

GEO DEPENDANT EMPLOYMENT REGISTRATION & APPLICATION FORM
Part 2 – Job Application Form – (consists of 6 pages)

A.1. APPLICANT INFORMATION	
Fore and Surname(s): (& Mr, Mrs, Miss)	
Post title	
Serial No:	
Vacancy with which Unit/School:	
Closing date:	
Where have you seen this job advertised:	
Telephone No:	
Mobile No:	
Email Address:	
Residential Address:	
Have you already submitted Part 1 of this form to the LEC HR?	Yes No

A.2. DECLARATION	
<p>I understand that employment with BF(G) is subject to my eligibility to work as a Dependant in the meaning of the NATO SOFA, a probationary period, satisfactory references, security clearance, and in some cases a medical examination. I declare that the information given on this application form is true and complete. I understand that if it is subsequently discovered that any statements are false or misleading I may be liable to have my application disqualified or subsequently be dismissed from employment. I declare that I have no objection to any information contained in this application form being given to a third party for the purpose of employment.</p> <p>I also understand that if I am a current employee applying for additional or alternative employment, my current Line Management may be consulted and requested to provide a Reference.</p> <p>I further understand that a Dependant may be employed in the same establishment as the head of family or other relative, but not in the same section, office or department, or under the supervisory control of the head of family or any other relative, unless no alternative source of suitable labour is available, whereby, an application for exemption to this ruling may be made by the Unit via OC LEC HR.</p> <p>To the best of my knowledge and belief all the information I have given on this form is true. I understand that any false statement may disqualify me from employment or render me liable to dismissal. I also understand that no provisional offer of employment made to me will be binding unless confirmed in writing.</p>	
Signature:	Date:
<p>Applications can be forwarded by post as follows:</p> <p>Sennelager: GEO LEC HR Building 139, Normandy Barracks, BFPO 16 Mönchengladbach: LEC HR Building 208, Ayrshire Barracks, BFPO 19</p> <p>Applications can be forwarded by Email to the following email addresses:</p> <p>Sennelager: GSO-GEO-LECHR-Sen-GpMailbox@mod.gov.uk Mönchengladbach: GSO-GEO-LECHR-MG-GpMailbox@mod.gov.uk</p> <p>WHEN SENDING AN APPLICATION FORM VIA EMAIL TO OUR GROUP ADDRESS, YOU WILL RECEIVE A CONFIRMATION OF RECEIPT</p> <p>BF(G) will hold the information provided in this application form in accordance with the Employment Practices Data Protection Code, Part 1, Recruitment and Selection of the Data Protection Act 1998. By providing the information contained in this form, you are consenting to its use for the purpose of processing your application, assessing your performance in the future (should your application be successful), and monitoring the efficiency of our recruitment and employment procedures. The information provided on this form will be used as part of our selection process. It will be retained for a period after the selection process has been completed.</p>	

A.3. EDUCATION, QUALIFICATIONS & SKILLS

General Education *(GCSE's, A-Levels, Degrees, RSAs, NVQs etc)*

Subject:	Grade:	Date:

Please furnish the following information - only if the employment applied for requires driving duties:

Do you hold a valid driving licence?	Yes	No
Are you entitled to drive a Service Vehicle?	Yes	No

Professional/Medical/Technical Qualifications *(including membership of Professional Bodies & employment training undertaken)*

Other Skills *(shorthand, typing, audio typing, first aid and IT Software programme knowledge, e.g. word, powerpoint, Access, Excel). Please include details and dates of when last used.*

A.4. ADDITIONAL INFORMATION IN SUPPORT OF YOUR APPLICATION

(Use this space and the information stated in the Job Description & Employee Specifications to state your suitability for the role you are applying for. Give details of relevant experience gained in employment, voluntary, or community work and any achievements. Please continue at A.7 Continuation Sheet if necessary.
You may also use this space to comment on your daily/hourly availability for work, in addition to any flexibility you may require.)

[Empty space for providing additional information in support of the application.]

A.5. EMPLOYMENT HISTORY			
(Most recent employment first – use the Continuation Sheet A.7 if necessary.)			
Job Title:			
Company/Employer's Name & Location:			
Employment Dates:	From:		To:
Main Duties & Responsibilities:			
Job Title:			
Company/Employer's Name & Location:			
Employment Dates:	From:		To:
Main Duties & Responsibilities:			
Job Title:			
Company/Employer's Name & Location:			
Employment Dates:	From:		To:
Main Duties & Responsibilities:			
Job Title:			
Company/Employer's Name & Location:			
Employment Dates:	From:		To:
Main Duties & Responsibilities:			

A.7. CONTINUATION SHEET

Use this page if you need further space in order to complete this application form.
Please enter the area that you are referring to such as A.5 Employment History etc

[Empty space for continuation sheet content]