

**EUROPEAN JOINT SUPPORT UNIT
DEPENDANT EMPLOYMENT APPLICATION FORM – MOD SCHOOLS
(consists of 6 pages)**

POST APPLIED FOR:		Reference No.	/
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A.1. APPLICANT INFORMATION	
Forename & Surname(s): (& Mr, Mrs, Miss)	
Telephone No:	
Mobile No:	
Email Address:	
Residential Address:	
Nationality:	

A.2. HEAD OF HOUSEHOLD DETAILS:	
Fore and Surname:	
Rank:	
Status: i.e. Mil/UKBC/UKBT	
Unit & Location:	
Current End of Tour date:	

A.3. DECLARATION	
I understand that employment with EJSU is subject to my eligibility to work as a Dependant in the meaning of the NATO Status Of Forces Agreement, 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. 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. I further understand that a Dependant may be employed in the same unit/department as the head of family or other relative, but not in the same section, office or team, 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 the CPO.	
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.	
Signature:	Date:
Please email your completed application form to: Civilian Personnel Officer, EJSU SHAPE. GSO-EJSU-LECHRRRecruitment@mod.gov.uk	

Official Sensitive (when completed)

EJSU 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 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.

A.4. 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.

A.5. EDUCATION, QUALIFICATIONS & SKILLS

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

<i>Subject:</i>	<i>Grade:</i>	<i>Date:</i>

Please provide the following information if the employment applied for requires driving duties:

Do you hold a valid driving licence? Yes/No (delete as applicable)	Are you entitled to drive a Service Vehicle? Yes/No (delete as applicable)
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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.6. ADDITIONAL INFORMATION IN SUPPORT OF YOUR APPLICATION

(Use this space and the information stated in the job advert/Job Description 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 on a separate sheet if necessary)

A.7. EMPLOYMENT HISTORY

(Most recent employment first – continue on a separate sheet if necessary.)

Job Title:

Company/Employer's Name & Location:

Employment Dates (from and to):

Main Duties & Responsibilities:

Reason for leaving:

Job Title:

Company/Employer's Name & Location:

Employment Dates (from and to):

Main Duties & Responsibilities:

Reason for leaving:

Job Title:

Company/Employer's Name & Location:

Employment Dates (from and to):

Main Duties & Responsibilities:

Reason for leaving:

Job Title:

Company/Employer's Name & Location:

Employment Dates (from and to):

Main Duties & Responsibilities:

Reason for leaving:

A.8. TIME UNACCOUNTED FOR:

Please give 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 detail any time spent seeking work, career breaks, self-employment, travelling and temporary assignments. If necessary, please continue on a separate sheet.

Date (Month and Year) From To		Reason for gap in employment

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A.9. REFEREES: Please provide the name, address, and email for all referees

We ask for details of individuals who will be able to provide a Professional or Personal reference. Please provide two professional references of which one must be your most recent employer. In addition, one personal reference must be provided by a person to whom you are well known and who has given their permission for their name to be used as a referee. The personal referee should have known you for at least three years but should not be your employer, your teacher or tutor, your GP or related to you in any way. The Department reserves the right to take up references from any of the employers listed. References will be requested once shortlisting has concluded and provided that you have been shortlisted for interview.

Professional referee 1 - present or most recent employer (see note below)

Name and title:	Full Address
Position held:	
Telephone:	
Fax:	e-mail:

Professional referee 2

Name and title:	Full Address
Position held:	
Telephone:	
Fax:	e-mail:

Personal referee

Name and title:	Full Address
Position held :	
Phone :	
Fax >	e-mail:

If you are currently in employment do you give your permission for the employer to be approached as part of this recruitment process to provide a reference? Please tick one of the following boxes.

Yes

☐

No

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