

A Quick Guide to Registering for work with the Labour Support Unit (LSU) and Applying for Jobs

What to Do and When?

Is it possible to find out which **Employment Opportunities** are available and where? What does the **Job** entail? Do I need to be **Security Cleared**?

When and how can I **register for work and apply for jobs**? Where do I find **information on how to complete** the registration and application forms?

Why are there **two parts** to the Registration/Application document?

What happens after I submit my Registration Form (Part 1)?

How do I apply for a post I have seen advertised?

What happens after the interview has taken place?

What happens after the security clearance is granted?

What Happens Next?

You can find out about **Employment Opportunities, Current Vacancies, Security Checks** and general **Conditions of Service** in your area by visiting the LEC Website at www.bfgnet.de/employment.

You can complete and forward the registration form to LSU prior to arriving in station but you will need to call in on arrival in order to make sure they have all the necessary details. **Please** make sure you read the completion guide when filling in the Registration form. You will find both the form and guide at www.bfgnet.de/employment. From the Home Page Index (left hand side) select Applying for Work (Dependants).

As an Employer your LSU is legally required under the anti discrimination law to make sure each candidate is treated equally. This is taken very seriously and although we need your DoB and Head of family details for identification and postal reasons for example, it is essential that these will not be visible to line management at the filter or final interview stage. Part 1 is therefore an initial registration document only. Part 2 (job application form) does not contain such information and you will need to submit Part 2 each time you apply for a position (as indeed you would need to do when applying to different firms in the UK).

The LSU will acknowledge and instigate pre-employment checks in accordance with current Government legislation. This entails applying for references from the list of referees you have supplied. Some reply by email immediately, some only after 5 to 6 weeks. Some simply do not respond in which case the LSU may need to ask you for further referees. It may help if you advise your referees to respond as soon as possible!

Submit a job application form (Part 2) by the closing date. The LSU will consider your application and put you forward for short-listing, thereafter you will be informed of the outcome. If successful you will be informed by LSU of the date, place and time of interview.

If successful, you will now need to complete your Security Vetting documentation. Please be aware that the Security Clearance is an MOD requirement and is a prerequisite for employment. Clearance can take between 2 – 6 weeks (in some cases even longer). Your LSU will ensure that your forms are submitted as quickly as possible, however, security clearances are outside their control.

The LSU will inform you of your start date. You will be asked to provide your bank details and national insurance number etc. Once details have been checked and confirmed you will then be asked to sign your formal employment contract.