Checklist – CIC Officer Enrolment

Reference: PRCI 201

Applicant's Last Name:		Initials:		Service Number:		
Corns/Squadron:			Data Cita and a life and a large			
Corps/Squadron:			Date file received from corps/squadron:			
	Initial	DOCUMEN	TAT	ON		
	Corps/ Squadron					Elemental Office
CF 574 – Cadet Instructors Cadre (CIC)-Enrolment or Transfer Form						Office
TBS/SCT 330-23E – Personnel Screening, Consent and Authorization Form						
DND 2170 – Employment Application – Canadian Forces						
Cdt #115 – Reference Contact Information						
"Certified True Copy" of applicant's Social Insurance Number (SIN) card						
"Certified True Copy" of applicant's birth certificate						
"Certified True Copy" of applicant's Secondary School Leaving Certificate (or proof						
	of equivalent educational, professional, or trades training certificates or diplomas)					
	"Certified True Copy" of applicant's transcript of marks from secondary school					
If applicable – any documents relating to previous military service (including foreign						
services) If applicable – any name change documents or adoption papers						
If applicable – any name change documents or adoption papers If applicable – proof of Canadian citizenship or Permanent Resident Card						
	If applicable – proof of Canadian critzenship of Permanent Resident Card If applicable – request for citizenship waiver					
TO BE COMPLETED BY ELEMENTAL OFFICE						
	TO BE COMPLET	ED BY ELE	MEN'	TAL OFFICE		
Vacancy ex		ED BY ELE	MEN'	TAL OFFICE	☐ Yes	□ No
	xists in corps/squadron?		MEN'	FAL OFFICE	☐ Yes	□ No
Check CI o			MEN	TAL OFFICE	☐ Yes	□ No
Check CI of Elemental	xists in corps/squadron? or staff files for previous service docun SO2's recommendation on CF 574	nents			☐ Yes	☐ No
Check CI of Elemental	xists in corps/squadron? or staff files for previous service docum	nents	ormer	service (VFS)	☐ Yes	□ No
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