



Australian Army Cadets

Application for Acceptance as a Cadet

1. The Australian Army Cadets (AAC) is a component of the Australian Defence Force Cadets (ADFC) organisation operating under the *Defence Act 1903*. The AAC is a personal development program for young people conducted by the Australian Army in cooperation with communities and schools. Cadets are not members of the Australian Defence Force, and acceptance into the AAC does not imply acceptance into the Australian Defence Force at some later time.

2. To be eligible to join the AAC as a Cadet the applicant must meet the age requirements specified by the Chief of the Australian Defence Force. This means the person must already be aged 13 years or older, or turn 13 years of age anytime in the year that they are joining the AAC, and must not have reached the age of 17 years. Subject to meeting all criteria, and if a vacancy exists in the Army Cadet Unit applied for, the applicant will be accepted into the AAC as a Cadet.

Instructions for Completion Of This Form

3. This form, and other forms and documents as listed in this application form, will be used to assess if the applicant meets the criteria to be accepted into the AAC, and to provide information necessary for the ongoing management, administration and care of the applicant. **Parents/guardians are responsible for notifying to the Army Cadet Unit as soon as possible any changes to the:**

- details provided in this form;
- name and contact details for Parents / Guardians;
- permanent or temporary Emergency Contacts (for example, while the applicant is attending an AAC activity and his/her parents are on a holiday overseas);
- applicant's health condition (including allergies and prescribed medication);
- parental responsibility arrangements; or
- Police and / or Court orders affecting the applicant.

4. The applicant's parent/s or guardian/s with legal 'Parental Responsibility' for the applicant must complete Sections 1 – 11 & 14, while the applicant must complete Sections 12 & 13.

5. Section 14 includes statements of acknowledgement and consent by parents or guardians with regard to typical activities and issues that may occur during a cadet's time in the AAC. A separate information sheet and an attendance consent form will be provided for activities away from the Army Cadet Unit's home training location and for all overnight activities. These activity-specific forms must be signed and returned before a cadet is allowed to attend the activity.

6. Proof of age of the applicant is required to be supplied with this form. A copy of the proof of age will be retained by the Army Cadet Unit, however original documents must be shown to the Army Cadet Unit at time of application. Acceptable forms of evidence of the applicant's date of birth are **ORIGINALS** (not copies) of:

- Passport, Birth Certificate or official Extract of a Birth Certificate.
- Current proof of age card, photo identity card or licence card issued by a school or a Commonwealth or State / Territory government department, agency or institution. The card must display the applicant's name, photo and date of birth.
- A licence, official form, or certificate from a Commonwealth or State / Territory government department, agency, or institution which shows the applicant's name and date of birth.

7. After all Sections have been completed, please submit all pages of this application to the **Army Cadet Unit Officer Commanding or Administration Officer**.

Information Privacy Statement

8. In order for you to be considered for acceptance as a Cadet, and throughout your time as a member, the AAC will collect information from you. This information will be used by the AAC only to assist in determining your suitability for enrolment as a Cadet; managing, administering and caring for you as a Cadet; administering the AAC organisation; and meeting the AAC's obligations under the law.

9. For the purposes of the *Privacy Act 1988* (Commonwealth), the AAC is a component of the Department of Defence. As such, the AAC is required to comply with the Defence Privacy Policy. This policy is designed to inform individuals about the way Defence collects, stores, uses and discloses personal information. This Privacy Policy also provides guidance about how you can access, or seek correction of, personal information held by Defence about you. You should read this Privacy Policy if you are considering becoming a Cadet. The full Defence Privacy Policy is available at the Defence Privacy Policy web page:

<http://www.defence.gov.au/ComplaintResolution/privacy.asp>

Army Cadet Unit To Join:

Section 1 – Personal Information

Given Name	Preferred Name
Middle Name	Family Name

Gender	Date of Birth
Male Female Indeterminate/Intersex/Unspecified	

Proof of Age document (see Note 6 on page 1)	Enclosed
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Section 2 – Reason For Joining

What is your **main** reason for joining the AAC? (please tick one)

Family in Defence	Friends in Cadets	Interest in military
My school has Cadet unit	Fun and excitement	Make new friends
Saw advertising	Interested in joining Defence	Want to learn new skills

Section 3 – Previous Membership of the ADF Cadets

Have you previously been a member of the AAC, the Australian Navy Cadets or the Australian Air Force Cadets?	Yes	No
If yes, what Cadet Unit, Training Ship or Squadron were you in?	What year/s were you a member?	
If you had a different name at this time, what was it?		

Section 4 – Background Information (optional)

Religion:		
Are you of Aboriginal or Torres Strait Islander descent?	Yes	No

Section 5 – Address

Home Address	Suburb / Town	State/Territory	Postcode
Mail Address (if different from home address)	Suburb / Town	State/Territory	Postcode

Section 6 – Contact Information

Mobile Phone Number	Home Phone Number
Email Address 1	Email Address 2

Section 7 – Parent / Guardian and Emergency Contact Details

The AAC needs to collect information about the parents / guardians and emergency contacts of the applicant to enable the AAC to properly manage, administer and care for the applicant. Details of the legal parents / guardians of the applicant are collected through the AAC form **C025 - Parent / Guardian Details - Cadet**. Please complete and submit a form C025 with this application.

Form C025 - <i>Parent / Guardian Details - Cadet</i>	Enclosed
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For the purpose of this form and membership of the AAC, an 'Emergency Contact' is a person who may be contacted by the AAC in the event that the AAC member is involved in an emergency situation, or for short-notice administrative purposes, when a Parent / Guardian cannot be contacted. The Emergency Contact may be a Parent / Guardian, but does not have to be a Parent / Guardian – they may be a grandparent, aunt or uncle, adult brother or sister, neighbour - and it may be either a permanent or temporary arrangement (for example, when the applicant is attending an AAC activity while his / her parents are away on holiday).

Details of the Emergency Contacts for the applicant are collected through the AAC form **P026 - Emergency Contact Details**. Please complete and submit a form P026 with this application.

Form P026 - <i>Emergency Contact Details</i>	Enclosed
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Section 8 – Citizenship / Residency Status Details

What is the applicant's citizenship / residency status? (please tick one box)

Australian Citizen	Permanent Resident of Australia	New Zealand Citizen	Temporary Resident
		From:	To:

Section 9 – Education (if attending secondary school)

School Name:	School Year:
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Section 10 – Medical And Health Conditions

The AAC needs to collect health information for the management, administration and care of the applicant. Further information about the AAC's collection and use of medical and health information is contained in AAC Standing Orders, Volume 2, Chapter '2MED' - *Entry Medical Procedures For Army Cadets Staff And Cadets*; and AAC Standing Orders, Volume 2, Chapter '2MHC' - *Management of Health Conditions*.

Details of the medical and health conditions of the applicant are collected through the AAC form **C028 - Health Declaration Form - Cadet**. Please complete and submit a form C028 with this application.

Form C028 - <i>Health Declaration Form - Cadet</i>	Enclosed
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If you answered YES to question 9 in the C028 - *Health Declaration Form - Cadet* form you will also need to complete and submit a form P029 - *Health Management Plan (HMP)* with this application.

Form P029 - <i>Health Management Plan</i>	Not Applicable	Enclosed
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Section 11 – Police And Court Orders

The AAC needs to collect information about any legal orders that effect the management of the applicant. If such Police or Court Orders apply, please provide details of any AVO, DVO or other Police / Court Order that affects the applicant by using the AAC form **P027 - Details of Police & Court Orders** and submitting it with this application.

Form P027 - <i>Details of Police and Court Orders</i>	Not Applicable	Enclosed
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Section 12 – Information for Cadet Applicant - The AAC Code Of Conduct

The AAC has adopted a Code of Conduct that applies to all members, including youth cadets and adult Officers / Instructors. A member of the AAC who breaches the Code of Conduct may receive one or more punishments, which are explained in AAC policy, and range from formal counselling, to warnings, to cancellation of their membership of the AAC.

If you want to join, and stay in, the AAC you must agree to comply with the Code of Conduct.

The Code of Conduct applies whenever you are 'on duty', which includes:

- attending an Army-approved AAC activity (including attending activities of the Australian Navy Cadets, Australian Air Force Cadets and Australian Defence Force);
- performing the duties of your AAC appointment;
- wearing your AAC uniform (including to and from school or cadet activities);
- representing the AAC in an official capacity;
- otherwise representing yourself in a public forum (including electronic forums such as 'facebook', 'Twitter', etc) to be a member of the AAC, whether or not you are authorised to do so;
- using facilities owned or leased by Defence or a cadet unit, or used by a cadet unit; and
- using computer equipment or services supplied by the Government or a cadet unit (eg, broadband internet connection, ICT hardware and CadetNet email address).

The full Code of Conduct is set out in AAC policy and is available on the AAC website

(www.armycadets.gov.au), but the following is a summary of the main requirements of the Code:

- act to ensure your safety and the safety of other people;
- treat all others with respect and courtesy, and not engage in harassment or bullying (including when using social media, phone, email and internet);
- behave honestly and with integrity;
- be careful and thoughtful;
- do what you are told by any person who is allowed to tell you what to do;
- comply with any policies, procedures, directives and instructions;
- comply with all Australian laws, and the laws of the State or Territory in which you are located;
- provide true and accurate information when asked to do so;
- use the AAC's computers, website, intranet and email account only for proper purposes that relate to your membership of the AAC;
- use any equipment provided to you only in a safe manner and only for its proper purpose, and care for it properly;
- only reveal confidential information about yourself or others to people who have a need to know it (such as your Army Cadet Unit adult staff);
- if you read or hear any information that has a Government security classification (like 'RESTRICTED' or 'FOR OFFICIAL USE ONLY'), don't reveal it to any person who is not a member of the AAC or Australian Defence Force;
- demonstrate appropriate behaviour that enhances the administration, discipline and reputation of the AAC, the Australian Army and the Australian Defence Force.

The content of the Code of Conduct may change from time to time. It is your responsibility to keep up-to-date with the content of the Code of Conduct by regularly checking the AAC Intranet or the AAC website.

Statement by Applicant

I have read the summary of the AAC Code of Conduct in Section 12 above and agree to comply with the AAC Code of Conduct (the full version is available at www.armycadets.gov.au)

Applicant's Signature	Date
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Section 13 – Information for Cadet Applicant - Sharing Information About You With Your Parent / Guardian or Emergency Contact

The purpose of the AAC is to assist young people to develop into good adults. The AAC believes that, in most situations, it is in your best interests as a Cadet that your parent / guardian (or Emergency Contact if appropriate) is informed about incidents that you are involved in during AAC activities. However, the AAC also recognises that you have rights to privacy under the law (particularly the *Privacy Act 1988* (Commonwealth)).

To assist you to develop, and to understand rights, responsibilities and consequences, if you are under 18 years of age the AAC will want to inform your parent / guardian / Emergency Contact if you are involved in a serious incident (called a 'Notifiable Incident' in AAC Standing Orders'). However, the AAC also recognises that, in most circumstances, you have the right to choose whether or not the AAC informs your parent / guardian / Emergency Contact. This is how the AAC will manage these situations:

- If you are not able to make a decision about whether your parent / guardian / Emergency Contact should be informed of the incident (for example, if you are unconscious), then the AAC will automatically inform your parent / guardian / Emergency Contact.
- If you are able to make a decision on this matter, then before the AAC informs your parent / guardian / Emergency Contact of your involvement in a Notifiable Incident it will ask you if there is any reason why your parent / guardian / Emergency Contact should not be told about the incident. Then if:
 - you agree to the AAC informing your parent / guardian / Emergency Contact, then the AAC will do so.
 - the AAC accepts your reason why your parent / guardian / Emergency Contact should not be informed, it will **not** inform them.
 - the AAC does **not** accept your reason, you have the choice to either:
 - (1) allow the AAC to inform your parent / guardian / Emergency Contact, or
 - (2) cancel your membership of the AAC, in which case the AAC will **not** inform your parent / guardian / Emergency Contact of the incident or of the reason for you choosing the leave the AAC.

Statement by Applicant

I understand and accept the conditions stated in Section 13 above, under which the AAC will inform my parent / guardian / Emergency Contact of my involvement in a Notifiable Incident.

Applicant's Signature	Date

Section 14 – Parent / Guardian Acknowledgement And Approval

To be completed by each Parent / Guardian with legal 'Parental Responsibility' for the applicant.

Agreeing to the following statements will be regarded as 'informed consent' to what may occur during normal AAC activities. If a parent / guardian wants more information about these statements, they should discuss with the Army Cadet Unit Officer Commanding and / or view the content of the AAC website at: www.armycadets.gov.au

For the purposes of this document, the 'Australian Defence Organisation' (Defence) is taken to include the:

- Ministers in the Defence portfolio (and their respective staff),
- Department of Defence,
- Australian Defence Force,
- Australian Government Security Vetting Agency, and
- Australian Defence Force Cadets [comprising the Australian Navy Cadets, Australian Army Cadets (AAC), and Australian Air Force Cadets].

A. Use of Firearms

I authorise the applicant to use and live-fire Defence weapons and / or civilian firearms during Army-approved AAC activities conducted in accordance with Defence and AAC policy and procedures.

Yes

No

Please note that acceptance by Parents / Guardians of all of the following conditions B. to J. is required if the child is to be accepted by Defence to become a Cadet in the AAC.

B. Media

I acknowledge that Defence:

- cannot control or prevent the use of the applicant's photographic image, video images or recording of their voice in electronic and print media which is not under the authority and/or control of Defence;
- may include the applicant's photographic image, video images or recording of their voice as a secondary, background, and/or ancillary character in electronic and/or print media produced and/or published by Defence; and
- will not include the applicant's photographic image, video images or recording of their voice as a main character in electronic and/or print media produced and/or published by Defence unless I have previously given my permission for this to occur.

C. Vehicles

I authorise and permit the applicant to travel in military or Defence-approved civilian vehicles, aircraft or watercraft should the need or opportunity arise during any period the applicant may be participating in an authorised AAC activity.

D. First Aid, Medical and Dental Treatment

I acknowledge that, if required, Defence will provide emergency first aid to the applicant within the scope of competency held by staff and / or will refer the applicant to professional medical / dental assistance. I understand and accept that I will be responsible for the cost of any medical / dental expenses should this be required during an AAC activity, notwithstanding that compensation **may** be available under the *Military Rehabilitation and Compensation Act 2004* if the injury or illness is accepted as due to the applicant's participation in the AAC program.

E. Food and Allergies

I acknowledge that cadets are provided with centralised prepared / cooked meals and ration packs which are likely to include ingredients not recommended for individuals with severe food allergies that may be life threatening; or those with special dietary requirements, such as Coeliac disease. I acknowledge that the Australian Defence Force (ADF) is unable to provide a severe food allergy free environment (such as from peanuts) in relation to the consumption of food during cadet activities. Such a risk may be life threatening for people who suffer from a severe food allergy. It may be in the member's best interest not to participate in the proposed activity, or to provide, at their own expense, sufficient food to cover the duration of the activity.

F. Clothing and Equipment

I agree to accept responsibility for AAC clothing and other Commonwealth stores and items issued to the applicant, and to ensure that such items are cared for and returned to the applicant's Army Cadet Unit at the conclusion of the applicant's membership of the AAC.

G. Information About My Child

I acknowledge that the AAC must comply with the requirements of the *Privacy Act 1988* (Commonwealth) and other laws that limit the extent to which the AAC can inform me of incidents in which the applicant is involved. I understand that the procedure outlined in Section 13 above will be applied to any Notifiable Incident involving the applicant.

H. Information Sharing

I acknowledge that the AAC will not share the information it holds about the applicant with other people, departments, agencies or organisations without my express permission, except in the following circumstances when the AAC may share the applicant's personal information without seeking my prior permission:

- (1) When the law requires the AAC to provide the applicant's information to another person, department, agency or organisation.
- (2) When a Defence policy requires the AAC to provide the applicant's information to another person, department, agency or organisation.
- (3) With authorised persons within the Australian Defence Organisation.
- (4) With authorised persons within Government House, Canberra for the purpose of administration relating to the Australian System of Honours and Awards.
- (5) With authorised persons within the Department of Veterans' Affairs for the purpose of administration relating to the *Military Rehabilitation and Compensation Act 2004* (Commonwealth).
- (6) With non-Defence (external) agencies with legitimate reasons for requiring information, including (but not limited to) law enforcement agencies, courts, coroners, and external complaint bodies (such as the Commonwealth Ombudsman and the Australian Human Rights Commission).
- (7) With first aid personnel, health professionals and health organisations (such as ambulance service or hospital) for the purpose of ensuring that the applicant receives appropriate health care as required during his / her participation in AAC activities, when I or the applicant cannot give our consent to such information being released.
- (8) With authorised persons within the Army Cadet Unit's parent school if the applicant is a member of a School-Based Unit of the AAC.
- (9) With relevant State / Territory government authorities, agencies, and departments and / or the head of the applicable school (if the applicant is a member of a School-Based Unit) for the purposes of:
 - (a) contributing to the protection from harm of a child, young person or vulnerable person;
 - (b) investigating, or assisting the investigation of, allegations of inappropriate behaviour with a child, young person or vulnerable person;
 - (c) screening of individuals for suitability to work with children / vulnerable people; and / or
 - (d) contributing to, maintaining and accessing State / Territory / school records relating to the applicant's history of involvement with children, young people or vulnerable people.

I. AAC Code of Conduct

I acknowledge that the applicant has agreed in Section 12 to abide by the AAC Code of Conduct, as summarised in Section 12 (noting that the full Code of Conduct is available from the AAC website).

J. Permission

I give my permission for the applicant to join the AAC as a Cadet in accordance with the *Defence Act 1903*.

1st Parent or Guardian with 'Parental Responsibility'

Name	Signature	Date
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2nd Parent or Guardian with 'Parental Responsibility' (if applicable)

Name	Signature	Date
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Summary of forms and documents to include with this application:

- Proof of Age document **Required** - see Note 6 on page 1 for details.
- Form C025 - *Parent / Guardian Details - Cadet* **Required** - see Section 7 for details.
- Form P026 - *Emergency Contact Details* **Required** - see Section 7 for details.
- Form C028 - *Health Declaration Form - Cadet* **Required** - see Section 10 for details.
- Form P029 - *Health Management Plan* May be required - see Section 10 for details.
- Form P027 - *Details of Police and Court Orders* May be required - see Section 11 for details.