



Application for Job Placement Program

For office use only

Protected when completed.

Region	District	VAC file No.
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Which official language do you wish to use?

- a) In oral communications: English French
- b) In correspondence: English French

Information about applicant

Mr. Mrs. Ms. Miss

Family name	Given name and initial(s)
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Residential (civic) address

Street address

Apartment No.

City Province

Postal Code

Mailing address (if different from above)

Street address

Apartment No.

City Province

Postal Code

Telephone No. (residential) () _____	Telephone No. (business) () _____	Other (please specify) () _____
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Service No.	Rank	Years of service	Date of birth (yyyy-mm-dd)
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Unit	Base	Military Occupational Structure Identification (MOS-ID)
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Family name	Given name and initial(s)	VAC file No.
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Eligibility criteria (please check one)

- Member of the Regular Force who completed Basic Training and who is in the Release Process. (See attached Guide for Application to the JPP for still serving members). **(If at rank of Pte or equivalent, provide proof of completion of Basic Training.)**
- Veteran of the Regular Force who completed Basic Training and was honourably released, i.e. not released under items 1 or 2 of QR&O 15.01. **(Attach copy of release instruction.)**
- Member or Veteran of the Reserve Force who has completed at least 21 months of full-time service during 24 consecutive months. In addition, in the case of a Veteran, release must have been honourable, i.e. not released under items 1 or 2 of QR&O 15.01. **(Attach documentation which demonstrates this service.)**
- Member or Veteran of the Reserve Force who has served in a SDA/SDO or emergency. In addition, in the case of a Veteran, release must have been honourable, i.e. not released under items 1 or 2 of QR&O 15.01.
- Surviving spouse or common-law partner of a Regular Force member or Veteran who, at the time of death, was eligible to receive job placement assistance services. **(Provide proof of Veteran's service and death certificate.)**
- Surviving spouse or common-law partner of a Reservist who, at the time of death, had committed in writing to at least 21 months of full-time service during 24 consecutive months, who has served in a SDA/SDO or emergency, or who was otherwise eligible for the program. **(Provide proof of Veteran's service and death certificate.)**
- Veteran or survivor in receipt of Canadian Forces Income Support (CFIS). **(No documentation required; VAC has access to CFIS program information.)**

Time limit for application:

Unless it is determined that the reason for the delay in applying was reasonable, individuals must apply within two years of:

- * release from Regular Forces
- * in the case of Reserve Force Members or Veterans, completion of 21 months of full-time service during 24 consecutive months of reserve service, or of the reserve SDO/SDA
- * in the case of a survivor, the death of the member or Veteran who was otherwise eligible.

Time limits for application do not apply to CFIS recipients, as participation in such a Job Placement Program is required in order to obtain CFIS benefits.

PLEASE NOTE THAT ALL FIELDS ARE REQUIRED AND MUST BE COMPLETED IN ORDER TO PROCESS THE JOB PLACEMENT APPLICATION. FAILURE TO DO SO MAY RESULT IN A DELAY.

I wish to make application for the VAC Job Placement Program.

Name (print)	Signature	Date
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Family name	Given name and initial(s)	VAC file No.
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Declaration

The information you provide on this form is collected under the authority of the *Canadian Forces Members and Veterans Re-establishment and Compensation Act* for the purpose of administering the Job Placement Program. Provision of the information is voluntary. Failure to complete any part of this application or submitting an incomplete application may result in delays.

The information provided on this application is confidential and is for internal VAC use only. All personal information collected and used for the purpose of administering this program is protected from unauthorized disclosure by the *Privacy Act*. You have a right of access to your own personal information. You also have the right to review your information and ask for corrections or add notations.

For clients living in foreign countries, please be advised that the *Privacy Act* does not apply to foreign authorities or service providers. Your personal information may not be afforded the same protection as it would in Canada.

For further information on the above, you can contact the Access to Information and Privacy Coordinator's Office, Veterans Affairs Canada, PO Box 7700, Charlottetown, PE, C1A 8M9 and by quoting Personal Information Bank number VAC PPU 530.

The Department of Veterans Affairs may be required to access service information from the Canadian Forces. The information that will be shared is limited to your service records and release information that are required to confirm eligibility for the Program. Completion of this form authorizes the exchange of this information.

Anyone who knowingly makes a false or misleading statement in an application is guilty of an offense.

I understand that the VAC Job Placement Program is a one time service program (per eligible service period) intended for those CF Members, Veterans and Survivors who meet eligibility criteria and require assistance services in making the transition to the civilian labour force and are in the preparatory stage of this process.

I declare that the information provided here is, to the best of my knowledge, true and complete and knowing that it is of the same force and effect as if made under oath.

I agree, if eligible for the VAC Job Placement Program, to notify VAC's contractor directly if I am no longer actively participating in this program.

Applicant's signature

Date

Documentation provided: (for VAC use only)

Verification that service requirements are met:	Yes <input type="radio"/>	No <input type="radio"/>	
Verification that time limit for application is met:	Yes <input type="radio"/>	No <input type="radio"/>	Not applicable <input type="radio"/>
Identify documentation provided	_____		

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Job Placement Application	Approved <input type="radio"/>	Declined <input type="radio"/>
Staff signature	Position	Date

If you have any questions about the Job Placement Program or the completion of this application form, please call the VAC toll free number:

1-866-522-2122 (Toll free)

If you reside OUTSIDE OF CANADA please call Foreign Countries Operations:

United States:

1-888-996-2242 (Toll free)

United Kingdom, Germany,
France or Belgium:

00-800-996-22421 (Toll free)

Any other country:

1-613-996-2242 (Collect)

Mail the completed application along with your supporting documentation to:

Centralized Processing Centre
Veterans Affairs Canada
Daniel J. MacDonald Building
P.O. Box 7700
Charlottetown, PE C1A 8M9

JOB PLACEMENT PROGRAM (JPP)

Guide for Application to the JPP for Still Serving Members

1. This guide is intended to clarify the documentation required, the timing and the process for application to the Job Placement Program for still serving members in order to allow for a more timely access to the program.
2. This document will also further clarify VAC's position/changes in regard to: Medical Release and Reservists with the intent of allowing better access based on the needs of each individual.
3. The program includes three components: Workshops, Individuals Career Counselling and Job Finding Assistance.
4. As such, this document will address those three components within the context of when to apply (the When), how to go about applying (the How) and what type of documentation will be needed in order to support the application (Documentation).

NOTE:

The document will further be broken down into: Regular Forces and Reserve Forces.

Regular Forces

5. To become eligible for the program a member of the Regular Forces has to have submitted his/her release or has been notified that he/she is being released from the Canadian Forces (CF). The only exception to this rule, is for the first component of the program the Workshops, where a release notification or submission is not required. This will be explained below.
6. The release administration within the CF is a complex one. For that reason the release categories will be addressed as follows: Voluntary, Notification Cessation of Service, Recommendation for Release, Release by Years of Service Officers (Offrs), Compulsory Retirement Age (CRA) and Medical Release.

7. Workshop

7.1. When:

- 7.1.1. Any time during the member's career, however it would be most beneficial toward the last five years;
- 7.1.2. Members can access the workshop more than once; and
- 7.1.3. Members do not need to have submitted a release or be in receipt of a release notification in order to register for the workshop.

7.2. How:

- 7.2.1. By registering on line at <http://www.jpprawrightfromhome.ca/EventsCalendar>. This site can be accessed through a computer at home, an Internet workstation at work or through the Defence Wide Area Network (DWAN); or
- 7.2.2. By calling the national contractor, Right Management's toll-free line 1-888-221-2202 (English) or 1-888-315-9908 (French).

7.3. Documentation:

- 7.3.1. None. However members should have approval from their Chain of Command if the workshops are during working hours and the member needs time off to attend.

8. Individual Career Counselling

8.1. When:

8.1.1. For *Voluntary Release* 4: (a) and 4(c)

8.1.1.1. Once the Base/Wing Commander/Commanding Officer has:

- 8.1.1.1.1. Recommended the release (for Offrs); or
- 8.1.1.1.2. Approved the release (for Non Commissioned Members (NCMs)).

8.1.2. For *Notification of Cessation of Service*: 4(a), 4(b) and 5(c)

8.1.2.1. Once the Base/Wing Commander/Commanding Officer has:

- 8.1.2.1.1. Recommended the release (for Offrs); or
- 8.1.2.1.2. Approved the release (for NCMs).

8.1.3. For *Recommendation for Release*: 5(d) and 5(f)

8.1.3.1. Upon the Base/Wing Commander's concurrence of the Recommendation for Compulsory Release (for Mcpl/MS and below); or

8.1.3.2. Upon the Commanding Officer's acknowledgement of receipt of the member's input of the notice of intent to recommend release (Sgt/PO2 and above).

8.1.4. For *Release by Years of Service* (Offrs): 5(a)

8.1.4.1. Once the Base/Wing Commander/Commanding Officer has recommended the release.

8.1.5. For *Compulsory Retirement Age* (CRA): 5(a)

8.1.5.1. Upon receipt of the Directorate of Military Careers Administration Resource Management (DMCARM) message (normally a year ahead of time).

8.1.6. For *Medical Release*: 3(a) and 3(b)

8.1.6.1. The intent for those with special needs is to have the one-on-one counselling delivered as part of the Vocational Rehabilitation Program (VRP) under the Service Income Security Insurance Plan (SISIP) or VAC;

8.1.6.2. However, if no VRP is needed, an individual may have access to the JPP One on One Counselling vice the VRP under SISIP or VAC; and

8.1.6.3. Also, a member can access the JPP on completion of the VRP (from SISIP or VAC) if the member qualifies for the Canadian Forces Income Support (CFIS) and is seeking employment.

NOTE 1

If the member is **entitled to an immediate annuity**, he/she can apply:

- In the case of a *voluntary release*, upon the signature of the "URS' Input section" of the Application by the Unit Admin Offr.
- In the case of a *notification of cessation of service*, on completion of the "Member's Input section" of the Notification.
- In the case for a *recommendation for release*, on completion of the "CO's Notice to the member" of the Notice of Intent to Recommend Release.
- In the case for a *release by years of service*, on completion of the "Base/Wing Commander/Commanding Officer/ Input" of the application.
- In the case of a *CRA*, upon receipt of the DMCARM message (normally a year ahead of time).
- In the case of a *medical release*, on receipt of the release notification message from DMCARM.

NOTE 2

Release Items 1(a), 1(b), 1(c), 1(d), 2(a) and 2(b) under the Recommendation for Release (para. 8.1.3) were omitted, as they are not eligible for the program.

8.2. How:

- 8.2.1. By requesting an application from the VAC National Contact Centre Network at 1-866-522-2122 (English) or 1-866-522-2022 (French); or
- 8.2.2. By requesting an application form from the VAC Transition Office located on base; or
- 8.2.3. By requesting an application form from the local VAC District Office.

8.3. Documentation:

8.3.1. For *Voluntary Release*: 4(a) and 4(c)

- 8.3.1.1. A copy of Chapter 15, Annex F, Appendix 1 of the A-PM-245-001/FP-001 with the appropriate signature - see requirement explained in section 8.1.1. of this document.

Note: The document may differ slightly from base to base.

8.3.2. For *notification Cessation of Service*: 4(a), 4(b) and 5(c).

A copy of Chapter 15, Annex F, Appendix 10 with the appropriate signature - see requirement explained in section 8.1.2. of this document.

Note: the document may differ slightly from base to base.

8.3.3. For *Recommendation for release*: 5(d) and 5(f)

- 8.3.3.1. A copy of Chapter 15, Annex F, Appendix 3 or 5 with the appropriate signature - see requirement explained in section 8.1.3. of this document.

Note: the document may differ slightly from base to base.

- 8.3.4. For *Release by Years of Service* (Offrs): 5(a)
 - 8.3.4.1. A copy of Chapter 15, Annex F, Appendix 11 with the appropriate signature, see requirement explained in section 8.1.4. of this document.

Note: the document may differ slightly from base to base.
- 8.3.5. For *Compulsory retirement* at CRA: 5(a)
 - 8.3.5.1. A copy of the DMCARM message. See requirement explained in section 8.1.5. of this document.
- 8.3.6. For *Medical Release* if applicable
 - 8.3.6.1. A copy of the release message from DMCARM. See requirement explained in section 8.1.6. of this document.

9. Job Finding Assistance

- 9.1. When:
 - 9.1.1. On completion of the one-on-one counselling.
- 9.2. How:
 - 9.2.1. No specific application form required as it will be a natural follow through from the Individual Career Counselling.
- 9.3. Documentation:
 - 9.3.1. No documentation required as there is no application as such for this component.

Reserve Force

- 10. The application of the JPP to the Reserve Force is quite different than the Regular Force.
- 11. One major point is a **reservist does not need to release** in order to access the JPP. He or she only need to meet the following criteria:
 - 11.1. Completed at least 21 months of full-time service during a 24 consecutive month period;
or
 - 11.2. Has completed special duty service or service for which the member was called out in respect of an emergency (some conditions may apply).
- 12. In both cases above, the member has to apply within 2 years after the date of completion of that service.

13. Workshop

- 13.1. When:
 - 13.1.1. On completion of the 21 months of full-time service during a 24 consecutive month period; or
 - 13.1.2. On return from a special duty service/emergency service.

13.2. How:

- 13.2.1. By registering online at <http://jpprightfromhome.ca/eventscalendar>. This site can be accessed through a computer at home, an Internet workstation at work or through the DWAN; or
- 13.2.2. By calling the national contractor, Right Management's toll-free line 1-888-221-2202 (English) or 1-888-315-9908 (French).

13.3. Documentation:

- 13.3.1. None. However members should have approval from their Chain of Command if the workshops are during working hours and you need time off to attend.

14. Individual Career Counselling

14.1. When:

- 14.1.1. On completion of the workshops (if taken); or
- 14.1.2. On completion of the 21 months of full-time service; or
- 14.1.3. On return from a special duty service/emergency service.

14.2. How:

- 14.2.1. By requesting an application from the VAC National Contact Centre Network at 1-866-522-2122 (English) or 1-866-522-2022 (French); or
- 14.2.2. By requesting an application form from the VAC Transition Office located on base; or
- 14.2.3. By requesting an application form from the local VAC District Office.

14.3. Documentation:

- 14.3.1. In the case of the 21 months full-time service, a copy of your "Over 30 days Statement of Understanding (SOU) (CFP 245 Chapter 19 Annex D) and Route Letter(s) (CF899); or
- 14.3.2. In the case of the special duty service/emergency service, a copy of your Class C Res Svc Authority message.

15. Job Finding Assistance

15.1. When:

- 15.1.1. On completion of the One on One Counselling and will be identified by Right Management.

15.2. How:

- 15.2.1. No specific application form required, as it will be a natural follow through from the Individual Career Counselling.

15.3. Documentation:

- 15.3.1. No documentation required, as there is no application as such for this component.