

## Application Step-by-Step Assistance Form

Visit: <https://www.canada.ca/en/department-national-defence/services/caf-jobs/apply-now.html>

Sign into the online application using your own Online Banking or Create a GCKey

1. You will be asked to confirm Age, Citizenship and Education (must have 15 HS Credits)

2. Fill in all personal information as application requires

*Note: Mailing address should be the same as your Home address*

3. Employment Interest

- Select- Reserve Force- Part Time
- Select- Primary Reserve
- Select- Her Majesty's Canadian Ship PREVOST
- Select- Next Page

4. Preferred Environment of Occupational Interest

- Select- Royal Canadian Navy
- Select- Next Page

5. Entry Plan or Employment Interest

- Select- Non-commissioned member
- Select- Entry Plan- CO-OP
- Select- Trade 1- BOSN (00105)
- Select- Next Page

6. Military Experience or Foreign Military Service (including Cadets)

- Select- What applies to you
- Select- Next Page

7. Education

- Type in Name of High School
- Select- Country- Canada
- Select- Province- Ontario
- Select- Status- Full time
- Select- Degree/ Diploma received- High School- Years completed
- Date Last attended- Today's year/month
- Graduated- As applies to your situation
- Click ADD- Wait for page to reload
- Select Next Page

8. Other Training- NO

9. Work Experience

- Fill in as required
- If you have multiple employers, click ADD in order to enter more
- If no employment history then select Next Page

10. Activities and Interests

- Fill in as required
- Select Next Page when complete
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11. Physical fitness and sports

- Fill in as required
- Select Next Page when complete

12. Supervisory and Leadership Experience

- Fill in as required
- Select Next Page when complete

13. Preferred CF Recruiting Center

- CFCR Toronto(Detachment London)
- Select Next page

14. Members of Employment Equity Groups

- Read Information box and fill in as required
- Select Next page

15. Click "I Agree"

- Log Out- You have now completed your online application

You have now completed your online application

Bring in completed Consent forms to your Guidance Counselor or CO-OP Teacher

In a few days you will receive an email from HMCS Prevost with further direction