


## Completing the Application Form

If you are applying for the first time, follow the link in the email you have received and register by entering your details as follows:

CAREERS

### INTERESTED IN JOINING THE ROYAL AIR FORCE?

Register your details below to begin your application. We will then send you an email containing a password which you can use to logon to the Application Zone and complete your online application.

Completing this form does not commit you in anyway to joining the Royal Air Force.

Only **UK residents** with full UK address or living overseas with British Forces Post Office (BFPO) address can complete an online application.

Applicants **living outside the UK** without BFPO address should in the first instance contact the RAF at the address given on the [Overseas Enquiries](#) page.

**First name(s)**  
**Surname/family name**  
**Email address**

We will send your password to this email address. You will need to enter your email address and password each time you login to the Application Zone. Please note, your password will be case sensitive.

Please email me information about Royal Air Force careers. You may unsubscribe at any time. Read our [privacy policy](#).

**Hotmail and Yahoo Email Accounts**  
If you are using a Hotmail or Yahoo email account, you will need to add [donotreply@raf-careers.mod.uk](mailto:donotreply@raf-careers.mod.uk) to the email addresses in the allowed senders list. Otherwise the email containing your password may be blocked or filtered as spam.

**Register now to:**

- Complete your application to join the Royal Air Force online
- Save your application and review it whenever you want

**Already registered?**

- Login to view, amend or complete your existing application(s)

**LOGIN**

Once you are registered, you will see the following screen:

### Preparing to fill in your application

This section will help you to understand the process surrounding the initial stages of applying for Service in the Royal Air Force. It will also explain what you need to have at hand in order to complete the application form and summarise what will happen after you have submitted your application.

### Hints and tips

Before you make the important decision of applying to the RAF, we strongly recommend that you do your research. To help you, take time to look through our careers website at [www.raf.mod.uk/recruitment](http://www.raf.mod.uk/recruitment) which includes information on career opportunities, tips to improve your fitness, eligibility guidelines and the selection process.

If you are still undecided you may want to talk to one of our recruiters, if so; you can visit or telephone your nearest Armed Forces Careers Office ([AFCO](#)).

### Registering your Interest

Please ensure that you have registered for the role you wish to apply for by telephoning the RAF Careers Information Line on 0345 605 5555.

When we are recruiting for the role which you have registered for, we will send you a link to access the Online Application Form. If you have previously submitted an online application form you should follow the link but you will be able to login using your existing details. Once your link has been sent you will receive a text message letting you know to check your email.

Your username will be your email address. Once you receive your password you must change it to one of your choice before accessing the on-line application.

**Before registering on the online application zone, you will need to save the below email addresses to your address book, to ensure that the email you receive with your password is not blocked.**

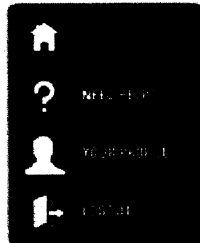
**[donotreply@raf-careers.mod.uk](mailto:donotreply@raf-careers.mod.uk)**

**[donotreply@rafcareers.com](mailto:donotreply@rafcareers.com)**

Should you have difficulty in accessing this account please refer to the Frequently Asked Questions at the end of this document.



CAREERS



## APPLY TO JOIN THE ROYAL AIR FORCE



Application to join the Royal Air Force as an Officer  
Application started: 04/03/2010  
Application last viewed: 04/03/2010  
Application available until: 18/03/2010  
[Continue Application](#)

### Welcome Susan Gee

To change your email address or password or sign up for more information from the Royal Air Force use [edit profile](#)

[EDIT PROFILE](#)

[LOGOUT](#)



Application to join the Royal Air Force as an Airman  
Application started: 24/02/2010  
Application last viewed: 24/02/2010  
Application available until: 10/03/2010  
[Continue Application](#)  
Application submitted: 04/01/2010

### Need help?

If you are stuck or confused, get help with your application. Please email [cas@careers.rafm.mod.uk](mailto:cas@careers.rafm.mod.uk)

If you have any technical difficulties with the form then please email [cas@careers.rafm.mod.uk](mailto:cas@careers.rafm.mod.uk)

View, save and print your completed application form as a PDF document



Application to join the Royal Air Force Reserve as an Airman  
Application started: 04/03/2010  
Application last viewed: 04/03/2010  
Application available until: 18/03/2010  
[Continue Application](#)

### Can I change my application or apply for a different role?

You cannot change the details for a submitted application. You can [create a new application](#) to apply for a different role.

You can change an application that has been started but not submitted to apply for a different role. Select the application you want to change by clicking the [Continue Application](#) link in the appropriate box above. After opening the application, click on the [Change Application](#) link.

[mod.uk](#)

If you have previously submitted an online application you cannot then re-submit it. You will need to click 'create new application' as in the example below. You should complete your new application in full and then submit it.

**ROYAL AIR FORCE** CAREERS

**APPLY TO JOIN THE ROYAL AIR FORCE**

You have submitted the following application

**ROYAL AIR FORCE**  
 Application to join the Royal Air Force as an Airman  
 Application submitted: 14/05/2010  
 View, save and print your completed application form as a PDF document

[RAF Airman application \(PDF\)](#)

**Welcome Susan Gee**

To change your email address or password or sign up for more information from the Royal Air Force use edit profile

[EDIT PROFILE](#) [LOGOUT](#)

**Can I change my application or apply for a different role?**  
 You cannot change the details for a submitted application. You can [create a new application](#) to apply for a different role.

**Need help?**  
 If you are stuck or confused, get help with your application. Please email [cnc@careers.raf.mod.uk](mailto:cnc@careers.raf.mod.uk)

If you have any technical difficulties with the form then please email [cnc@careers.raf.mod.uk](mailto:cnc@careers.raf.mod.uk)

**NAVIGATION:** HOME, NEED HELP?, YOUR PROFILE, LOGOUT

You will be asked to confirm your email address on a separate screen.

**ROYAL AIR FORCE** CAREERS

**APPLY TO JOIN THE ROYAL AIR FORCE**

**About The Application Process**

Thank you for your interest in joining the Royal Air Force

- To start with you'll be asked a few simple questions to check that you are eligible to join. You'll then go straight into the application form.
- It will help if you have some information to hand before you start. [Find out what you need.](#)
- Your application should take no longer than 45 minutes to complete.
- You can make a start, then save and come back to it later or save your completed draft in case you want to cancel or make any changes before submitting.
- Before submitting the completed application form you will be asked to confirm that you meet the basic [medical requirements](#) to join the Armed Forces.
- Once you've sent us your form we will contact you to discuss your application and the next steps.

[NEXT](#)

**NAVIGATION:** HOME, NEED HELP?, YOUR PROFILE, LOGOUT

Once this is done you will see the following:

It is important that you fill this out correctly, as this is the role against which your eligibility will be assessed (**Please note that we will only process an application against your first choice**). It is important that you select the correct type of application form for your chosen role. The categories are shown above.

If you are unsure of which role to select, then check <http://www.raf.mod.uk/recruitment>. Alternatively contact the Careers Information Line on 0345 605 5555 for further guidance.

You will then be able to complete the remainder of the application form. **Please ensure that you fill out the application form correctly and completely – failure to do so will result in your application being rejected.**

#### Required Information

There are limited spaces available so you will need to submit your application quickly. Please ensure you have the following information to hand:

**National Insurance Number** - Found on your National Insurance Card, on your payslip or P45.

**Birth Certificate Number** - The number on the certificate that is preceded by two letters usually found at the top right-hand corner of the certificate.

**Passport Number** - The number at the top right of the photo page of your passport.

**NHS Number** - The 10-digit number on your NHS card, which is usually issued to every citizen by the local NHS authority. You can ring them and ask for a card to be sent out to you. Your local GP surgery can also inform you of your NHS number.

**Driving Licence** - Type/Driver No/Penalty Points. It is important that you state which type of licence you hold as it could affect your eligibility. It is also used as a form of identification, so all fields should be carefully completed.

### Residency

Try and give as much information as possible regarding time spent out of the UK, for continuous periods over 28 days, within the last five years. This will help to assess your eligibility correctly.

### Previous Service

If you have previous service in the Armed Forces you can still submit an application to the RAF providing you meet the current eligibility criteria for your chosen role. You will need to include your previous service details on the application form. When you attend the AFCO for your first appointment, you will also need to take along your discharge documentation – this will be photocopied and sent to RAF Manning where your eligibility and Terms of Service will be decided (providing your application is successful).

### Academic Qualifications

Please provide as much detail as possible about your qualifications and where you obtained them. If your qualifications do not appear in the drop down menu, you can type manually or use the 'additional information' box. GCSE and A Level equivalents and qualifications obtained overseas will be assessed on a case-by-case basis, and details must be entered exactly as they appear on your certificates. It may be necessary for you to provide the AFCO with a modular breakdown of your qualification in order for us to assess its equivalency.

### What Happens Next

When you have completed your application and clicked the submit button, it will be sent to our team of recruiters for processing. If you are eligible for your chosen role at this stage, the application will be forwarded to your nearest AFCO. You will then be sent an email detailing the first steps of the selection process. This will contain a link to documents you will need and date and time for the Airman's Selection Test if this is required.

If you do not hear from the AFCO within a few days, we strongly encourage you to contact them, particularly as there may be a high demand for a limited number of places.

If the AFCO has not heard from you, they will write to you. If they still haven't heard from you after 21 days, your case will be closed and you may have to wait until we are recruiting for that role again.

## Frequently Asked Questions

Once you receive your email to apply, you will need to register for an Application Account. Please refer to the questions below if you have difficulty in accessing this account.

### ***I have registered my details on the log in page, but haven't received my password?***

It is possible that filters on your email account have blocked the password. Please ensure you have set up your email account as per the following instructions then re-register.

**You will need to set the email addresses donotreply@raf-careers.mod.uk and donotreply@rafcareers.mod.uk as allowed emails on your account, or the email with your password may be blocked.**

Your user name will be your email address. Once you receive your password you must change it to one of your choice before accessing the on line application.

### ***My password isn't working?***

Please click the 'forgotten password' button on the log in page to reset your password. Once you have received your password, **copy and paste** it into the password box to ensure it is correct, you should use the email address with which you initially registered.

You must then change the password to one of your choice before accessing the on line application.

**Note:** If you have tried unsuccessfully to log in 3 times then your account will be **locked**.

After time has expired you should be able to reset your password and access your application. **You will need to set the email addresses donotreply@raf-careers.mod.uk and donotreply@rafcareers.mod.uk as allowed emails on your account, or the email with your password may be blocked.**

### ***I have received my password, where do I log in?***

You need to click the 'Apply Now' button which can be found in your initial 'email to apply' sent from the RAF Recruitment Team. If you have deleted your email you will need to telephone the RAF Careers Information Line on 0345 605 5555.

### ***I have clicked the 'Apply Now' button and the message states that my role is now closed?***

Due to a high demand and limited availability for certain roles, the recruiters can only process a certain amount of applications. Once sufficient eligible applications have been processed then we are unable to process any further applications.

We are aware that this has been a disappointment to you; however your interest remains registered with the RAF Careers Information Line and you will be contacted when we again seek applicants for your chosen role.

If you wish to be removed from the database or register for a different role, then please telephone 0345 605 5555.

## **Online Application - FAQs**

### ***I'm not sure which form to select?***

You need to check the website to find out whether your role is in the 'Officer/NonCommissioned Aircrew' or 'Airman' category. You will then be able to select the correct form. Please ensure you complete it in full and choose the correct role choice from the drop down list in the 'Career Groups' section.

### ***I cannot find the role I wish to apply for.***

If the role you wish to apply for does not appear in the drop down list in the Career Groups section, then you may need to submit a different form. You will need to click the 'Change application' button on the left side of the screen. You can then change your application to either 'Officer/Non Commissioned Aircrew' or 'Airman' and then select the correct role.

### ***I have submitted an online application in the past, do I need to submit another one?***

You cannot re-submit a previous application and the recruiters cannot process a previous application. You need to log in to your application account and then click 'create new application'. You will then be able to amend your information and submit your new application. Please ensure you complete the form in full and select the correct role from the drop down list in the 'Career Groups' section.

### ***I wish to cancel an application which has already been submitted.***

If you wish to cancel/withdraw a submitted application you should telephone the RAF Careers Information Line on 0345 605 5555. If your application details have already been transferred to your nearest Armed Forces Careers Office (AFCO) then you should contact the AFCO direct. The contact details are found in your email which was sent to you when your application was processed.

### ***I haven't heard anything since submitting my application?***

When you send your application you should receive a message to let you know that your application has been successfully submitted. Each application is processed in date order and the recruiters need to fully assess each application. It may be that the recruiters are dealing with a high volume of applications. If you wish to enquire whether your application has been received please telephone the RAF Careers Information Line on 0345 605 5555.

### ***Since submitting my application I have received an email stating that my application has not been viewed for 21 days.***

This email refers to an application which has been started but not finished or submitted. Applications which have not been viewed or accessed for 28 days will be automatically removed from your account.



***Since submitting my application I have noticed that there is information missing/incorrect on my application form?***

Once you have submitted your form it cannot be amended, therefore you need to fully complete your application. There needs to be enough information on your application form for the recruiter to assess your eligibility. It needs to include your correct contact details, your nationality and residency, previous/current service, qualifications, correct role choice and any other information which is specific to the role you are applying for. Should your application be successful you will have the opportunity to amend information when you visit the Armed Forces Careers Office.

If you feel that you need to make the recruiters aware of additional information, before your application has been processed, you should telephone the RAF Careers Information Line on 0345 605 5555.

**Please be aware that your application could be rejected if you fail to fully complete it and you may be required to submit a further application subject to the availability of your chosen role.**

***I have received an email stating that the role I have applied for is closed?***

Depending on the needs of the service certain roles may not always be available. Please telephone the RAF Careers Information Line on 0345 605 5555 to ensure you are registered for the role of your choice. They will let you know when this role becomes available and will also keep you informed via regular emailed newsletters.

**Please ensure that you have checked the eligibility requirements for your chosen role in the Jobs section of the RAF Careers website. <http://www.raf.mod.uk/careers/jobs/>**

***I have received an email stating that you have reached sufficient applications, what happens next?***

Due to a high demand and limited availability for certain roles, the recruiters can only process a certain amount of applications. Once sufficient eligible applications have been processed then we are unable to process any further applications.

We are aware that this has been a disappointment to you; however your interest remains registered with the RAF Careers Information Line and you will be contacted when we again seek applicants for your chosen role.

If you wish to be removed from the database or register for a different role, then please telephone 0345 605 5555.

**Please ensure that you have checked the eligibility requirements for your chosen role in the Jobs section of the RAF Careers website. <http://www.raf.mod.uk/recruitment/roles>**

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**Email your question**

If you cannot find the answer to your question then you can send us an email using the form on this page of the RAF Recruitment website:

<https://www.raf.mod.uk/recruitment/contact/>



OFFICIAL SENSITIVE PERSONAL (when completed)

Royal Air Force Enlistment Paper  
**Airmen/NCA/Officer Cadets (Airman)**

Questions to be put to the Recruit before enlistment.

Service No.									
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**Under Regulation 12 of the Armed Forces (Enlistment) Regulations 2009, if any person knowingly makes a false answer to any question contained in the Enlistment Paper they commit an offence. If any irregularity comes to light after the person has enlisted, they are liable to punishment under the Armed Forces Act 2006 which may include dismissal from the Royal Air Force.**

	Surname (in BLOCK CAPITALS)	Forename(s) (in full)
1. What is your Name <sup>†</sup> ?		
	In the town of:	In the Country of:
2. Where were you born <sup>†</sup> ?		

<sup>†</sup> These particulars, where appropriate, are to be the same as those recorded on your birth certificate or other documents recording birth where a birth certificate is not the appropriate document.

3. What is your date of birth?	
4. What is your full postal address? (Including in the United Kingdom, the County, the Postal District and Postal Code.)	
5. a. What is your present nationality?	

b. Do you possess, or have you possessed, any other nationality?      #Yes       #No

(IF YES, FULL DETAILS MUST BE GIVEN ON THE CONTINUATION SHEET.)

6. a. What is the present nationality of each of your parents, and, where applicable, your spouse or civil partner?	Father	Mother	Spouse/Civil Partner

b. Does either of your parents, or your spouse or your civil partner, if applicable, possess, or have they ever possessed, any other nationality? (If yes full details must be given on the continuation sheet.)	Father		Mother		Spouse/Civil Partner	
	#Yes		#Yes		#Yes	
	#No		#No		#No	

# Tick relevant box.  
 \* Delete as appropriate.

By authority of the Defence Council.

Amendment Authority: Employment Policy.

**OFFICIAL SENSITIVE PERSONAL (when completed)**

You should study MOD Form 493, before completing Question 7.

If the space below is insufficient for you to complete your answers to any part of Question 7, they should be detailed on the continuation sheet and signed by you.

7. a. Have you ever been found guilty of an offence by any court? #Yes  #No

b. If YES, in respect of each offence, what was:

The offence?

The court?

The date of the court hearing?

The sentence or order?


c. Have you been charged with, but are awaiting disposal of, any offence? #Yes  #No

d. Are any civil legal proceedings of any sort pending against you? #Yes  #No

8. Do you belong to, or have you ever served in, any of the Regular, Auxiliary or Reserve Naval, Military or Air Forces of this or any other country? #Yes  #No

**(If YES, please give following details):**

Service (Incl. Regt/Corps, last Unit or Ship)

Service	Unit

Previous Service Number, Rank and Trade

Service No:									
Rank:									
Trade:									

9. Have you ever been rejected for Service in any of Her Majesty's' Naval, Military or Air Forces or in any other Commonwealth or Colonial Force? #Yes  #No

**(If YES please state the reason)**

10. Have you ever been awarded a disability pension, a gratuity or a temporary or conditional allowance for disability? #Yes  #No

11. Are you now in receipt of such a pension or allowance? #Yes  #No

12. Have you received a Provisional Offer of Service (relevant RAF Form 308) stating the General Conditions and Terms of Engagement to be entered into by you and do you understand what it means? #Yes  #No

# Tick relevant box.

\* Delete as appropriate.

**OFFICIAL SENSITIVE PERSONAL (when completed)**

**Airmen (Ground Trades) and NCA**

13. Are you willing to serve Her Majesty, provided Her Majesty shall so long require your services under the terms below:

\* **Initial Notice Engagement.** For a term of 12 years' Air Force service followed by a term of 6 years' service in the Reserve subject to your right, at the end of 18 months' notice, to be transferred to the Reserve for 6 years on or at any time after the expiration of the period of time that you have agreed to serve in return for the training you have received, or 8 years from the date of your enlistment, whichever is the sooner?

\*Yes  \*No

\* **Notice Engagement (re-enlistment/re-entrant/transferees).** For a term of .....years' and .....days' Air Force service followed by a term of 6 years' service in the Reserve?

\*Yes  \*No

\* **Notice Engagement (re-enlistment/re-entrant/transferees).** For a term of .....years' and .....days' Air Force service with no Reserve commitment. This engagement applies only to personnel who are offered an engagement to the Early Departure Payment point at 20/40 having reached age 40 and having served 20 years, whichever is the later?

\*Yes  \*No

14. Do you understand that on this engagement unless you extend your service your Regular Air Force service is due to end on?

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\*Yes  \*No

**Officer Cadets (Airman)**

15. Are you willing to serve Her Majesty for a period of enlisted service, provided Her Majesty shall so long require your services, until such time as you successfully complete the Initial Officer Training Course (IOTC) and are awarded a commission under the terms below or are otherwise discharged:

**Ground Branch**

\* **Initial Commission:** For a term of 12 years' Regular Air Force service followed by a term of 4 years' service in the Reserve?

\*Yes  \*No

**Flying Branch**

\* **Initial Commission:** For an initial term of 12 years' Air Force service followed by a term of 4 years in the Reserve. Following successful completion of your Operational Conversion Unit/QFI/QHI training you will be appointed to an Early Departure Payment Commission to the 20/40 point; having reached age 40 and having served 20 years with no Reserve commitment?

\*Yes  \*No

16. Do you understand that on this engagement unless you extend your service your Regular Air Force service is due to end on?

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\*Yes  \*No

# Tick relevant box.

\* Delete as appropriate.

By authority of the Defence Council.

Amendment Authority: Employment Policy.

**OFFICIAL SENSITIVE PERSONAL (when completed)**

**Declaration**

I, .....do solemnly declare that the answers made by me to the foregoing questions are true, and that I am willing to fulfil the engagement made.

Date

Signature of Recruit

Signature of Witness

**Note: On signing the above declaration and taking the Oath, or making an affirmation to the same effect, the recruit becomes an airman of the Regular Forces and subject to Service Law.**

**Oath to be taken by recruit on Enlistment\***

\* I, ....., swear by Almighty God that I will be faithful and bear true allegiance to Her Majesty Queen Elizabeth The Second, Her Heirs and Successors, and that I will, as in duty bound, honestly and faithfully defend Her Majesty, Her Heirs and Successors, in Person, Crown and Dignity against all enemies, and will observe and obey all orders of Her Majesty, Her Heirs and Successors, and of the Air Officers and other Officers set over me.

**Oath to be taken or Affirmation to be made on enlistment by a recruit who is a Citizen of a Commonwealth Country or a recruit, who, in law, makes a conscientious declination of taking the Oath\***

\* I, ....., swear or affirm (in words of the relevant religious binding oath or affirmation) that I will be faithful and bear true allegiance to Her Majesty Queen Elizabeth The Second, Her Heirs and Successors, and that I will, as in duty bound, honestly and faithfully defend Her Majesty, Her Heirs and Successors, in Person, Crown and Dignity against all enemies, and will observe and obey all orders of Her Majesty, Her Heirs and Successors, and of the Air Officers and other Officers set over me.

**Certificate of Recruiting Officer**

The recruit above-named was cautioned by me that if they knowingly made any false answer to any of the foregoing questions they may be subject to administrative and/or disciplinary action which could result in their termination of service. The foregoing questions were then read to the recruit. I have taken care that they understand each question and that the answers have been correctly entered.

**The said recruit has made and signed the Declaration and has taken the oath/made the affirmation\* set out above before me**

at ..... on this, the **“CHANGE TO CORRECT FORMAT, FIRST, SECOND, ETC day of JANUARY/FEBRUARY YEAR IN FULL (i.e. 2009/2010) and overtype and unembolden”**. I certify that the requirements as to attesting have been fulfilled, and the recruit has been given the duplicate of this Enlistment Paper.

The consent form (MOD Form 486) to be signed by parent(s) or guardian(s) of recruits under 18 is attached.  
*(Delete if inappropriate)*

Signature of Recruiting Officer

Name of Recruiting Officer (in BLOCK CAPITALS)

Rank

# Tick relevant box.

By authority of the Defence Council.

\* Delete as appropriate.

Amendment Authority: Employment Policy.

**OFFICIAL SENSITIVE PERSONAL (when completed)**

**Continuation Sheet – (if required)**

**OFFICIAL SENSITIVE PERSONAL (when completed)**

# Royal Air Force Provisional Offer of Service Part 1 Airmen and NCA General Terms and Conditions of Enlistment

This form sets out the General Terms and Conditions of your Enlistment. Please read it carefully.

## GENERAL CONDITIONS OF ENLISTMENT

1. Your engagement as stated below will consist of a term of Regular air force service followed, normally, by a period of service in the Reserve. Air force service means full-time Regular service during which you may be called upon to serve in any part of the world. When your Regular air force service ends, you return to civilian life, but you may retain a liability to Reserve service or recall (see paragraphs 18-22). However, irrespective of the type of engagement on which you are serving, Her Majesty and the air force authorities have the right to discharge you at any time if your services are no longer required.

## TERMS OF ENLISTMENT

2. You will be enlisted to serve in the Royal Air Force on an engagement as specified below:

**INITIAL NOTICE ENGAGEMENT.** A term of 12 years' air force service followed by a period of 6 years in the Reserve.

**NOTICE ENGAGEMENT (Re-enlistment/Re-entrant/Transferee).** If you re-enlist, re-enter or transfer with former reckonable service in the RN, RM or Army, you will be offered an appropriate Notice Engagement up to a maximum of 12 years, which together with your previous reckonable service will take you to one of the following points:

- a. 12 years followed by a term of 6 years in the Reserve.
- b. 16 years followed by a term of 6 years in the Reserve.
- c. Early Departure Payment (EDP) at 20/40, for a term of 20 years having attained the age of 40.
- d. Length of Service (LOS) 30 years.
- e. LOS 32 years.
- f. LOS 35 years.
- g. Mandated End of Service (MEOS) at age 60.

## Reckonable Service

3. Your Regular air force service will be reckonable from the date of your enlistment.



## TERMS OF SERVICE CHANGES

4. You may be permitted to extend your period of Regular air force service, and to re-engage to complete time to qualify for an Early Departure Payment or Pension on discharge, subject to vacancies, advancement in rank if appropriate, a recommendation by your Commanding Officer and the agreement of the competent air force authority.

## PREMATURE TERMINATION OF SERVICE

### Discharge as of Right (DAOR)

5. If this is your first enlistment in the Royal Air Force you have the right to claim your discharge, with no subsequent reserve liability (although you will still be liable to recall as described in paragraph 22 below). You may claim your discharge by giving 14 days notice in writing to your Commanding Officer subject to the requirement to complete 28 days service at any time up to 6 months from the date of enlistment or to your 18<sup>th</sup> birthday whichever is the later.

### During Training

6. Should you have passed your point of Discharge as of Right at paragraph 5 above, but have yet to complete Basic Trade Training (BTT) you may apply to Voluntary Withdraw (VW) from your training with a view to discharge. You have no right to leave the Service this way, however, if by exception it is deemed in the interests of both the individual and the Service, authority to discharge may be granted.

### During Productive Service

7. Having enlisted on a **Notice Engagement** you have the right (on giving 18 months notice of your intention to do so) to be transferred to the Reserve, on or at any time after the expiration of the Training Return of Service required to be served after the completion of your Basic Trade/Professional Training (normally 3 years for Ground Trades personnel and 6 years for NCA) or 8 years from your date of enlistment, whichever is the sooner.

8. If either:

- a. at the time your notice expires, or
- b. at the time you apply,

a Queen's Order has been made ordering that personnel who would otherwise fall to be discharged or transferred to the Reserve shall continue to serve with the air force, your discharge or transfer to the Reserve may be deferred for so long as the Queen's Order remains in force. Such an Order would only be made in time of national danger or emergency.

### Early Termination

9. You may apply for early termination before you would otherwise be entitled to discharge. You have no legal right to end your service in this way and your application can be refused. Normally you will be subject to the following restrictions (although these can be varied):

- a. You must have completed at least 3 years air force service from the end of your Basic Trade/Professional Training. If you are serving as Non-Commissioned Aircrew you must have completed at least 8 years air force service from the date of enlistment or 6 years productive service from the completion of your initial Operational Conversion Unit, whichever is the later.

- b. In addition, restrictions may be imposed on you if you have attended a course of training which attracts a Return of Service. The restriction will be for a period starting immediately after completion of the course in question.

Following approval of your application you would, on release from air force service, be transferred to the Reserve, unless you have reached the Early Departure Payment point at 20/40 (have completed 20 years service and attained aged 40), in which case you would be discharged. In either situation you would remain liable to recall (see paragraph 22).

### **Compassionate Release**

10. If at any time during your air force service there are extreme compassionate grounds which make it essential for you to be released from regular service in the Royal Air Force, you may be allowed to leave and the conditions in paragraph 9 will not apply.

### **Maternity**

11. A pregnant servicewoman may opt to exercise a special right to leave the Service prematurely on the grounds of pregnancy by giving notice to her HR staff at any time after confirmation of pregnancy. Servicewomen may opt to leave under these special terms at any time up to their return to work after maternity leave. On return to duty (ie when they have started work again), the normal rules on leaving the Service apply.

## **GENERAL PROVISIONS**

### **Employment**

12. As soon as you have been enlisted by the Recruiting Officer you will be subject to Service Law (under the Armed Forces Act 2006) and you will be required to carry out whatever duties may be ordered by those in authority over you, including (if you are medically fit) duty in the air in any type of aircraft. You may be ordered to serve ashore or afloat and you may be required to serve in any part of the world.

### **Discharge and Transfer to the Reserve**

13. You may be discharged if you make a false answer to any of the questions set out in the Royal Air Force Enlistment Paper (RAF Form 75) or because of other irregularities concerned with your enlistment. You may also be discharged by order of the competent air force authority on other grounds such as misconduct, unfitness on medical grounds or for the benefit of the public service.
14. If you fail Basic Trade Training, you may either be discharged or offered retention in another trade.
15. If you are enlisted in the United Kingdom, regardless of where you are serving when due to be discharged or transferred to the Reserve, you are entitled to travel at public expense from your last place of duty to a Selected Place of Residence (SPR) in the United Kingdom (or the Republic of Ireland if you were recruited from, or are normally domiciled, there).
16. There are certain circumstances under which the date when you have the right to end your air force service can be altered. The date could be delayed because of legal proceedings, thus:
- a. If you are found guilty of desertion, you will be liable to forfeit service. This means that the date when your air force service (and therefore your subsequent reserve liability) ends might be deferred.
- b. If when your period of air force service is coming to an end and you are liable to be proceeded against under Service law or are serving a term of imprisonment or detention

outside the United Kingdom, your air force service may be extended until any proceedings or such a term of imprisonment or detention have been completed.

17. Similarly, the date of your discharge or transfer to the reserve can be delayed because of outside circumstances. Thus, you may be retained in air force service when you would otherwise be entitled to be discharged or transferred to the reserve if a call-out order under the Reserve Forces Act 1996 is in force authorising the call out for permanent service of members of the Royal Air Force Reserve.

### **Reserve Service**

18. If you are transferred to the Reserve after exercising the rights referred to in paragraph 7 you will serve in the Reserve for a period starting with the date of your transfer and ending either 6 years later or 20 years after your enlistment (having attained age 40)(whichever is the sooner) or after such shorter period as the competent air force authority may approve.

19. If your term of service includes a period of service in the Reserve, you will on completion of your air force service be transferred to the Royal Air Force Reserve and placed in Category 1 or Category 2 according to Service requirements. If you are placed in Category 1 you will be eligible to receive reserve pay and may be required to attend for not more than 16 days training annually. In addition you may be required to attend for prescribed periods of non-continuous training. If you are placed in Category 2, you will not be eligible to receive reserve pay and will not be required to attend for annual training.

20. As a member of the Royal Air Force Reserve (whether Category 1 or Category 2) you will be liable to be called out for permanent service anywhere in the world in the circumstances and for the period specified below:

a. Her Majesty may make an order authorising the call-out of members of the Royal Air Force Reserve

(1) If it appears to Her that national danger is imminent or that a great emergency has arisen; or

(2) In the event of an actual or apprehended attack on the United Kingdom.

Where such an order is made, you may be required to serve for a period of 3 years (which may be extended by order to 5 years). If you have given permanent service in the Reserve in the 6 years preceding your current service under the order, the period for which you can be required to serve will be reduced by the amount of that previous service.

b. The Secretary of State may make an order authorising the call out of members of the Royal Air Force Reserve when it appears that warlike operations are in preparation or progress. Where such an order is made, you may be required to serve for a period of 12 months (which may be extended by order to 2 years). If you have given permanent service in the Reserve in the 3 years preceding your current service under the order, the period for which you can be required to serve will be reduced by the amount of that previous service.

c. The Secretary of State may make an order authorising the call out of members of the Royal Air Force Reserve when it appears that it is necessary or desirable to use members of a Reserve force for any purpose for which members of the Regular services may be used. Where such an order is made, you may be required to serve for a period of 12 months. If you have given permanent service in the Reserve in the 36 months preceding your current service under the order, this period will be reduced by the amount of that previous service.

21. If you have been called out on permanent service, you will be entitled to be released on the expiry of your current term of service as a member of the Royal Air Force Reserve; but that entitlement may be postponed for up to 12 months if you are in permanent service under the circumstances described in paragraph 20 above.

22. When you have completed any service in the Royal Air Force you will, unless exempted, be liable to recall to the Royal Air Force until 18 years have elapsed since you were discharged or transferred to the Reserve, or until age 55, whichever is the sooner. Recall is authorised by an order by Her Majesty made if it appears to Her that national danger is imminent or that a great emergency has arisen or in the event of an actual or apprehended attack on the United Kingdom.

### **ENLISTMENT**

23. If you wish to be enlisted you will be required by the Recruiting Officer to answer the questions, take the oath and to make and sign the declaration on the Royal Air Force Enlistment Paper (RAF Form 75) – or make an affirmation to the same effect – and you will become subject to Service law. Under Regulation 12 of the Armed Forces (Enlistment) Regulations 2009, if you knowingly make a false answer to any question contained in the Enlistment Paper you commit an offence. If any irregularity comes to light after you have enlisted, you are liable to punishment under the Armed Forces Act 2006 which may include dismissal from the Service.

24. If you refuse to enlist, for any reason, you must be prepared to make your own arrangements for your return journey home, as you will not be entitled to free travel.

# Royal Air Force

## Provisional Offer of Service Part 2

### Airmen and NCA

### Certificate by a candidate for Regular Service

Certificate by a candidate for Regular Service as an Airman in the Royal Air Force (QR 493).

- Once Parts 1 and 2 of this form are completed they are to be scanned and attached to the candidate's electronic recruitment record.
- A copy is to be given to the candidate for their retention when an Offer of Service has been made.

Surname (in BLOCK letters)

Service Number

Forename(s) (in BLOCK letters)

\* Delete as appropriate

I certify that:

1. \* I have received and read a copy of PAM(Air)292 giving information about the Terms and Conditions of entry and service for individuals who join the Royal Air Force in one of the ground trades, and I have been given a copy of the Trade Information Leaflet relating to the trade for which I have been accepted.
2. \* I have received and read a copy of PAM(Air)96c giving information about the Terms and Conditions of entry and service for individuals who join the Royal Air Force as Non-Commissioned Aircrew (NCA), and I have been given a copy of the Branch Information Leaflet relating to the specialisation for which I have been accepted.
3. I have read and understood the general Conditions and Terms of Enlistment explained in Part 1 of this form, and I have received a copy of the Royal Air Force Enlistment Paper (RAF Form 75) which contains the questions **I MUST** answer before enlistment.
4. In accepting the offer of enlistment into the Royal Air Force on   
on a Notice engagement under the conditions set out in Part 1 of this form, I fully understand that this offer may be varied or withdrawn, without prior notice or reason in the event of unforeseen circumstances, or information arising, that may affect adversely my application for service.
5. I am aware of the current rates of pay.
6. I am aware that my Royal Air Force service is reckonable from the date of my enlistment.
7. I understand that I am to report immediately any instance that may require my eventual presence in any capacity before a civil court of law.

**OFFICIAL SENSITIVE PERSONAL (When completed)**

New Entrants	<p>8. I am aware of the conditions under which I may claim my discharge and that I can be discharged if I am found unsuitable at any time during training.</p> <p>9. I understand that final confirmation of my previous pre-employment medical assessment will be undertaken by qualified medical staff on my arrival at the Recruit Training Squadron, RAF Halton or, if a trainee Gunner, the Gunner Recruit Admin Support, RAF Honington and if this reveals that I am below the required medical standard I shall be discharged.</p> <p>10. I am aware that, if for any reason, I am not enlisted for service or am discharged during recruit training, I shall have no claim for compensation for any loss I have incurred. Accordingly, I am advised not to leave my present occupation until I have discussed the possibility of reinstatement with my employer or other person(s) concerned.</p> <p>11. I understand that I am to be enlisted into the Royal Air Force as a Trainee for training in the trade/specialisation* of: <input data-bbox="943 674 1452 768" type="text"/></p>
Aircraft Maintenance Mechanic	<p>and I accept that I will only exceptionally be able to change my choice of trade after enlistment and will normally remain in the same trade throughout my service. However, if I do not complete recruit training as planned, or if I do not complete trade training, I will remain as a trainee and may be selected for training in another trade if I am considered by the Trade Reselection Centre to be in all respects suitable and there is a vacancy to which I may be allocated in the trade of reselection. There is, however, no right to a guarantee of reselection. Otherwise I will be discharged from the Royal Air Force under the terms of QR 607(10)(e) - free as an indulgence.</p> <p>12. * I understand that, after an initial tour of duty as an Aircraft Maintenance Mechanic, I will be required to undertake technician training in the specialisation I have chosen. Entry to technician training is subject to meeting the personal and professional standards required by the Royal Air Force. If, at the 3 year total service point, I have not been allocated a course because I have proved unsuitable for, or have declined, technician training, my retention in the Royal Air Force will be reviewed. Subject to suitability, I may be selected for training in another trade or alternatively, I may be discharged from the Royal Air Force on completion of 4 years total service under the terms of QR 607(10)(e).</p>
Intelligence Analyst	<p>13. * I understand that, after an initial tour of duty as an Intelligence Analyst, I will be required to undertake a specialist further training course and that entry into this training is subject to meeting the personal and professional standards required by the Royal Air Force. If, at the 3 year total service point I have failed, or not been allocated a course because I have proved unsuitable for or have declined training, my retention in the Royal Air Force will be reviewed. Subject to suitability, I may be selected for training in another trade or alternatively, I may be discharged from the Royal Air Force under the terms of QR 607(10)(e).</p>
Dental Nurse	<p>14. * I understand that, on completion of formal trade training at the Defence College of Healthcare Education and Training - Dental Training School, I will be required to undertake Continuation Training under clinical placement arrangements, completing a National Examining Board for Dental Nurses (NEBDN) Record of Experience that meets the NEBDN regulations. In order to qualify as a Dental Nurse, I must hold the NEBDN National Diploma in Dental Nursing. In accordance with MoD training policy, qualification as a Dental Nurse brings with it a 30 month Training Return of Service. On qualification I must immediately register with the General Dental Council (GDC).</p>

OFFICIAL SENSITIVE PERSONAL (When completed)

Dental Nurse

If I fail to meet these requirements, subject to suitability, I may be selected for training in another trade or alternatively, I may be discharged from the Royal Air Force under the terms of 607(10)(e).

Re-enlistment/  
Re-entrant

15.\* I understand that I will be re-enlisted in the rank of aircraftman as a Trainee and promoted to the rank of:

and mustered to the trade/specialisation of: on the day following enlistment.

\* I further understand that promotion qualifications for the next higher rank attained during a former engagement are invalid and that retention of my rank and the associated rate of pay only applies to the trade into which I will be enlisted.

(\*Delete for ex-personnel re-enlisting after a break in whole-time service of two years or less).

Professionally qualified

16. \* I understand that as a professionally qualified entrant or a re-entrant having successfully completed the appropriate Trade Management Training, I will be enlisted in the rank of aircraftman as a Trainee and will be promoted to the rank of

and mustered to the trade/specialisation of on the day following enlistment and retention of my rank and the associated rate of pay only applies to the trade into which I will be enlisted.

17. I understand that, following my enlistment in the Royal Air Force, I may on occasions, be required to operate with other agencies (e.g. serving at sea with the Royal Navy or in the field with the Army).

Date:

Candidate's Signature:

**I CERTIFY THAT THE ABOVE CONDITIONS WERE EXPLAINED BY ME, AND WERE UNDERSTOOD AND SIGNED BY THE CANDIDATE IN MY PRESENCE**

Signature of Witness:

Name (in BLOCK letters)

Rank:

Date:

Armed Forces Careers Office/Comdt RAFC