



31 CBG ARMY CO-OP CHECKLIST FOR REFERENCE

- ☐ **Submit Notice of Intent** to HamiltonRec@forces.gc.ca
- ☐ **Apply** online at WWW.FORCES.CA
- ☐ **Submit required Documents** listed in initial email from 31 CBG Recruiting
- ☐ **Book Initial Testing** (24 May, 16 Aug, 27 Sept, 25 Oct)
- ☐ **Initial Testing Day completed** (Includes FORCE Test and Interview)
- ☐ **Book Medical**-All Medicals are reviewed by the Recruiting Medical Officer (RMO) in Ottawa
Hamilton Garrison Recruiters do not have access to nor can they speak to Medical concerns.
- ☐ **Medical Completed**
- ☐ **Background Check Completed**- We will reach out to your current Employer and at least one former Employer. We will also verify your address and Education history.
This is submitted to Ottawa for approval.
- ☐ **Responded to Offer of Enrolment**

This check list to be used between Student and Co-Op Teacher to ensure all represented parties are aware of progress through the Application Process.

Documents that will be submitted and are listed in the Initial E-mail from Recruiting are :

1. Photo ID (Drivers License or Ontario Photo Card)
2. Birth Certificate or Permanent Resident Card
3. Official High School Transcript with Grade 10 Complete

Any questions or concerns should be sent to HamiltonRec@forces.gc.ca

Please check your Junk/ Spam E-mail folders as Forces E-mails sometimes are directed there