



Summer Training 2025

Staff Cadet Application Process

Changes for Summer 2025:

(URLs and QR Codes for links in text are provided on reverse)

In response to member and staff cadet feedback, lessons learned, and the ongoing evolution of the Cadet Program, several key changes are being implemented that affect staffing for summer 2025. Some of the key changes include:

1. Course dates have been adjusted to better accommodate staff leave and rest cycle between serials.
2. Summer operations at Greenwood CTC will resume.
3. Select priority and speciality staff cadets for CTC will now be considered and allocated to positions by a National Staffing Board (NSB), more information on the NSB is available on reverse.
4. Deadlines for applications and selection processes have been adjusted to allow for earlier selection and notification.

Staff Cadet Application Process:

Step 1. Review the list of available staff cadet positions on Cadet365 and determine which positions at which location you want to apply for. Prioritize those positions and take note of any supporting documents that may be required for the selection process.

Step 2. Compile your application supporting documents, as required, to submit to your RCSU with your application. Details and links to required forms and documents on reverse.

Step 3. Discuss your application with your corps/squadron staff, including:

- The positions you are interested in
- Supporting documents required, if applicable
- Reviewing your personal, training, participation, qualification, and medical information in FORTRESS¹.
- Requesting your corps/squadron staff to create and submit your application in FORTRESS.

¹Note: If your information in FORTRESS is not accurate, ask your staff to get it corrected before the application deadline. (Your corps/squadron can still submit your application at this time, as rankings and selection will only take place after the deadline and will be based on information available at that time).

Step 4. Submit your supporting documents to your RCSU by mail or through C365. RCSU contact information provided on reverse.

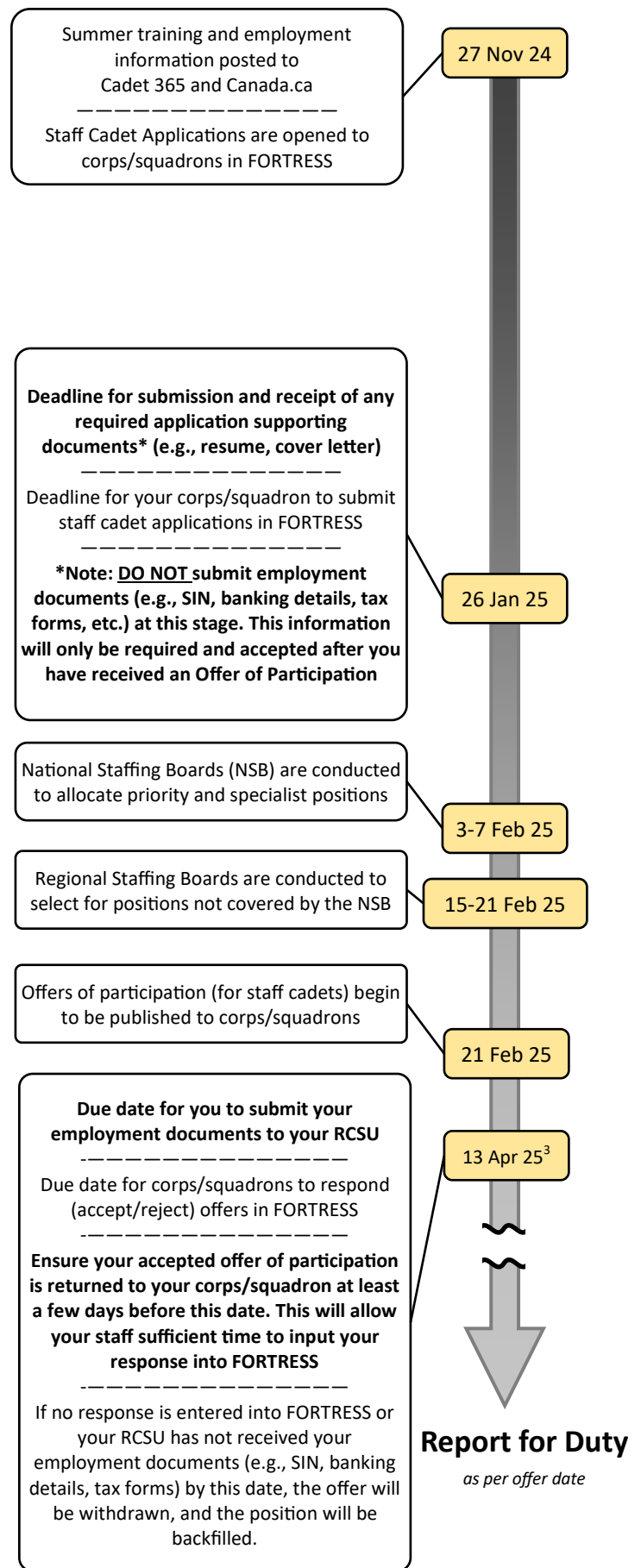
Step 5. If you are selected, an Offer of Participation will be published in FORTRESS to your corps/squadron on or shortly after the date stated in the timeline.

Your corps/squadron will provide you with a copy of the Offer of Participation. Review it with your parent(s)/guardian(s)², noting the position and location you have been selected for and verify that your personal information is correct. Indicate if you are accepting the offer, complete any other information required, sign the form and have your parent(s)/guardian(s)² sign the form where required.

Return the completed form to your corps/squadron staff for them to enter your acceptance or rejection of the offer into FORTRESS. At this time you will also have to submit the required employment documents (e.g., Proof of SIN, banking information), as requested, by the deadline.

²Note: Parent/guardian signature is not required if you have reached the age of majority in your home province or territory.

Application and Selection Timeline



³Note: If you are a late selection, generally you will have a minimum of ten (10) days from the date the offer of participation was published to your corps/squadron to accept the offer before it is rescinded.



Staff Cadet Application Process (Reverse)

Minimum requirements to be a staff cadet:

- Be a currently active cadet on strength at a corps/squadron.
- Be 16 years old before the 1st day of employment and not turn 19 before the last day of employment.
- Have completed Phase 4/Gold Star/Level 4 by end of the training year.
- Be legally permitted to work in Canada.
- Have a valid social insurance number and a personal bank account in your name.
- Provide the following employment documents to your RCSU staffing office **AFTER** receiving your Offer of Participation:
 - ◇ Proof of Social Insurance Number (Card or Letter)
 - ◇ Personal Tax Credit Return – TD1
 - ◇ Direct Deposit Form – Attach a void cheque, stamped bank slip, or account information print out from online banking.
 - ◇ Service Number Check form

Questions and Answers (Q&A):

Q: How do I apply for a summer staff cadet position?

A: Applications for Staff Cadets must be submitted through FORTRESS by your Corps/Squadron staff. Speak to your corps/squadron staff as soon as possible to let them know what positions (up to five (5) per CTC location) that you are interested in so they have time to create your application. You must also submit any required application supporting documents (e.g., Resume, cover letter, portfolio) by the application deadline. Please review the notes in the list of Staff Cadet Positions to see if supporting documents are required with your application.

Q: What happens if I submit my application after the deadline?

A: Late or incomplete applications will be accepted but will be considered at a lower priority or added to a pool of applications used to backfill vacant positions as they become available. Due to timings, late applications will not be considered by the NSB for initial selection, however, if a late applicant has specific qualifications they may still be considered for a speciality positions should any become available.

Q: What is the NSB?

A: The National Staffing Board (NSB) is a new centralized process designed to ensure that qualified and experienced applicants, both adult and staff cadet, are appropriately considered for priority and specialty staff positions at CTC across Canada. By evaluating applications at a national level, the NSB aims to ensure that your skills, qualifications, and experience are matched to one of your preferred positions/locations where you can make the greatest impact. This process also aims to ensure these positions in regions which may lack available local applicants are filled, helping to ensure success of the summer program nationally.

Q: What are "priority and specialty positions"?

A: These are positions for which specific skills, certifications/qualifications, or experiences have been identified as being critical to the safe and effective operation of a CTC or specific courses. These are also positions which have a history of being short of available or experienced applicants. The NSB aims to share staff experience and qualifications across all CTC, increasing position fill rates and providing experienced staff to mentor and support more junior or inexperienced staff in these roles.

Q: If I decline the position I am offered will I be considered for another staff cadet position?

A: Generally, once you receive an offer of participation and reject it, you will not be considered for another position. Should you have a genuine mitigating circumstance that would prevent you from doing the job in the position offered, contact your RCSU staffing office to discuss before declining your offer.

CTC Information (Canada.ca)

<https://www.canada.ca/en/department-national-defence/services/cadets-junior-canadian-rangers/cadets/summer-training.html>



Staff Cadet Information (C365)

<https://cjcr365.sharepoint.com/SitePages/Staff-Cadet-Application-Information.aspx>



RCSU Staffing Contacts:

Atlantic: W12RCSUCSTCStaffing@forces.gc.ca

Eastern: MDN.CJRURSESTDotation-CJRRCSEASTERNStaffing.DND@cadets.gc.ca

Central: cjrscsucentralj1employment@forces.gc.ca

Northwest: northwestsummerstaff@forces.gc.ca

Pacific: RCSUPAC.J1@cadets.gc.ca Attn: SEO