



If you are planning to apply for a Staff Cadet position this summer (and were not employed last summer) you should start preparing now by getting the following documents ready:

- (1) your Social Insurance Number (SIN); and
- (2) your bank account information.

(1) A SIN is a 9-digit number that you need to work and be paid in Canada and access government programs and benefits. Your SIN is individually issued and cannot be used by other people.

There is no cost to apply for or receive your SIN. For the SIN application, you will need to upload your digital documents (such as your birth certificate, passport - as outlined on the site) securely and, if eligible, you will receive your SIN once your application has been processed. If you do not have access to the internet, you can visit your local Service Canada Centre for further assistance.

For more information and how to apply for a SIN please visit this site:

<https://www.canada.ca/en/employment-social-development/services/sin.html>

(2) Pay can only be processed as direct deposit to your bank account. **If you do not already have your own bank account**, visit any financial institution to open an account. You will need two original pieces of Government-Issued ID (photocopies will not be accepted, confirm with the financial institution for acceptable pieces of ID). For most institutions, if you are under the age of 18 you will also need a parent/guardian. It can be your own account or a joint account but you must be named on the account.

You can get a copy of your direct deposit form or a void cheque through on-line banking or in-person at the bank. The direct deposit form or void cheque must show: your financial institution name and number, you account transit number, and your bank account number. It should look something like this:

Customer Name
JANE DOE

Transit No. Inst. No. Account No.

0	2	3	4	5	0	0	4	1	2	3	4	5	6	7
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Branch Number

Submit both a copy of your SIN and your bank account Direct Deposit information to the RCSU J1 Secured Drop Box using your Cadet365 account to following link: <https://forms.office.com/r/ar06FXdew6>.

If you were employed last summer, you do not need to re-submit the above information unless your banking information has changed.

If you do not receive an email confirmation within a few days, or you have difficulties or questions regarding acquiring or submitting documents, you should contact the J1 Employment General Inquiries at CJRCSUCentralJ1Employment@forces.gc.ca



Please note: if RCSU Central Employment staff have not received and verified your SIN and bank account information you will not be offered employment.