



Annex C to
Administrative
Instruction No 2
Dated 01 Sep 15

**BRITISH FORCES (GERMANY)
DEPENDANT EMPLOYMENT REGISTRATION & APPLICATION FORM
(Part 1 - Registration – consists of 4 pages)**

*Prior to completion - please be aware that Registration & Applications will only be accepted using this form - please do not send us a CV. When properly completed, these forms furnish us with the necessary information we require to ensure that all candidates are assessed in the same way. The information you provide at Part 1 the (Registration Form) will **only** be used for personal verification - in accordance with Government legislation. As pages 2 - 6 of Part 2 - the (Application Form) will be used for shortlisting, please pay particular attention to the section **Additional Information** as this is where your suitability for the post will be assessed. Look carefully at the **skills/experience** being asked for and state **specific examples** of your **skills/experience** that are relevant to this post. Don't forget to include those gained outside work in voluntary/community organisations or through domestic responsibilities. **Eligibility for employment is in accordance with the NATO SOFA and SA.***

PLEASE READ THE GUIDANCE NOTES – PRIOR TO COMPLETION OF THIS FORM

R.1 PERSONAL DETAILS	
Title (Mr, Mrs, Miss)	
Surname	
Maiden/Previous Surname(s) (with dates)	
Forename	
Residential (Married Quarter) Address	
Alternative Contact Address (optional)	
Date of Birth	
Place of Birth (Town)	
Telephone Number	
Mobile Number (optional)	
Email Address (optional)	
I request my LSU to forward all new vacancies to this email	Yes No
Nationality at Birth	
Current Nationality	
National Insurance Number	

R.2 HEAD OF FAMILY DETAILS	
Surname	
Forename	
Rank/Status	
Service Number	
Email Address (optional)	
Unit Address	
BFPO Number	
Work Mil Extension	

R.3 DISABILITY
Should you need any help in completing this registration form then please contact us. If you require any adjustments to be made at any future interviews then please let us know on a separate sheet of paper. We will be happy to offer you further assistance. LSU contact details can be found at http://bfqnet.de/employment/contacts/

OFFICIAL - SENSITIVE PERSONAL (When Completed)

R.4 TYPE OF EMPLOYMENT	
I am interested in working in a post where I may be working with “vulnerable groups including children”, such as in a school (even in a clerical capacity), in a Nursery, as a Youth Worker, as a Bus Escort, in Dental Centre, for Homestart...	Yes No
I would be interested in shift work	Yes No

R.5 REFEREES
Please provide the name, address and email for all referees. Please note that we can only accept professional work email addresses. We require a continual history over the past 3 years with no gaps but if you are looking for employment with ‘Vulnerable Groups including children’ we need a continual history for the past 5 years. We would also accept character references if you have not been in continuous employment over the last 5 years. Character referees need to hold a professional title (please see suitable character reference list below). Please be aware that without references we are unable to obtain the required vetting clearances which mean that we can not employ you. Aim to provide at least 3 referees.

Title (Mr, Mrs, Miss)		Name	
Role & Occupation			
Length of association	From: month/year		To: month/year
Address			
Telephone number			
Email address			

Title (Mr, Mrs, Miss)		Name	
Role & Occupation			
Length of association	From: month/year		To: month/year
Address			
Telephone number			
Email address			

Title (Mr, Mrs, Miss)		Name	
Role & Occupation			
Length of association	From: month/year		To: month/year
Address			
Telephone number			
Email address			

Title (Mr, Mrs, Miss)		Name	
Role & Occupation			
Length of association	From: month/year		To: month/year
Address			
Telephone number			
Email address			

This form cannot be processed unless R.5 is fully completed

I have added further information to the Continuation Sheet (p4) Yes No

This registration will be retained for a **period of six months**. Should you still be interested in employment with the LSU after this period, you will be asked to provide a further referee covering the **last six months**, and the registration will be extended for a further period of six months.

OFFICIAL - SENSITIVE PERSONAL (When Completed)

Please send your completed application form to:

Or Email it to:

Please note when sending a registration form via email to our group address you will receive a confirmation of receipt.

To the best of my knowledge and belief all the information I have given on this form is true. I understand and agree that the information which I have supplied on this form may be used for personal verification purposes only in accordance with Government legislation and I herewith authorise the Labour Support Unit (LSU) to request references from previous employers.

Signature:

Date:

SUITABLE REFEREE DETAILS

ACCOUNTANT	MINISTER OF A RECOGNISED RELIGION
AIRLINE PILOT	NURSE (Registered Nurse (RN))
BANK/BUILDING SOCIETY OFFICIAL	NURSE (Registered General Nurse (RGN))
BARRISTER	NURSE (possessing BA (Hons/BSC/Diploma in Nursing)
CHAIRMAN/DIRECTOR OF LIMITED COMPANY	OFFICERS OF THE ARMED SERVICES (Active or Retired)
COMMISSIONER OF OATHS	PARALEGAL (Certified Paralegals, Qualified Paralegal and Associate Members of the Institute of Paralegals)
COUNCILLOR: LOCAL OR COUNTY	PERSON WITH HONOURS (e.g. OBE, MBE etc)
CIVIL SERVANT	POLICE OFFICER
DENTIST	PRESIDENT/SECRETARY OF A RECOGNISED ORGANISATION
DIRECTOR/MANAGER OF A REGISTERED CHARITY	SALVATION ARMY OFFICER
DOCTOR (MUST KNOW APPLICANT PERSONALLY)	SOCIAL WORKER
FIRE SERVICE OFFICIAL	SOLICITOR
JUSTICE OF THE PEACE	STATE REGISTERED PARAMEDIC
LOCAL GOVERNMENT OFFICER	TEACHER/LECTURER
MANAGER/PERSONNEL OFFICER OF A LIMITED COMPANY (must provide company address)	TRADE UNION OFFICIAL
MEMBER OF PARLIAMENT (MP)	WARRANT OFFICERS AND CHIEF PETTY OFFICERS
MERCHANT NAVY OFFICER	

*It should be noted that this list is not exhaustive, if you wish to supply details of a referee who you believe to be a suitable alternative, please contact the LSU for advice.
NB. Please note that the LSU is unable to accept references from relatives, even if they fall into the categories above.*

You will be expected to produce the listed documents below during the recruitment process, so please have them ready for examination:

Passport } The Passport Number must match
Dependant ID Card } with the Passport number printed on Dep ID Card.

And as Applicable:

- Birth Certificate
- Marriage Certificate
- Adoption Certificate
- Naturalisation Certificate(s)
- Divorce Papers
- Deed Poll ref any change of name
- Status Stamp – (normally affixed within Non EU Passports)
- Police Certificate of Good Conduct (normally required from those who have lived outside of a UK/BFPO area during the last 5 Years)

