**ANNEX B TO**

**SECT 11 TO JSP 534 (05/16)**

**RES Form/001**

**APPLICATION FOR RESERVIST EMPLOYMENT SUPPORT (RES)**

|  |  |  |
| --- | --- | --- |
| **MARITIME RESERVE** | **ARMY RESERVE** | **AIR RESERVE** |
| *Tick applicable boxes* |
| Are you Unemployed? | Yes  No  |
| Are you under a Redundancy Notice? | Yes  No  |
| Unique Application Reference [[1]](#footnote-1) |  |

This is an accountable document. Complete in **BLOCK CAPITALS** and in accordance with RES trial policy.

**ANNEX A TO**

**SECT 10 TO JSP 534 (10/15)**

**ANNEX A TO**

**SECT 10 TO JSP 534 (10/15)**

Submitting this form does not guarantee access to support.

**PART 1 – TO BE COMPLETED BY THE RESERVIST**

|  |
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| **Failure to complete this form accurately may result in non acceptance on the scheme** |
| a) Service Number: | b) Rank: | c) Surname: | d) Forename(s) |
| e) Branch or Regt/Corps: | f) Title: Mr/Mrs/Miss/Ms/\*Other ……………………\* Delete as appropriate. | g) Date of Birth: |
| h) Current Home Address: …………………………………………………………………..…………………………………………………………………..…………………………………………………………………..…………………………………………………………………..Post Code: ………………………………………………….. Home Telephone: ……………………………………………Mobile Telephone: ……………………………………………Civilian E-mail Address: ………………………………………. | i) Reserve Unit Title: …………………………………………………………………..Reserve Unit Address:…………………………………………………………………..…………………………………………………………………..…………………………………………………………………..Post Code: ………………………………………………….. Unit Point of Contact: ………………………………………… Telephone: …………………Fax: ……………………………Your Defence Gateway E-mail Address:………………………………………………………………….. |
| **j) Which statement best describes your current situation? Please tick one.** |
|  Unemployed seeking employment. Reservist unable to return to employment due to a Service attributable injury or illness. Economically inactive (please describe, e.g. personal choice; or circumstantial reasons preventing employment etc.)[[2]](#footnote-2)…………………………………………………………………………………………………………................................................. |
| **k) How long have you been unemployed (tick appropriate box below)?** |
| Never had a job  Less than 6 Months  6 – 12 Months  Over 12 Months  |
| **l) Future employment goals and support requested (please indicate whether this is self-employment):** |
| ……………………………………………………………………………………………………………………………………………..……………………………………………………………………………………………………………………………………………..…………………………………………………………………………………………………………………………………………….. |
| **m) Please tick the boxes below to indicate what support you would like.** |
| Job finding skills |  | CV writing |  | Completing job applications |  | Networking using social media |  |
| Interview techniques |  | Job evaluation & salary negotiation |  | Self-employment/ Business Start-Up |   | Other (please specify below)\* |  |
| **\*** |
| **n) What is your preferred type of interaction with the career consultant? *(tick as many as apply)*** |
| Face to face |  | Telephone |  | E-mail |  | Video-conferencing |  |
| o**) Do you consider yourself to have any accessibility needs ie Specific Learning Difficulty, Mobility etc?** |
| Yes  No If yes, what are these?………………………………………………………………………………………………………….................................................…………………………………………………………………………………………………………................................................. |
| **Nationality:** | **Is English your first Language? Yes  No**  |

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| **p)** **What is your highest educational academic or vocational qualification?** |
| Title of qualification (include subject) ……………………………………………………………………………………………Standard of qualification(s)\* possessed *(please tick all that apply including equivalent qualifications you hold)*Entry (Entry level certificate, Skills for Life, Entry level award, certificate and diploma, Functional Skills) 1 (GCSE grade D-G, Foundation Diploma, Level 1: Key Skills, NVQ, Skills for Life, BTEC, Functional Skills) 2 (GCSE grade A\*-C, Higher diploma, Level 2: Key Skills, NVQ, Skills for Life, BTEC, Functional Skills) 3 (AS and A level, Advanced diploma, International Baccalaureate, Level 3: Key Skills, NVQ, BTEC) 4 (Certificate of higher education, HNC, Level 4: Key Skills, NVQ, BTEC Professional qualification) 5 (Diploma of higher education, HND, Foundation degree, Level 5 BTEC Professional qualification) 6 (Bachelor’s degree, Graduate certificate, Graduate diploma, Level 6 BTEC Professional qualification) 7 (Master’s degree, Postgraduate certificate or diploma, NVQ Level 5, Level 7 BTEC Professional qual.)  8 (Doctorate, Level 8 Vocational qualifications)\* for an extensive list of qualifications, past or regional equivalents visit: [www.gov.uk/what-different-qualification-levels-mean](http://www.gov.uk/what-different-qualification-levels-mean) |

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| **PART 2 – DATA PROTECTION AND PRIVACY** (Section 1 to be signed by the Reservist).**PART 2 SECTION 1.** The data provided by you and by the MOD will be kept both as paper record and on a computer database, but either way will be kept confidential and with the highest standards of security. Any information processed will be by means of a computer database, or other means, under strictly regulated conditions in accordance with the provision of the Data Protection Act (DPA 1998). This form is used for accounting and general statistical purposes or other purposes and will be kept for 6 years.Any personal data provided by you or by the MOD will only be used for the following purposes (unless you consent to sign section 2):a. Maintaining, updating and enhancing your records as held in the database.b. To provide the most effective and efficient employment advice for you.c. This data will be shared with the contracted employment support partner and the MOD’s endorsed research partners. If you do NOT wish your data to be shared with the contracted employment support partner or research partners please score this sub para c out. This will result in a loss of employment support provision provided by the contracted employment support partner.By signing below, you are consenting to the processing of your personal data for the purposes and by the means set out above.**Reservist’s signature** ………………………….. Print *…..*……………………..……... Date: ….../……/……**PART 2 SECTION 2.** If you consent, data provided in this form will be used to compile overall statistical data on employment of Reserve Service personnel once the Service person has left the Services using records held by the Department for Work and Pensions and records held by HM Revenue and Customs. The data will be passed in confidence to DWP, only for the purpose of producing these statistics. Your personal details will not be visible at any time during or after this process. **Reservist’s signature(optional)** *…..*……….………………... Print *…..*……….………..……... Date: ….../……/……**Now email this application to your first Line Reserve Unit Representative[[3]](#footnote-3), via defence gateway, for completion of Part 3.** |

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| **PART 3 - FOR FIRST LINE RESERVE UNIT STAFF – Please Confirm the Part Time Volunteer Reservist’s (PTVR) Commitment type Below:**  |
| r) **FTRS**  If FTRS do they qualify for the normal **Core Resettlement Programme**? Yes  No  |  s) Reservist   | t) Additional Duties Commitment (ADC)  |
| u) Does the PTVR (FTRS or ADC) plan to remain in the Volunteer Reserve on completion of their contract? Yes  No  |
| v) **MARITIME RESERVE**– Are they a RNR/RMR **Phase 1** **Trained** Reservist? Yes  No  | w) **ARMY RESERVE** – Are they a Group A **Phase 1** **Trained** Reservist? Yes  No  | x) **AIR RESERVE** – Are they a RAuxAF **Phase 1Trained** Reservist? Yes  No  |
| y) Are they a Reservist unable to return to civilian employment due to a Service attributable injury or illness caused during, or as a result of duty Reservist employment, who is **not catered for under Section 6 of JSP 534?** Yes  No  |

**FIRST LINE RESERVE UNIT STAFF ENDORSEMENT:**

The PTVR’s details have been checked and is **eligible/ineligible[[4]](#footnote-4)** for the trial.

First Line Reserve Unit Representative’s signature: *…..*…………………….….. Name (print): *…..*……………………….

Appointment: ………………………… … Rank/Grade: ……………………… Date: ……../……../……..

**PART 4 – COMPLETED BY THE SINGLE SERVICE POINT OF CONTACT**

|  |  |  |
| --- | --- | --- |
| **MARITIME RESERVE** | **ARMY RESERVE** | **AIR RESERVE** |

The applicant’s details have been checked and the applicant is **eligible for the trial**. Confirmation has been passed to TESRR for the applicant’s registration on the trial with CTP and to the First Line Reserve Unit Representative.

The applicant’s details have been checked and the applicant is **ineligible for the trial**. Confirmation has been passed to the First Line Reserve Unit Representative.

***(Tick appropriate boxes above)***

**Single Service Point of Contact’s signature: *…..*…………………….….. Name (print): *…..*……………………….**

**Appointment: ………………………… Rank/Grade: ………………………….. … Date: ……../……../……..**

1. **The** **Unique Application Number is issued by the sS POC.** [↑](#footnote-ref-1)
2. People not in employment but not looking for work (students, carers, retired, travelling, looking after family, unwell, and medically unfit for work) – Source: MOD Career Transition Partnership quarterly statistics: UK Regular Service Personnel Employment Outcomes 2009/10 to 2013/14 dated 11 Jun 15. [↑](#footnote-ref-2)
3. For Maritime Reserves – **as nominated by Unit**, for Army Reserves – **RCMO/ROSO/PSAO/Unit HR** and for Air Reserves – **as nominated by Unit** [↑](#footnote-ref-3)
4. Delete as necessary. [↑](#footnote-ref-4)