



Application for Career Transition Services (formerly the Job Placement Program)

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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 the applicant

Mr. Mrs. Ms. Miss

Family name	Given name and initials
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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): _____ () -	
Service No.	Rank	Years of service	Date of birth (yyyy-mm-dd)
Unit	Base	Military Occupational Structure Identification (MOS ID)	

Family name	Given name and initials	VAC file No.
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Eligibility criteria (please check one)

- Member of the Regular Force who has completed Basic Training, and who requires assistance services in making the transition to the civilian labour force and is in the preparatory stages of this process.
- Veteran of the Regular Force who has completed Basic Training and was not released under items 1 or 2 of the Queen's Regulations and Orders 15.01.
- Member or Veteran of the Reserve Force who has completed at least 21 months of full-time service during 24 consecutive months and was not released under items 1 or 2 of the Queen's Regulations and Orders 15.01.
- Member or Veteran of the Reserve Force who has served in a SDA/SDO or emergency service and was not released under items 1 or 2 of the Queen's Regulations and Orders 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 Career Transition 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, or served in a SDA/SDO or emergency service, 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, or served in a SDA/SDO or emergency service;
- * 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 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 CAREER TRANSITION SERVICES APPLICATION. IF YOU ARE A NEW APPLICANT TO VAC, VALIDATION OF IDENTITY IS REQUIRED. PLEASE SEE ATTACHED VALIDATION OF IDENTITY BULLETIN. FAILURE TO VALIDATE IDENTITY MAY RESULT IN DELAY.

I wish to make application for VAC's Career Transition Services.

Name (print)	Signature	Date (yyyy-mm-dd)
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Family name	Given name and initials	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 Career Transition Services. Provision of the information is voluntary. Failure to complete any part of this application form 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 these services 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. Please quote 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 these services.

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

I understand that VAC's Career Transition Services are intended for those CF Members and Veterans who meet eligibility criteria, require assistance services in making the transition to the civilian labour force, and are in the preparatory stages of this process. CTS are also available to survivors of members or Veterans who would have otherwise been eligible.

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 VAC's Career Transition Services, to notify VAC's contractor directly if I am no longer actively participating in these services.

Applicant's signature

Date (yyyy-mm-dd)

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Family name	Given name and initials	VAC file No.
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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 the documentation provided: _____			

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Application	Approved <input type="radio"/>	Declined <input type="radio"/>
Staff member's signature	Position	Date (yyyy-mm-dd)

If you have any questions about Career Transition Services or the completion of this application form, please call VAC's 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:

001-613-996-2242 (Collect)

Mail the completed application along with your supporting documentation to:

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



VALIDATION OF IDENTITY BULLETIN

Effective September 1, 2010, Veterans Affairs Canada (VAC) will require proof of identity of all new applicants. This applies to any individual who is applying for the first time for any VAC program, benefit or service (i.e., member/Veteran, spouse/common-law partner, survivor/dependent child).

The identity of **new** applicants for any departmental program must be confirmed, with one piece of independent identification (current and valid).

Acceptable documents include

- Driver's licence (provincial)
- Provincial health care card (*excluding Alberta and Manitoba)
- Other provincial identification card
- Other federal identification card
- Certificate of Indian Status
- Vital statistics documents: birth certificate, marriage certificate
- Employee identification card (federal, provincial or municipal)
- Canadian passport

Original and Photocopied Documents

Proof of identity can be presented in both original and photocopied form.

- **Original documents** - Will be accepted by VAC when applying in person. A photocopy of the identification document(s) presented will be made by VAC staff.
- **Photocopied documents** - Must be attached to applications sent by mail. Photocopies do not need to be certified. Ensure the appropriate service number is written on the photocopied documents.

Note: Once proof of identity is received by VAC, there is no requirement to provide proof of identity for future applications.