

For HR Use Only

Applicant Reference Number	
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**British Gurkhas Nepal Civilian Employment Application Form
Part 1 – Personal and Post Details (not for sift managers eyes)**

Applications must be completed in full. Incomplete applications will be rejected.

Part 1a – To be completed by all Applicants

Post Applied For:		Advert Reference:	
Applicant Name:		Date of Birth	
Contact No:		Contact email:	
Current Address:		Permanent Address:	

Part 1b – Internal Applicants Only. To be completed by line manager

I confirm that the applicant has not received a formal written warning for misconduct within the previous 12 months.	Yes/No
I confirm that the applicant is not currently being managed under 'Managing Poor Performance' procedures	Yes/No
(Only if applying for level transfer) I confirm that the applicant has completed at least two years in their current post.	Yes/No
(only if you answered no to the previous question) I confirm that if the applicant is successful I am content to release the applicant prior to completing two years in post.	Yes/No
Name:	
Signature:	

Part 1c – External Applicants Only

Please provide the names and details of two references. The first should be your current or most recent employer. If you have not been employed, it should be a member of staff from the most recent academic institution you attended. The second should be a personal reference but not a relative. If you are unable to provide two references, then please state a reason why.

Please also provide a copy of your Passport or Identity Card

Reference 1 – Employment or Education	
Name and Position:	
Company/ Institution Name:	
Contact Telephone:	
Contact Email:	
Note:	

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Reference 2 – Personal (not a relative)	
Name:	
How known:	
Contact Telephone:	
Contact Email:	
Note:	

Part 1d – For HR Office Use only:

All relevant parts of the form correctly completed	Yes/No
The applicant will have at least 24 months before retirement age from the likely job start date and is over 18.	Yes/No
For internal applicants – Applicant is not currently being managed under Managing Poor Performance and it has been at least 12 months since their last formal warning for misconduct.	Yes/No
For internal applicants on level transfer – Applicant has completed level at least two years in role or line manager is content to release early.	Yes/No
For external applicants -Applicant has provided details for two appropriate references	Yes/No
For external applicants – Applicant has provided proof of identity	Yes/No
Applicant has therefore moved to sift stage	Yes/No
Applicant Reference Number:	

Do not pass Part 1 to Sift Manager. Check proof of qualifications against part 2 but do not pass these to sift manager. Check Part 2 and redact identifying information.

Part 2 – Job Requirements

Expand all boxes below as necessary.

Part 2a – Job History

Please provide details of your job history in reverse order, starting with you most recent role. Include the dates you were employed, the name of your employer, your job title, the reasons for leaving and a brief description of your responsibilities. Ensure any gaps in employment are explained.

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Part 2b - Qualifications

Provide information on all qualifications you hold relevant to the role you are applying for (only if stated on the job advert). Include the qualification title, awarding body and date of achievement.

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Part 2c – Personal Statement

Provide a personal statement in English of not more than 500 words on why you would be suitable for the role. Be sure to refer to the requirements, desirable, and essential criteria under the success profile section of the job advert.

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Part 2d – Managing a Quality Service Behaviour Example

Provide statements describing your skills and experience regarding each stated behaviour.

Structure your example as Situation, Task, Action, and Result.

Find out more about [Success Profiles and Behaviours \(opens in a new window\)](#).

Each answer should not exceed 250 words.

Please check that you have fully completed all parts of this application. Submit this application via bgn-hr-groupmailbox@mod.gov.uk. Applications received by any other means will not be considered. Applications received after the closing date and time listed on the advert will not be considered. Applications not fully completed will not be considered.