



LEC Support Services

A Guide to Completing Your Registration & Application Forms and Additional Useful Information.

1. General

The two part Registration and Application form plays an important part in the employment and selection process, whether it is in respect of verification of personal details as required under Government policy or in deciding whether or not you will be shortlisted for an interview. The following advice is therefore designed to help you to complete the registration/application forms as effectively as possible. This is the first impression you will be giving of yourself so please take time to complete the form fully, accurately, and in a professional manner.

You should be aware that answers to the questions asked in Part 1 (Registration) are for verification use only and that information provided at Part 2 (Job Application) is used only for employment purposes. However, some of these questions may be asked again of you separately for vetting purposes (see Para 10 of these notes).

- a. Part 1 of the form will only need to be completed once and is used to satisfy current Government policy on the checking of references. It is designed to speed up the recruitment process; therefore you are strongly advised to submit it to the LSU as soon as possible.
- b. Part 2 of the form is your individual job application for a particular post. Therefore, for each and every post you wish to apply for, a separate Part 2 application is required. This may be completed in writing or may be submitted as an e-mail attachment – preferably in MS Word format. Those applying by e-mail will be required to sign the declaration at Para 10 of the form prior to participation in an employment interview.

2. Read the registration/application form!

Read the form through before you complete it fully, providing relevant information about your experience, relating to the role which you are applying for and making sure your evidence meets the criteria. Please be aware CVs are **not** accepted. A copy of your Dependant ID Card and Passport (and possibly certain other documents – see Note 10) will be required on submission (or as soon as possible thereafter) of the Registration document.

3. Referees (Part R.5. of the Registration Form)

Government policy requires a minimum number of and type of referees, one of which must be from your most recent employer, and must cover your continual history over the last 3 years - or - over the last 5 years for all employment in a “vulnerable Group, including children” environment, such as in a School (any position), Nursery, as a youth worker, as a Bus Escort, in a Dental Centre, for Homestart, for example. As these checks must be completed prior to any job application being submitted for shortlisting, you are

strongly advised to submit Part 1 of the form (Registration) as soon as possible. Upon receipt the LSU will be contacting your referees. Therefore please ensure that you provide full contact details including email, address and phone number where available. Where known, please state your National Insurance No – as this information is often essential to previous employers when providing references. Please be aware that “relations and family members” are **not** acceptable as referees. “Friends” may, in exceptional cases, be acceptable, but you are advised to seek advice from the LSU firstly. If you are unsure as to whom you may or may not name as a Referee, please refer to the list of suitable referees. Current employees applying for alternative employment are to be aware that their current Line Manager may be approached and requested to provide a reference. **It is important to note that Referees are required at the time of registration**

4. Submission of your Registration and Application form

a. Part 1 (Registration). By submitting Part 1 of your application as soon as possible, you not only enable us to carry out some of the required pre-employment checks (see Para 3 above) but furthermore it enables us to include you on our e-mail distribution list (where you have consented to this) and inform you of our vacancies on a regular basis. If the LSU has not received references (satisfactory to them) within the processing timetable for a vacant position they will be unable to consider your application for a position.

b. Prior to your submission of Part 2 (Job Application) read the job description, as this will give you more details about what the job involves and what knowledge, skills, experience and abilities are required to fulfil the role. Ask yourself why you are interested in the job. Do you have similar or relevant experience? Why do you think you can do the job? Understanding what the role involves and the essential criteria required will help you in completing your application. Be aware that it is purely on the information you supply that shortlisting and any subsequent invite to interview will be based.

c. Part 2 (Job Application). Once you submit your application for a particular job (Part 2 of the form) and it has been received, the LSU will (*where possible*) confirm receipt by email. Remember, a separate Part 2 - application form - must be completed and submitted to the relevant LSU office for each and every vacancy for which you wish to be considered. CVs are not accepted. Current LSU employees applying for alternative employment are to be aware that their current Line Manager may be approached and requested to provide a reference. Indeed, the LSU may also require you to provide additional Referees in certain cases.

5. Education, Qualifications & Skills (Part 2, Para A.3.)

Please list educational and other relevant qualifications in this section. You must be prepared to provide evidence of them at the interview stage or (on request) during the pre-selection process.

6. Additional Information in Support of your application (Part 2, Para A.4.)

This is one of the most important sections of the application form. Focus your application towards the specific job you are applying for and do not simply repeat your career history. What evidence have you got, that you have the necessary skill, knowledge and experience? Consider any relevant experience you have outside work, for example community or voluntary work or leisure interests. Always remember to relate your own experience to the requirements of the role, demonstrate that you understand the role and provide evidence that you have the required knowledge, skills and experience to carry out the role successfully.

7. Employment history (Part 2, Para A.5.)

List your career history, do not go into too much detail but make sure that you explain the main features of your job. Explaining your present and/or previous jobs to someone else may uncover skills that you take for granted. Please provide full dates and check their accuracy. Please also provide details of time not already accounted for in the previous sections. This must cover **ALL** gaps in employment even if they are for a short period of time. Please include in detail any time spent seeking work, career breaks, self-employment and temporary assignments. If there is insufficient space to include this on the form, please attach a continuation sheet.

8. Shortlisting

Should you be selected for an interview, you will be notified via email, telephone or by post usually within 4 weeks of the closing date. Therefore, please ensure you regularly check your email "Inbox" following your application. If your application was not successful you will also be notified of this decision.

9. Interview

Interviews will normally be held within 4 weeks of the closing date. You will be required to bring with you evidence of your identity and your qualification certificates. Please ensure that you know where the interview is to be held and arrive in plenty of time. If there are any special arrangements needed for you to attend the interview please ensure that you contact us as soon as possible so that suitable arrangements can be made. If you decide to withdraw your application at any point or you will not be attending your interview please let us know in advance. Following your interview you will be contacted as soon as possible by the Recruiter who will inform you of the outcome.

10. Pre-employment checks - including Security Vetting

Under Government policy all candidates who are successful at interview will be required to undergo a series of checks, including security vetting. The checks will vary dependent on the level of security clearance the post holder will require. For some employments a Disclosure & Barring Service (DBS) check is also mandatory, therefore the level(s) required will always be stated in the job advert. The checks normally take approximately 2 to 6 weeks (*but can take longer!*). To carry out this process you will be required to produce certain "Originals" of documents which could include Passport, Dependant ID Card, Birth/Marriage/Adoption/Naturalisation Certificates, Deed Polls, Divorce papers, SOFA Status Stamp (normally affixed within non EU Passports), and even a Police Certificate of Good Conduct (required of those whom have lived

outside of a UK/BFPO area during the last 5 Years,). Please also note that your Passport Number as shown on your Dep ID Card must correspond/match the actual number of your valid passport! You are therefore strongly advised to make sure you have the listed documents (as applicable) at hand in order that this process is completed quickly. If the documents are not available for prompt processing after you have received a provisional job offer, then this will inevitably cause disruption and delays and may result in us not being able to obtain the required clearances, without which you can not be employed.

11. Important notes

BFG will retain the information provided in accordance with the Employment Practices Data Protection Code Part 1, Recruitment and Selection, of the Data Protection Act 1998. By providing the information, you are consenting to its use for the purpose of processing your registration and any future application(s) for employment.

- a. Your registration will automatically lapse after 6 months. Should you still be without employment after this period and wish to remain registered, you are obliged to re-register.
- b. Eligibility for employment as an LEC is in accordance with the NATO Status of the Forces Agreement, and its Supplementary Agreement.
- c. **Only** those who apply for a particular post as a result of advertising may be considered for employment.
- d. All applicants will be considered for an interview, and will undergo 'pre-selection procedures'.
- e. If successful through our recruitment process you will need to provide us with your local German bank details, to ensure your salary is credited to your account.
- f. Should you obtain employment with a different agency, you are requested to inform your Labour Support Unit (LSU). Once employment has been obtained, your Application/Registration form will be removed from the waiting register.
- g. If you are planning to be out of station for longer than 7 days, you are requested to inform your LSU to ensure that a 'non-reply' is not interpreted as a 'non-interest'.
- h. Applicants may be requested to participate in a work-related assessment as part of the shortlisting/recruiting process.

PLEASE CHECK THAT YOU HAVE COMPLETED ALL RELEVANT SECTIONS OF THIS REGISTRATION & APPLICATION FORM BEFORE HANDING IT IN.

- THANK YOU -