY ONLINE”, you have two alternatives:

1. The first is to apply in person at your local Recruiting Centre (Regular and Reserve) or the Primary Reserve Unit of your choice. You will be provided with the various forms to be filled out and the *Checklist* of required supporting documents. For the location of the Recruiting Centres and Primary Reserve Units, consult the “CONTACT US” link on the Canadian Forces Recruiting Web site **FORCES.CA** or toll-free at 1-800-856-8488.
2. The second method is to apply by mail. You will be required to complete and submit the appropriate forms, which are enclosed in the *Canadian Forces Applicant Package*, and in the “RESOURCES - HOW TO JOIN” link on the Web site. Please do not enclose original documents in the mail.

STEP02: Reliability Screening

The Government Security Policy specifies that all governmental employees are to be screened regarding reliability, before commencing employment with the federal government. The Department of National Defence is assigned the responsibility for conducting the reliability program with respect to members and prospective members of the Canadian Forces. In order for the Department of National Defence to achieve its goals and to retain the confidence of Canada’s citizens and allies, each member must meet established operational standards of reliability. Because military personnel, from the commencement of their military training, have access to sensitive information and assets, all applicants to the Canadian Forces must conduct a Reliability Screening. The completion of the screening will result in the conferring or denying of Reliability Status. The granting of Reliability Status is a mandatory condition of eligibility of enrolment into both the Regular Force and the Primary Reserve.

Protection of the Individual

Information bearing on the reliability of applicants and present employees is sensitive information. This information, together with the identity of the sources, shall be protected in accordance with the *Access to Information Act and the Privacy Act*. All applicants to the Canadian Forces will be subject to a Reliability Screening and verification of their personal data, relevant education and professional qualifications, and employment data.

Reliability Screening

The Reliability Screening is a systematic method of confirming that an individual can be expected to be reliable and trustworthy in the performance of duties and in the protection of the assets and interests of the Department of National Defence and its personnel. The Reliability Screening verifies information regarding an applicant’s reliability and trustworthiness, in Canada, for the past five (5) years. All applicants will be provided with and be required to complete the *Personnel Screening, Consent and Authorization Form (TBS/SCT 330-23E)* in an accurate and detailed manner. The consent and information provided will enable the Department of National Defence to conduct all background checks, including the Criminal Record Name Check and Credit Check.

Criminal Record Name Check

A Criminal Record Name Check will be conducted, as part of the standard Reliability Screening process. A declaration shall be obtained as to whether an individual has been convicted of a criminal offense, for which a pardon has not been granted. Should fingerprints be required to be submitted, Recruiting Centres will arrange for fingerprinting to be completed at the Department of National Defence’s expense. The Criminal Record Name Check is only valid for one year.

Credit Check

A Credit Check will also be conducted, as part of the standard Reliability Screening process. This check will only cover the period for which the applicant has been a resident of Canada. Should the check reveal any negative credit information, the applicant should be prepared to discuss his or her financial issues.

Personal and Employment Reference Checks

As part of the Reliability Screening process, the Canadian Forces must conduct reference checks on every applicant. In terms of reliability screening, the goal is to determine whether the individual has been honest, trustworthy, and reliable for a reasonable period of time. Each applicant must provide five (5) references, who are not relatives. These references must have known the applicant for the previous five (5) continuous years (or to age 16, whichever comes first).

Pre-Enrolment Security Clearance Pre-Assessment Questionnaire

A *Pre-Enrolment Security Clearance Pre-Assessment Questionnaire* will be completed with the aid of recruiting staff, in order to determine if a pre-assessment is required. If it appears that a Pre-Assessment may be required, the applicant must complete a *Security Clearance Form (TBS/SCT 330-60E)*. This information will be sent for confirmation that there are no security objections with an applicant, which can take between 6 and 18 months to complete. This long form must be completed in an accurate and complete manner to ensure security processing can continue.

Foreign Implications and Security Clearance Pre-Assessment Process

If a favourable reliability status is granted, you then have to be granted a security clearance. When foreign implications exist, it is mandatory to submit a request for a Security Clearance Pre-Assessment. In order to grant or deny a security clearance, the applicant must be prepared to produce adequate and verifiable information for up to ten (10) years immediately prior to the application. A Security Clearance Pre-Assessment will be required for an applicant under the following circumstances:

- a. Is not a Canadian Citizen.
- b. Has resided outside Canada or has immigrated from a country other than *Australia, New Zealand, or one of the original 16 NATO countries: Belgium, Canada, Denmark, France, Germany, Greece, Iceland, Italy, Luxembourg, Netherlands, Norway, Portugal, Spain, Turkey, United Kingdom (includes England, Scotland, Wales and Northern Ireland) and United States.* (Applicants who were accompanying their parents while they were employed outside Canada are not to be considered in this category).
- c. Has traveled or studied outside of Canada in countries other than those listed in para b. in excess of 180 continuous days.
- d. Has undertaken work placement outside of Canada in countries other than those listed in para b. for a non-Government of Canada Agency in excess of 180 continuous days.
- e. Has immediate relatives who are currently residing in a country other than those listed in para b. Immediate relatives include a child (18 years and older that the applicant or applicant's spouse/partner have a parental relationship), parent, spouse, sibling (half or step), or in-laws (including step parents).

Please be advised that a pre-assessment can take up to 18 months to complete depending on the number of countries that must be contacted and the willingness and/or ability of some countries to provide the information sought.

Questions

Please speak with a recruiting team member if you have any questions with regards to reliability and security screening requirements in the Canadian Forces.

STEP03: Preparing for the Canadian Forces Aptitude Test

The Canadian Forces Aptitude Test (CFAT) is used to select applicants for employment in the Canadian Forces and to help determine specific Military Occupations for which you are best suited. Applicants will complete either the Canadian Forces Aptitude Test by hand or the electronic - Canadian Forces Aptitude Test (eCFAT) on a computer. Scrap paper and a pencil will be provided. It is imperative that you prepare for this test as there is no automatic entitlement to allow a rewrite – you must be successful in order to continue processing.

This guide has been developed to assist you in preparing for the test-taking session. The Canadian Forces Aptitude Test is a multiple-choice test that assesses your abilities in three distinct areas:

- Verbal Skills (15 questions, maximum time allowed for completion is 5 minutes).
- Spatial Ability (15 questions, maximum time allowed for completion is 10 minutes).
- Problem Solving (30 questions, maximum time allowed for completion is 30 minutes).

With each multiple-choice question, you will have four answers to choose from. Only one answer is correct.

Preparing for the CFAT

As the test is an important component of the Canadian Forces selection system, it is essential that you are in good mental and physical health when you write the test. The following suggestions are offered to assist in preparing for the test-taking session:

- Ensure that you are well rested.
- Should you be ill or not feeling well, reschedule your test.
- Should you be on medication that may weaken your performance, reschedule your test.
- Should you require corrective eye wear (i.e. glasses), remember to bring them.
- Allow yourself sufficient time to reach the testing location.

Test Taking Strategies

The following strategies are offered to assist you when you write the Canadian Forces Aptitude Test:

- Make yourself comfortable prior to beginning the test by removing excess clothing (for example jackets, sweaters, etc). Restrictive clothing can contribute to test nervousness or anxiety. Also, removal of clothing during the test session will waste valuable time and could disrupt other test-takers.
- Listen to all instructions carefully. Should you have any questions prior to testing or if you do not entirely understand the instructions - ASK!
- Read all questions completely and carefully before marking your answer.
- As the Canadian Forces Aptitude Test is a timed test, don't spend too much time on any one question. If you are stuck or not sure of an answer, eliminate the options or choices you feel are not correct, make your best guess at the answer or move on to another question. If you spend too much time on any one question it will limit your overall time and ability to complete other questions for which you may know the answers. If time is available you can always go back to review your answers.
- You shall not be penalized for incorrect answers. So, it is in your best interest to guess at an answer for questions that you don't know, rather than leave a blank space on the answer sheet.
- Writing exams can be stressful for some people. If you encounter a difficult question, do not panic. Make your best guess or move on and come back to the question later if time permits.
- Periodically check to ensure that the question you are answering corresponds with the appropriate line on the test answer sheet. For example, if you completed question 12, ensure that you correctly fill out number 12 on your answer sheet. Errors of this type are counted as wrong answers.

Practice Test

In order to help you prepare for taking the Canadian Forces Aptitude Test, we have developed a practice test. The questions in the actual Canadian Forces Aptitude Test will look like those in this practice test. *The Canadian Forces Aptitude Test (Practice Version)* shall be provided as part of the *Canadian Forces Applicant Package*, and is available on-line or at your nearest Recruiting Centre.

Summary

The strategies and *Canadian Forces Aptitude Test (Practice Version)* are provided to both familiarize you to the CFAT as well as reduce any test nervousness or anxiety you may be experiencing. It is hoped that you found this guide useful in your preparation to write the Canadian Forces Aptitude Test.

Applicants are strongly encouraged to complete the official CFAT Practice Version (DMPORA Aug 2007) in addition to refreshing their Grade 10 level problem solving skills: fractions, decimals, and long division by hand. No calculators are permitted.

STEP04: Medical Examination

As a part of the selection process, all applicants to the Canadian Forces must undergo a thorough medical examination to determine their medical suitability for military training and service life. All medical information will be treated confidentially by qualified medical staff. The medical procedure is broken into three distinct parts:

Part I

During the first stage of a medical, you will be required to complete a questionnaire on your medical history. This questionnaire covers such things as past and current illnesses, and any prescribed medication that you may use or have used, including type of medication and dosage. You should be prepared to answer these types of questions when you arrive for your medical. Following this, your height and weight will be measured and your visual acuity, colour perception and hearing will be evaluated. A urine sample will also be required during this stage.

- If you wear soft contact lenses ensure that you have removed them for a period of **24 hours** prior to your unaided visual test. Rigid Gas Permeable (RGP) contact lenses must be removed at least **72 hours** prior to your examination. Also ensure that you bring your glasses to the examination. **Please bring a copy of your prescription.**
- No unnecessary noise exposure for **48 hours** prior to your hearing testing.
- No smoking or caffeine the morning of your medical.

Part II

The second stage of the medical procedure is an actual physical examination. Qualified and licensed personnel, who are either military medical staff or civilian doctors contracted by the military to conduct medical exams, will carry out this examination. **Examination of genitals will not be conducted**, and you will be wearing your undergarments at all times during this medical. Please bring a pair of shorts to wear during your physical examination. Women can also wear a t-shirt. Alternatively a disposable gown and disposable shorts will be provided to all applicants. No needles will be administered at this stage of the medical procedure.

Part III

The last stage of the medical procedure is a review of your medical record at the Recruiting Medical Office. This stage normally takes two to three weeks to complete depending on the amount of material to be reviewed, and the complexity of the medical information.

Following this review, a description of limitations (if any) and assignment of an appropriate and approved medical category will be awarded. Applicants will not be medically disqualified on the basis of a diagnosis or disease but only because of employment medical limitations.

Unless circumstances dictate a medical re-examination is required (e.g. illness, accident, medical treatment, file re-opening), Part I shall remain valid for 12-months and Part II, for 24-months.

Additional Examinations

Following the physical examination, you may be required to submit additional medical reports from your family physician or specialist. In these cases you will be given a form containing the necessary instructions and questions to be addressed by the appropriate physician. Any costs associated with providing these reports are your responsibility, as it is your responsibility to prove that you are medically fit for enrolment and military training. You should make every effort to ensure that any additional medical reports required are provided to our medical staff as quickly as possible, as any delay will result in a delay in the processing of your application and could result in missed employment and training opportunities.

Chaperone

At your request, a third party will be provided and present at all times when the examination will be done.

Questions

If you have any questions of a medical nature, or concerning the medical examination procedure, please ask a member of our medical staff.

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STEP05: Preparing for Your Interview

As part of the standard application process, you will undergo an interview with a Military Career Counselor. The interview will be used to assess your suitability and competitiveness in your specific entry program and chosen military occupation(s).

It is essential that you arrive prepared to conduct your interview. As part of your interview preparation, you are highly encouraged to research all of the available information on the occupations that you are considering. You should come prepared to discuss your education history, work experience, and involvement in activities. In addition, you should be prepared to answer these common questions: Where and how long are the basic and occupational training? What is the role of your chosen occupation(s)? Where might you serve? What appeals to you about the occupation(s) and what is unappealing about it?

Investing some time to consider these factors will greatly help you in preparing for your interview. Remember that the selection process can be highly competitive and you want to excel at every portion of your selection, in order to improve your chances of being selected for your chosen occupation(s).

Please contact your nearest Recruiting Centre or use the on-line resources to commence your research. Although the printfact sheets and videos are a solid start, you are encouraged to talk with our highly knowledgeable Recruiters about your options. Our Recruiting team is specifically trained to provide you with information on the career opportunities in the Canadian Forces. Ask them any questions that you may have. They will be honest with you and will be the first to advise you of both the advantages and disadvantages of joining the Canadian Forces team.

Applicants are encouraged to arrive for interviews 10 to 15 minutes prior to the scheduled time in order for you to relax and prepare yourself. A successful interview comes from preparation and self-confidence. Good luck!

STEP06: Physical Fitness Evaluation

Regardless of your occupation in the Canadian Forces, all members must successfully complete an annual physical fitness test. You should begin preparation now to achieve as high a level as possible before arriving at basic training. Do not put it off. The longer you wait, the more difficult it will be to meet or surpass the objectives in the evaluation. You are highly encouraged to complete the "Self-Assessment of Physical Fitness/Pre-Enrolment Physical Fitness Evaluation" that is found in the *Physical Fitness Guide for Applicants to the Canadian Forces* Booklet.

Regular Force applicants will be assessed by the Canadian Forces Leadership and Recruit School during the first week of training, in order to ensure that each applicant has an acceptable level of physical fitness prior to continuing basic training. **The Recruiting Centre will not conduct this test.**

All Primary Reserve Force applicants must achieve a minimum fitness standard **prior to enrolment in the Canadian Forces**. The *Canadian Forces Primary Reserve Applicant Physical Fitness Evaluation* will be administered by trained professional evaluators during the application process. All Reserve applicants must complete the *Canadian Forces Primary Reserve Applicant Physical Fitness Test Consent for Test Form* prior to conducting the test as follows:

1. Adult (Age of Majority) applicants shall complete the applicable form immediately prior to the fitness test, in the presence of the Test Administrator.
2. Youth (Not of the Age of Majority) will be provided the applicable form as part of the Applicant Package and must properly complete the form. This form, **with Parent or Guardian signature**, must be provided to the Test Administrator **before** being permitted to take the test.

STEP07: Selection, Offer and Enrolment

Finally, we carefully examine your employment application in competition with other applicants, in order to choose the best person for each available job. Not everyone who applies for a job with the Canadian Forces receives one. Every processing step must be completed in order to verify your eligibility and suitability for employment, in your chosen occupation(s). If you are found to be unsuitable at any stage of the application process you will be counseled accordingly, receive guidance on how to improve, and advised if, and when, you may re-apply. The selection, offer and enrolment process is marginally different for the Regular Force and Primary Reserve Force as follows:

Regular Force Applicants

If you are selected, you will receive a job offer that will allow you to enroll in the Canadian Forces. Even if you have been found suitable for enrolment, you may have a waiting period before you are hired. Do not quit your studies or present occupation until you have received a job offer and firm dates for training. Additional work experience or education will only serve to benefit your career. Should you be selected for a job, you will receive an offer of employment to that you must decide to either “accept” or “refuse”, usually within 10 calendar days. As part of the offer process, you shall be provided with an enrolment date and course start date.

Your enrolment into the Canadian Forces will usually occur between 5 and 30 days prior to your published course start date. Upon offer acceptance you will be mailed several documents, including Joining Instructions that provide all details about the finalization of administration, travel arrangements, and the course itself. File managers will book travel, assist you to complete the remaining paperwork, and respond to your questions. On the day of enrolment, you will complete the final documents and be officially enrolled into the Canadian Forces. You are encouraged to invite your family and friends to participate in this momentous formal ceremony, as they too will become part of the Canadian Forces family.

Primary Reserve Applicants

Upon completion of the application process, your file will be carefully examined at the Recruiting Centre and then forwarded to the gaining Primary Reserve Unit. The Reserve Unit will then select applicants for available positions on a “first come, best served” competitive basis. Not everyone who applies for a job with the Reserves will receive one. If you are selected, you will receive an enrolment offer from the Reserve Unit. Even if you have been found suitable for enrolment, you may have a waiting period before you are hired. Once you accept an offer you will be given an enrolment date and the projected course start date. On the day of enrolment you will complete the final documents and be officially enrolled into the Canadian Forces by your new Reserve Unit. You are encouraged to invite your family and friends to participate in this momentous formal ceremony, as they too will become part of the Canadian Forces family.

Come and JOIN US!