



# Ministry of Defence

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Ref: [REDACTED]

[REDACTED]

Email: [REDACTED]

12 March 2015

Dear [REDACTED]

Thank you for your email of 24 February 2015, requesting the following information:

I would like to see the latest Guidance Notes for the application forms to join the British Army, RAF and Royal Navy.

We are treating your correspondence as a request for information under the Freedom of Information Act 2000.

I can confirm that the Ministry of Defence holds this information. The information is exempt under Section 21 of the Freedom of Information Act (FOIA), because it is reasonably accessible to you by other means. It is already in the public domain at the following links:

<http://www.army.mod.uk/join/How-to-join.aspx>

<https://www.raf.mod.uk/recruitment/how-to-apply/>

<http://www.royalnavy.mod.uk/careers/how-to-join>

Guidance notes are no longer provided in separate documents but instead are incorporated on the online forms as helpful text links beside the appropriate questions. However, if a candidate requires further assistance in completing an application form they are advised to contact an Armed Forces Careers Office about any aspect of the recruitment process.

If you are not satisfied with this response or you wish to complain about any aspect of the handling of your request, then you should contact me in the first instance. If informal resolution is not possible and you are still dissatisfied then you may apply for an independent internal review by contacting the Information Rights Compliance team, 1<sup>st</sup> Floor, MOD Main Building, Whitehall, SW1A 2HB (e-mail [CIO-FOI-IR@mod.uk](mailto:CIO-FOI-IR@mod.uk)). Please note that any request for an internal review must be made within 40 working days of the date on which the attempt to reach informal resolution has come to an end.

If you remain dissatisfied following an internal review, you may take your complaint to the Information Commissioner under the provisions of Section 50 of the Freedom of Information Act. Please note that the Information Commissioner will not investigate your case until the MOD internal

review process has been completed. Further details of the role and powers of the Information Commissioner can be found on the Commissioner's website, <http://www.ico.org.uk>.

Yours sincerely,

Defence Personnel Secretariat