

**APPLICATION FORM****Data Protection Act**

Your personal data from this form will be stored electronically in accordance with the Data Protection Act 1984.

**Restricted – Staff** (When completed)**Defence Evaluation and Research Agency**

Please complete this form and return it to:

Graduate Recruitment, DERA Fraser, Eastney,  
Portsmouth, Hampshire PO4 9LJ.  
Or e-mail to: Grad-Recruit@dera.gov.uk

You may submit a Curriculum Vitae with your application, but please complete this form in full.

As we operate a continuous recruitment scheme, application forms will be accepted throughout the year.

**FOR OFFICIAL USE ONLY**

Applicant No.

Received

Acknowledged

**G****PERSONAL DETAILS (Block capitals please)**

Surname:	Title:
Forenames (in full):	Date of Birth:
Permanent Address:	Address for correspondence (if different):
Postcode:	Postcode:
Tel No:	Tel No: Dates this address is applicable:

**NATIONALITY AND RESIDENCY**

What is your nationality?  
(If dual, please state both) \_\_\_\_\_ Have you been a resident in the UK for the last five years? +YES/NO \_\_\_\_\_

If 'NO', please give details \_\_\_\_\_

**INDICATION OF LOCATIONS & TECHNICAL AREAS PREFERRED****Location**

From the information provided in the brochure, please enter here any preferences you have to work in particular locations:

**Technical Area**

Similarly, please enter here any preferences you have to work in particular technical areas:

**RESTRICTED – STAFF**

(When completed)

**ACADEMIC & PROFESSIONAL QUALIFICATIONS****Higher/Further Education**

Degree subject:	Full Degree Title (BSc (Hons), BEng, etc.):		
Dates of Studies From _____ To _____	Date +Awarded/Expected	Result +Obtained/expected (Grade/Class/Div)	Are you a sponsored Student? Yes <input type="checkbox"/> No <input type="checkbox"/>
		If so, by whom:	

**Name of Academic Establishment:****Please complete this table in full**

First Year Subjects	Second Year Subjects	Third Year Subjects	Fourth Year Subjects

Final year project title:

**Post-Graduate Qualifications**

Dates of Studies From _____ To _____	Type of Qualification	Full Title of Qualification & Subjects Studied	Result +Obtained/Expected (Grade/Class/Div)	Name of Academic Establishment

**HNC, HND, ONC, OND, A-levels, Scottish Highers & equivalents**

Dates of Studies From _____ To _____	Type/Level of Qualification	Subject	Result +Obtained/Expected (Grade)	Name of School/Academic Establishment

**Professional Qualifications**

Institution	Class of membership	Date Achieved	Membership Number

+ Please delete as necessary

Continue on a separate sheet if necessary. Please put your full name on any additional sheets.

Page 2 of 4

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(When completed)

**CAREER HISTORY/WORK EXPERIENCE**

Please give details of full-time and part-time work, and any periods of unemployment.

Employer's name and address and type of business	Dates From              To	Position held, work performed and nature of responsibilities
<b>Current (or most recent):</b>		
May we obtain a reference now? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Salary:		
<b>Previous:</b> (Please list the most recent first)		
If there are any periods for which you have not accounted, please give details here:		

**ACTIVITIES AND INTERESTS**

Please give details of your interests, hobbies and sporting activities. Mention any positions of responsibility that you may have held:

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(When completed)

**CAREER AIMS/OTHER EXPERIENCE**

Please describe the main reasons behind your application to DERA and how you think we can meet your aspirations:

Please give details of any other qualifications you have obtained, or training you have had, which are relevant to your application. Include level of proficiency in computer/foreign languages:

**DISABILITY**

Do you consider yourself to have a disability? +YES/NO If 'YES', do you have any related skills (eg the ability to lip read)?

Under the commitments of the 'Positive about Disabled People' scheme, any disabled applicants who meet the minimum criteria for posts available can claim a guaranteed interview. Do you wish to claim a guaranteed interview? +YES/NO

Please give details of any special arrangements you require at interview:

**REFEREES**

Please give the names and addresses of two referees who have known you for at least three years, and who are not relatives or your current employer.

If you graduated within the last three years please give details of your academic tutor.

Name:

Name:

Name:

Address:

Address:

Address:

Postcode:

Postcode:

Postcode:

Tel No:

Tel No:

Tel No:

**AVAILABILITY FOR INTERVIEW & APPOINTMENT**

Please give any dates when you are NOT available for interview. We cannot undertake to avoid these dates, but will try to do so:

If appointed, when could you take up duty?

**YOU MUST SIGN AND DATE THIS FORM**

I declare that the information on this form is, to the best of my knowledge correct, true and complete.

Signed:

Date:

+ Please delete as necessary

Continue on a separate sheet if necessary. Please put your full name on any additional sheets.

Page 4 of 4