

GETTING STARTED WITH  
THE APPLICATION AND SELECTION PROCESS

The application and selection process for the Canadian Forces makes sure that the right person is selected for the right job. The application process is at the link:

<http://www.forces.ca/en/page/applynow-100>

and is summarized here: 1) application 2) appointment with a recruiter 3) aptitude test 4) medical exam 5) interview 6) reliability screening 7) enrolment

In addition, the applicant must pass a FORCE Common Military Task Fitness Evaluation that is explained at: <http://www.cfmws.com/FORCEprogram>

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Before you start the application, there are some details you should know:

### **WHO CAN APPLY**

To apply to the Forces, you must:

1. Be a Canadian Citizen.
2. Be 17 years of age, with parental consent, or older, except:
  - Regular Officer Training Plan – Junior applications must be 16 or older.
  - Reserve Force - Applicants may be 16 years of age if they are also enrolled as a full-time high school student.
3. Have completed at least Grade 10 or Secondaire IV (in Quebec).
  - Certain entry programs and occupations require higher levels of education.

### **JOINING THE RESERVES**

If you are interested in joining the Reserves, your first step is to contact the **Essex and Kent Scottish** via the link CONTACT RECRUITING OFFICE at the tab RECRUITING/JOIN US to find out which positions are available and then apply online. Your local recruiting centre will process your application and ensure that you complete the required steps of the application process. Reserve applicants are required to pass a physical fitness test before being selected. All other steps of the application process are the same as for the Regular Force.

Once you have been evaluated and the application process is complete, your local Reserve unit decides to issue a job offer. Not everyone who applies for a job in the Reserves will get one. It all depends on job availability.

### **EDUCATION**

To apply to the Forces you must have passed Grade 10 or Secondaire IV (in Quebec). However, a number of the jobs available require high school diplomas, college certificates, or university degrees.

The Forces will consider applicants who have passed a General Education Development (GED) test. However, applicants from Quebec who have a GED must also have the necessary credits from Secondaire IV.

Adults who have not completed high school can submit an Attestation of Secondary School Equivalency, but it is not considered equivalent to a high school diploma.

If you have been home-schooled, you will need to provide proof from your home province's educational authority that your marks have been assessed and meet their standards.

If you attended and graduated high-school, college or university in another country, you may need to have your education evaluated by the Alliance of Credential Evaluation Services of Canada to determine if it is equivalent to the education provided in Canada. The Forces will not pay for the cost of the evaluation.

If you have completed college or university, or have skilled work experience, you may qualify to have your military and occupational training reduced. In these cases, the Forces will complete a Prior Learning Assessment.

### **TERMS OF SERVICE**

When you join the Regular Force, you are expected to sign up for a few years. The length of time depends on the need for your skills and the length of time you spend in training. The minimum is usually about 3 years; however, if you are applying through a paid education program, you will be required to serve longer. When you join the Reserve Force there is no sign up commitment.

### **MEDICAL STANDARD**

During the application process, you will be assessed by medical professionals. A complete medical exam is necessary to determine if there are any medical restrictions that may limit career choices. Vision standards vary depending on the job. There are no minimum standards for dental health. More information on the Medical Exam is provided online in Step 4.

### **AGE STANDARD**

On enrolment into the Regular Force, you must be of an age where there is enough time to complete any necessary training and your first term of service before the compulsory retirement age of 60.

Reservists must be able to complete 2 years of service for each year of training before reaching the compulsory retirement age of 60.

### **GENERAL APPEARANCE**

At the beginning of basic training, all new recruits are provided with the official dress-standards for military members. Here is an overview:

- Non-offensive visible tattoos, except tattoos on the face, are allowed.
- Aboriginal members may request to wear long hair or braids while on-duty, but only if there are no safety concerns.

- Women members are required to keep their hair short or long enough to keep tied back while on duty so it does not obstruct vision or become a danger.
- Women are allowed to wear earrings while on duty, but they must be small stud-style earrings. However, other visible body piercings are not allowed to be worn while in uniform.
- Women may wear make-up while in uniform, but it must be applied conservatively.

### **\*\*REASONS FOR DELAY\*\***

Once your online application has been forwarded to your local recruiting centre, they should be able to tell you why your application is delayed. The most common reasons are:

- **Missing documents:** all applicants must submit copies of their birth certificate, a piece of photo id, and school transcripts. If copies of these documents are not sent, your application cannot be processed.
- **Reliability screening:** the reliability screening and security check will take longer if you lived in another country or if you have a criminal record.\*
- **Credit history:** financial problems can slow the enrolment process or, if there are related legal obligations that prevent you from deploying, may even disqualify you from the Forces. If you have any debts, you will be asked about your plans to repay them.
- **Medical history:** you may be asked to have your doctor fill out some additional forms. The completed forms need to be returned to the Forces medical staff as soon as possible.

\*Note: All Canadian nationals living abroad who apply to the Regular Officer Training Plan should submit their application and associated paperwork in advance to allow for possible delays in communication and processing. The recommended submission date for candidates applying from outside of Canada is November 30.