



Spring 2019 COOP Timeline

Application Submission

Step 1:

Applicant must submit an online application on the FORCES.CA website.

Step 2:

Applicant must make contact with a local recruiter at 32cbgrecruiting@forces.gc.ca and 416-200-ARMY (2769)

Step 3:

An appointment will be made with the applicant to collect documents and for testing. Applicants under 18 years of age will require parental consent upon submission of their application.

Students should be in possession of:

- Completed Application Package;
- Official High School Transcript (report cards are not accepted);
- Photo ID; and
- Proof of Canadian Citizenship
(Canadian Birth Certificate or Citizenship Card)

Assigned Recruiters

School Board	Recruiter	Phone 1	Phone 2	Email
DSBN	2Lt Pannozzo	905-685-6777 ext. 3532	289-407-3178	Derek.Pannozzo@forces.gc.ca
NCDSB				
BHNCDSB	Sgt McLaughlin	519-752-1642 ext. 7228	226-387-4178	Travis.McLaughlin@forces.gc.ca
GEDSB				
Halton Catholic DSB	Sgt McBride	905-569-8814 ext. 7610	437-333-3370	Gregory.McBride@forces.gc.ca
Halton DSB				
Peel DSB				
Dufferin-Peel Catholic DSB				
Toronto DSB	Sgt Castillo	416-633-6200 ext. 4336	437-333-3224	Jesus.castillo@forces.gc.ca
Toronto Catholic DSB	Sgt Ferguson	416-635-4490 ext. 6009	437-333-3448	Camille.Ferguson@forces.gc.ca
Simcoe County DSB	Sgt Karistinos	705-423-3238	705-220-3059	Andrea.karistinos@forces.gc.ca
Simcoe Catholic DSB				
York Region DSB				
York Catholic DSB				

Placement Locations

Location	Armoury Name	Address
Georgetown, ON	Col. J.R. Barber Armoury	91 Todd Rd, Georgetown, L7G 4R8
Toronto, ON	Fort York Armoury	660 Fleet St, Toronto, M5V 1A9
Aurora, ON	LGen. John Graves Simcoe Armoury	215 Industrial Parkway South, Aurora, L4G 3T9
CFB Borden	Canadian Forces Base Borden	61 Ramillies Rd, Borden, ON L0M 1C0
Brantford, ON	Sgt. William Merrifield VC Armoury	18 Brant Ave, Brantford, ON, N3T 3G5
St. Catharines, ON	Lake Street Armoury	81 Lake Street, St. Catharines, ON, L2R 5X3

Information Sessions:

Below is a list of dates and locations for our COOP Information Sessions. It is strongly recommended that interested students attend one of these sessions to have a better understanding of the application process as well as the training they will be undertaking. Parents and teachers are welcome to attend as well. Pre-registration for a session is not required. We ask that students select the most convenient location.

Date	Time	Location	Armoury Name	Address
02-Oct-18	6pm-8pm	Brantford, ON	Sgt. William Merrifield VC Armoury	18 Brant Ave, Brantford, N3T 3G5
11-Oct-18	7pm-9pm	Toronto, ON	Moss Park Armoury	130 Queen St E, Toronto, M5A 1R9
16-Oct-18		North York, ON	LCol. George Taylor Denison III Armoury	1 Yukon Lane, Toronto, M3K 0A1
18-Oct-18		Aurora, ON	LGen. John Graves Simcoe Armoury	215 Industrial Parkway South, Aurora, L4G 3T9
23-Oct-18		Toronto, ON	Fort York Armoury	660 Fleet St, Toronto, M5V 1A9
24-Oct-18		Georgetown, ON	Col. J.R. Barber Armoury	91 Todd Rd, Georgetown, L7G 4R8
		St. Catharines, ON	Lake Street Armoury	81 Lake Street, St. Catharines, ON, L2R 5X3
25-Oct-18		CFB Borden, ON	Canadian Forces Base Borden	61 Ramillies Rd, Borden, ON L0M 1C0
30-Oct-18		Mississauga, ON	LCol. Samuel G. Beckett Armoury	7535 Ninth Line, Mississauga, L5N 7C3

Dates

Testing Dates – Each Applicant will be provided testing dates at their local Recruiting Detachment after they have submitted their application.

Application Submission Due Date – Due on or before 30 November 2018. Late applications will be reviewed on a case by case basis.

Deadline – Application received after 15 January 2019 will require justification and risk not getting through the process in time for the start of the placement.

Enrolment – Students will be enrolled in the Canadian Armed Forces once their application is complete.

Initial Kit Issue: 15, 16 February 2019

Courses Start – 19 February 2019

Teacher Placement Visits – Teacher Visits to the Armoury will be held once a week during the lunch hour while students are training at the local placement. Each placement will determine what day of the week visits will occur once the program starts. No appointment is necessary. Other visits may be scheduled with the course Commander after the course start date.

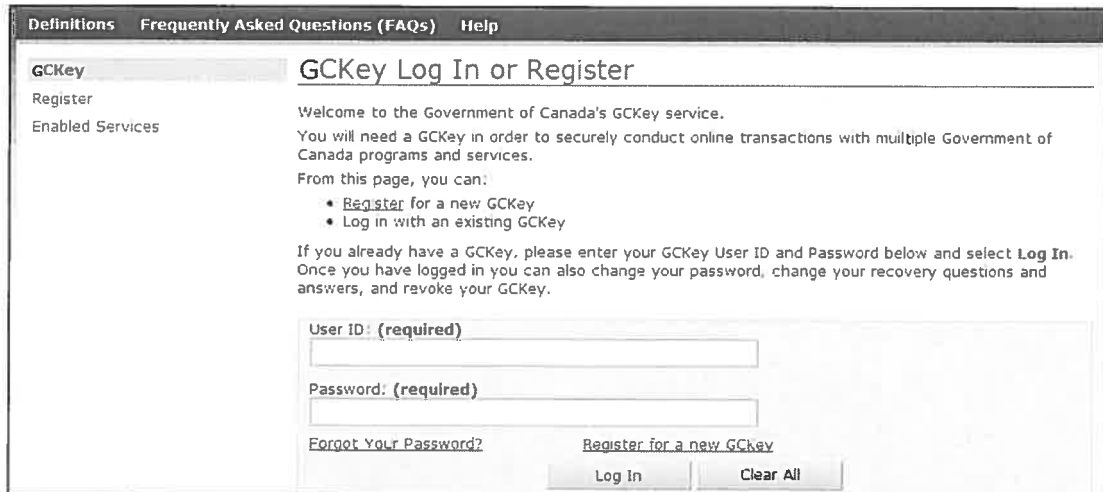
Anticipated Course End Date – 27 Jun 2019

Completing the Online Application for the Army Reserve

1. Getting Started

The first step in the application process is to complete the online profile. This profile is an online version of an application form. To complete the online application form, you must create a GCKey (i.e., User ID and password) account with the Government of Canada OR you can sign in using your online banking profile. Please note we will not access your bank account this is only to prove your identity.

If you have created your GCKey Login, please click [here](#) to begin the Canadian Forces online application form.



The screenshot shows a web browser window with a navigation bar at the top containing 'Definitions', 'Frequently Asked Questions (FAQs)', and 'Help'. The main content area is titled 'GCKey Log In or Register'. On the left, there is a sidebar with 'GCKey' and 'Enabled Services'. The main text area contains a welcome message, instructions on how to use the service, and a list of actions: 'Register for a new GCKey' and 'Log in with an existing GCKey'. Below this, there are input fields for 'User ID: (required)' and 'Password: (required)'. At the bottom, there are links for 'Forgot Your Password?' and 'Register for a new GCKey', and two buttons: 'Log In' and 'Clear All'.

Be sure to read all of the **Getting Started** information. This information will help inform you what is required to complete the online application and the enrolment process. Once read, click **Next Page** at the bottom of this webpage.

It is recommended you have a resume or generic application form completed as a reference for you to complete this application as you will be asked:

- **Educational Experience** (need the name(s) and location(s) of any high school, post-secondary education they attended, program of study and dates attended);
- **Work Experience** (For both voluntary and paid work experience, students will need to provide the name of the group or employer, last job title, and dates of work); and,
- **Military Experience** (Former members or cadets are required to provide their service number if they have had previous military/cadet service).

Helpful Hints:

- You may log out and return to the online application as many times as you need to complete this application
- You need to fill out all information marked as mandatory (with an asterisk)
- You cannot copy and paste your resume into this application. The information the military needs is pre-defined and requires you to fill out all the fields in this application.
- It is recommended that applicants avoid using the "back button" on their web browser as this may cause them to get kicked out of the registration site. If this happens to you, please login again and continue.

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2. Basic Eligibility

When prompted for you to select your highest level of education, choose the highest level of education that you have completed. IE: if you are in grade 11 select grade 10.

Basic Eligibility

Information: Basic Eligibility

This information is used to confirm that you are eligible for enrolment. You have to provide the information for all fields that are mandatory (indicated by an asterisk *).

Basic Eligibility

Are you a Canadian Citizen?*

Yes No

Do you possess the minimum education requirements required to apply to the Canadian Armed Forces (CAF)? *

Yes No

► Minimum Number of Courses/Credits Required to Submit Application to the CAF

Select your highest level of education. *

Select One

- Grade 10/Secondary IV - 24 credits (Quebec)
- Grade 11/Secondary IV - 25+ credits (Quebec)
- High School Diploma (or equivalent)
- Post Secondary (non-university) Certificate (1 year)/CEGEP 1
- Post Secondary (non-university) Diploma (2 years)/CEGEP 2
- University Degree GPA B- or less
- University Degree GPA B
- University Degree GPA B+ or more
- Masters or Doctorate

Select either "Grade 10 or Grade 11" for the highest level of education

Once you have selected your highest level of education, enter your Date of Birth as (yyyy/mm/dd) and click **Save** to move to the next screen.

If you are under the age of 18, you will be prompted with the following message:

Your date of birth indicates that you are less than 18 years of age. Parental or legal guardian consent is required to be considered for enrolment. Press "Continue" to complete this application.

Basic Eligibility

Are you a Canadian Citizen?*

Yes No

Do you possess the minimum education requirements required to apply to the Canadian Armed Forces (CAF)? *

Yes No

► Minimum Number of Courses/Credits Required to Submit Application to the CAF

Select your highest level of education. *

Select One

Date of Birth* (yyyy/mm/dd)

3. Personal Information

Completing the Online Application for the Army Reserve

Complete all required fields that have an asterisk (*). Once completed select **Next Page**.

Name and Birth	
Surname*	All Given Names in Full*
Doe	Nicholas Jacob
First Name in Full*	Preferred name* (ex: nickname)
Nicholas	Nic
Birth City*	
Barne	
Birth Country*	
Canada	
Birth Province*	
Ontano	
<input type="button" value="Reset Page"/>	<input type="button" value="Next Page"/>

Surname is your last name
Given names are your first and middle name (do NOT put your last name in this box)
Make sure your Birth City is the same as what is indicated on your birth certificate

Be sure you provided an e-mail address that you check often.

Telephone and E mail	
Home Telephone*	Work Telephone
7059871234	
Cell Telephone	Call at work?
7057654321	<input type="radio"/> Yes <input checked="" type="radio"/> No
E-mail Address*	
ndoe@hotmail.ca	
E-mail Address (Confirm)*	
ndoe@hotmail.ca	
<input type="button" value="Reset Page"/>	<input type="button" value="Next Page"/>

Continue to fill out your **mailing address**, **official language**, and **citizenship**. If you make a mistake you can reset the page by clicking **Reset Page**.

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4. Employment Interest

Enter the following answers for the questions below:

- *What is your Canadian Armed Forces Component of Interest?* **ANSWER:** Reserve Force
- *Which sub-component of the Reserve?* **ANSWER:** Primary Reserve
- **Select 32 Canadian Brigade Group as your unit of interest.**

Employment Interest

Information: Employment Interest

We want to know whether you are interested in serving full-time (Regular) or part-time (Reserves) and in the Army, Navy, or Air Force. We also want to know the occupations you are interested in. Before you fill out this section, you may want to browse the [Career Matcher section](#) of the CAF recruiting web site, if you have not already done so. You have to provide the information for all fields that are mandatory (indicated by an asterisk *).

Canadian Armed Forces Component of Interest

What is your Canadian Armed Forces Component of Interest*

Regular Force (full-time)

Reserve Force (part-time)

Which sub-component of the Reserve*

Primary Reserve

Cadet Organizations Administration Training Service

Supplementary Reserve

If known, please provide name of Reserve Unit.

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Select:

- Reserve Force
- Primary Reserve
- 32 Canadian Brigade Group as your home unit

Select Canadian Army as your environment.

Occupational Environment of Interest

What is your preferred Occupational Environment of Interest?*

Royal Canadian Navy

Canadian Army

Royal Canadian Air Force

Communications

Health Services

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Completing the Online Application for the Army Reserve

All prospects applying for the 32 Canadian Brigade Group are can apply as Officer or Non-Commissioned.

Officers have a university degree OR working towards one. If you are in your final year or have already graduated university you will select DEO as your entry plan. If you are accepted or in your first-third year your entry plan will be RESO

Non-Commissioned Members have a High School or College level of education. All applicants without former military service will select UNSKILLED as their entry plan. Former Members can select SKILLED or SEMI-SKILLED. If you are applying to the High School Cooperative Education Program select RES COOP if available or UNSKILLED.

Example for a Non-Commissioned Member:

Entry Plan or Employment Interest
Choose one™

Officer Non-Commissioned Member

Entry Plan™

Unskilled

Military Occupations (choose at least one)™

Artilleryman

Select One

Select One

Miscellaneous

Have you ever applied or do you currently have an outstanding application for enrollment into any component of the Canadian Armed Forces™

Yes No

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For Coop applicants you can select RESERVE COOP (RES COOP) ***if it is not available select UNSKILLED as your entry plan Occupation is dependent on location and availability but choose your desired occupations

5. Military Experience

If you have had previous experience with the Canadian Armed Forces and/or Cadets, please choose the answers below that apply in your application.

Military Experience

Do you have previous Canadian Armed Forces services and/or Cadet Experience? Please choose all that apply.

Regular Force

Reserve

Cadets

Staff Cadets

Civilian Instructor

If you have selected any of the above, please provide your Service Number (if provided, system will only accept valid service number):

Foreign Experience

Have you ever served with a foreign military service?

Yes No

You will be required to provide proof of qualifications and release from foreign military service. If you do not currently have these documents, you should take the necessary steps to obtain them.

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6. Education

When entering information for education, be sure to enter information for what you have completed. For example, if you are a Grade 12 student in your fourth year of high school or secondary school, you have completed three (3) years of high school.

Once you have entered your school information, click **Add** to save.

The screenshot shows the 'Your Education Program Descriptions' form. At the top, there is a 'No Data' message. Below it is the 'Add Education Program' section. The form is divided into two columns by an 'OR' separator. The left column contains: 'School Name' (dropdown menu), 'Degree/Diploma Received' (dropdown menu with 'No Professional Qualifications' selected), 'Country' (dropdown menu with 'Canada' selected), 'Status' (radio buttons for 'Full Time' and 'Part Time', with 'Full Time' selected), and 'Graduated' (radio buttons for 'Yes' and 'No', with 'No' selected). The right column contains: 'Other School Name' (text input with 'Innisdale Secondary Sc' entered), 'Subject Major/Specialization' (dropdown menu with 'Nil' selected), 'Province/State' (dropdown menu with 'Ontario' selected), 'Date Completed/Last Attended' (text input with '2013 09' entered), and 'Number of years completed' (text input with '3' entered). A cloud-shaped callout bubble with an arrow pointing to the 'Other School Name' field contains the text: 'Enter your school and city (e.g., Innisdale Secondary School, Barrie)'. At the bottom right, there is an 'Add' button. At the bottom left, there is a 'Reset Page' button. At the bottom right, there is a 'Next Page' button.

Once you click **Add** your information will appear. You can add, edit or delete this information. Select **Next Page** if you are complete.

The screenshot shows the 'Your Education Program Descriptions' form after the entry has been added. At the top, there is a table with one row: 'Innisdale Secondary School, Barrie'. To the right of this row are 'Edit' and 'Delete' buttons. Below the table is the 'Add Education Program' section. The form is divided into two columns by an 'OR' separator. The left column contains: 'School Name' (dropdown menu), 'Degree/Diploma Received' (dropdown menu), 'Country' (dropdown menu), 'Status' (radio buttons for 'Full Time' and 'Part Time'), and 'Graduated' (radio buttons for 'Yes' and 'No'). The right column contains: 'Other School Name' (text input), 'Subject Major/Specialization' (dropdown menu), 'Province/State' (dropdown menu with 'Not Applicable' selected), and 'Date Completed/Last Attended' (text input). At the bottom right, there is an 'Add' button. At the bottom left, there is a 'Reset Page' button. At the bottom right, there is a 'Next Page' button.

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7. Work Experience

During the past 5 years, select in years your total amount of work experience, include full and part-time, seasonal, temporary, and volunteer work and then click **Next Page**.

Enter all of your work experience (including volunteering, summer job(s), and/or current employment). After each entry click **Add**. Once all information is complete, select **Next Page**.

Add Work Experience

Employer** Barrie Police	Job Title** Volunteer/Co-op
Date From** 2013/02 (yyyy/mm)	Date To** 2013/06 (yyyy/mm)
Status** <input checked="" type="radio"/> Part Time <input type="radio"/> Full Time	

8. Activities & Interests

Enter the **number of hours** and provide a **brief summary** of time spent on activities, interests or extra curriculars over the past 2 years (*i.e.*, outside school or work) such as community involvement, clubs, cadets, committees, chores, etc). Select **Next Page** when complete.

9. Physical Fitness & Sports

Physical fitness is a very important aspect of everyone's life but it is especially important for a service member. Enter all physical fitness and sports activities that par take in on a weekly/monthly basis. You must provide information for all fields that are mandatory (indicated by an asterisk *).

Select **Next Page** when complete.

10. Supervisory and Leadership Experience

Providing supervision and leadership is an important facet of many military occupations, especially for officer applicants. The Canadian Forces would like to know about your experience as supervisor and leader. If you have played a role as a supervisor or in leadership please indicate how many years and provide a brief summary (*e.g.*, Student Council President for the 2012-13 school year).

Select **Next Page** when complete.

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11. Preferred CF Recruiting Centre

All applicants interested in the 32 Canadian Brigade Group **must select Barrie, Toronto or Hamilton** for their Preferred Canadian Forces Recruiting Centre. Please select the recruiting center that is closest to you.

Preferred CF Recruiting Centre

Information: Preferred CF Recruiting Centre

Before you submit your application, you need to choose the recruiting centre that you prefer to send your application to. If you would be better served from a different recruiting centre, you will be notified by phone, mail, or e-mail, of the change. Your Postal Code in "Personal Information" predetermines the recruiting center choices. Please ensure that your complete address is entered in "Personal Information" prior to selecting a Preferred Centre. If you would be better served from a different recruiting center, you request a change by contact us via www.forces.ca. You have to provide the information for all fields that are mandatory (indicated by an asterisk *).

Canadian Forces Recruiting Centre (CFRC)
Preferred Centre (in alphabetical order):
Barrie

IE if you are closest to Barrie select Barrie in this box.

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Select **Next Page** when complete.

12. Members of Employment Equity Groups

The Canadian Armed Forces (CAF) adheres to the principles of Employment Equity (EE) to ensure that as an organization, it reflects the true nature of Canadian society. The CAF is committed to the selection of applicants based on merit by ensuring the full participation of three groups designated in the *Employment Equity Act* (EEA): women, Aboriginal Peoples, and members of visible minority groups. The collected information helps the CAF fulfill its obligations under the EEA and the *Canadian Human Rights Act* (CHRA). Your response to the self-declaration questions is *voluntary* and will be used for statistical purposes, and may be used in considering your application for joining the CAF.

Select **Next Page** when complete.

13. Submitting Your Application

If any errors are found, reviewing your data is mandatory before submitting it. The "Submit Data" selection can be made at any time during the application.

Data Validation

Validation Errors

No errors were found.

If no errors were found, **preview** the information once more to ensure it is correct. If you are satisfied with the information provided and it is accurate. Follow the remaining steps on the **Submit Data** screen.

Completing the Online Application for the Army Reserve

Before submitting data, be sure you have read all **Disclaimers** and your parent(s)/guardian(s) have been informed and support your application to the Army Reserve Coop Program.

The Submit Data selection can be made at any time during the application.

PREVIEW

Use the PREVIEW button to see the information you have filled in.

I AGREE

By pressing the "I Agree" button, you are submitting your application personal information and consenting to its collection, use and disclosure in accordance with the [Privacy Notice Statement](#). You are also declaring that the information you are submitting is your own personal information and is true to the best of your knowledge.

GO BACK

Go back to correct any errors or fill in missing information.

SAVE AND LOGOUT

You can logout now and your information will be saved but will not be submitted. You can return later to edit, cancel, or submit your information.

CANCEL

You may cancel your application at any time before you submit your application. Cancelling your application will delete all the data you have entered. You can return to this site at a later date to apply or you can apply through alternate methods listed in the [Privacy Notice Statement](#).