

# Checklist – Civilian Instructor

Reference: PRCI 215

|   |   |  |
|---|---|--|
| Applicant's Last Name:  | Initials:   | Service Number:  |
| Corps/Squadron:   | Date file received from Corps/Squadron:   |  |
| <b>INITIAL DOCUMENTATION</b>  |   |  |
| Corps/<br>Squadron<br><input checked="" type="checkbox"/>   |   | Elemental<br>Office<br><input checked="" type="checkbox"/> |
|   | <a href="#">Cdt #109</a> – Civilian Instructor – Conditional Offer of Employment (Parts One and Two completed)          |  |
|   | <a href="#">TBS/SCT 330-23E</a> – Questionnaire – Personnel Screening Consent and Authorization Form                    |  |
|   | Vulnerable Sector Screening (VSS) Report (from local police authority)  |  |
|   | <a href="#">Cdt #103</a> – Record of Attendance at Cadet Harassment and Abuse Prevention (CHAP) Staff Training Session  |  |
|   | <a href="#">Cdt #104</a> – Certification of Completion – Standard for Harassment and Racism Prevention (SHARP) Training |  |
|   | <a href="#">Cdt #106</a> – Certificate of Completion – Training and Education for Environmental Stewardship (TrEES)     |  |
| <b>TO BE COMPLETED BY ELEMENTAL OFFICE</b>  |   |  |
| Vacancy exists in Corps/Squadron?   |   | <input type="checkbox"/> Yes <input type="checkbox"/> No   |
| Is there an enrolment in process for this individual? If yes, obtain SN from enrolment file   |   | <input type="checkbox"/> Yes <input type="checkbox"/> No   |
| Is this a renewal of a previous CI agreement? If yes, pull file and attach to this application  |   | <input type="checkbox"/> Yes <input type="checkbox"/> No   |
| Verification of Former Service required? If yes, forward file to Records Section  |   | <input type="checkbox"/> Yes <input type="checkbox"/> No   |
| Service Number required? If yes, forward file to Records Section  |   | <input type="checkbox"/> Yes <input type="checkbox"/> No   |
| TBS/SCT 330-23E required? If yes, forward file to Records Section   |   | <input type="checkbox"/> Yes <input type="checkbox"/> No   |
| ERC Date  |   |  |
| Cdt #109 – Complete Part Three (to be signed by Elemental SO2) and return copy to initiating unit (only after VFS, ERC and VSS are completed) |   |  |
| <b>TO BE COMPLETED BY PERSONNEL ADMINISTRATION OFFICE</b>   |   |  |
| Verification of Former Service message sent   |   |  |
| Verification of Former Service received – return file to Elemental Office when VFS complete   |   |  |
| Service Number assigned/verified – return file to Elemental Office  |   |  |
| TBS/SCT 330-23E forwarded to OR – return file to Elemental Office   |   |  |
| <b>CI EMPLOYMENT AGREEMENT- ELEMENTAL OFFICE/CORPS/SQN</b>  |   |  |
| Corps/<br>Squadron<br><input checked="" type="checkbox"/>   | <i>To be completed once the approved Cdt #109<br/>is returned to the initiating unit</i>                                | Elemental<br>Office<br><input checked="" type="checkbox"/> |
|   | <a href="#">Cdt #110</a> – Civilian Instructor – Cadet Corps/Squadron Employment Agreement                              |  |
|   | <a href="#">Cdt #139</a> – Civilian Volunteer Agreement (if applicable and not previously submitted)                    |  |
|   | <a href="#">CF 742</a> – Personal Emergency Notification  |  |
|   | <a href="#">Cdt #191</a> – Pay and Allowances – Travel Claim – Direct Deposit Request                                   |  |
|   | <a href="#">TD1 E</a> – Personal Tax Credits Return   |  |
| <b>TO BE COMPLETED BY ELEMENTAL OFFICE</b>  |   |  |
| Forward Cdt #191 and TD1 E – Personal Tax Credits Return to Fin Office  |   |  |
| Forward completed file to Personnel Administration Office once Cdt #110 is returned signed  |   |  |
| <b>TO BE COMPLETED BY PERSONNEL ADMINISTRATION OFFICE</b>   |   |  |
| Reds Clk  | Verification of all documentation   |  |
|   | Date of RPDT  |  |
|   | Enter data into database  |  |