



Ministry
of Defence

Defence Business Services
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Ref: FOI2018/10531

E-mail: DBSRES-Secretariat@mod.gov.uk

[REDACTED]

11 September 2018

Dear [REDACTED]

Thank you for your email of 10 August 2018 requesting the following information:

- "1. Over a twelve-month period, up to and including July 2018, how many applicants for civilian civil service posts advertised in MoD applied through the guaranteed interview scheme (for disabled applicants)? Please could the answer be broken down into external applicants and internal applicants and given as an overarching total and the statistics also broken down into grade applied for?"*
- 2. Of those who applied through the guarantee interview scheme as outlined in point 1, how many were then offered an interview? Again, could the answer be broken down into external applicants and internal applicants and given as an overarching total and the statistics also broken down into the grade applied for?"*
- 3. Of those who applied under the guarantee interview scheme as outlined in point 1, how many were then offered the post applied for (or an equivalent post via a reserve list)? Again, could the answer be broken down into external applicants and internal applicants and given as an overarching total and the statistics also broken down into the grade applied for?"*

I am treating your correspondence as a request for information under the Freedom of Information Act 2000 (FOIA).

A search for the information has now been completed within the Ministry of Defence (MOD) and I can confirm that all the information in scope of your request is held.

Annex A provides the answers to each of your questions. The data is based on applications for MOD or Defence Equipment and Support (DE&S) vacancies between August 2017 and July 2018. The information has also been separated into three categories; Internal Applicants, External Applicants and those applying from Other Government Departments.

Under Section 16 (Advice and Assistance) you may wish to be aware that candidates with declared disabilities will be offered a guaranteed interview provided they meet the minimum essential criteria for the post being advertised. Further information about the

scheme can be found within the Department's Civilian Disability Toolkit. Guidance on the minimum essential criteria, currently scores of 4 for each competency, can be found within the Line Managers' Guidance to Civil Service Jobs (pp.33-34).

You may also wish to know that Civil Service Jobs is a civil service wide recruitment system administered externally by a company called World Careers Network (WCN), under contract to the Cabinet Office. As such the Department only receives limited cuts of data on a weekly basis.

Finally, you should note that the grade structure of DE&S differs from that of the MOD. From 1 April 2017, all DE&S employees moved to a new five-level structure, which is not directly aligned to that of the MOD. This analysis is based on information contained within the data received from CS Jobs, which does not offer a more detailed breakdown of the DE&S-specific grades.

If you have any queries regarding the content of this letter, please contact this office in the first instance.

If you wish to complain about the handling of your request, or the content of this response, you can request an independent internal review by contacting the Information Rights Compliance team, Ground Floor, MOD Main Building, Whitehall, SW1A 2HB (e-mail CIO-FOI-IR@mod.gov.uk). Please note that any request for an internal review should be made within 40 working days of the date of this response.

If you remain dissatisfied following an internal review, you may raise your complaint directly to the Information Commissioner under the provisions of Section 50 of the Freedom of Information Act. Please note that the Information Commissioner will not normally investigate your case until the MOD internal review process has been completed. The Information Commissioner can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Further details of the role and powers of the Information Commissioner can be found on the Commissioner's website at <https://ico.org.uk/>.

Yours sincerely,

A thick black horizontal bar redacting the signature of the sender.

Ministry of Defence

MoD – Total GIS Applications, By Applicant Type and Grade Applied for				
GIS by Grade Applied for	Internal	External	OGD	Grand Total
Administrative Assistant	24	704	21	749
Administrative Officer	149	977	110	1236
Executive Officer	292	773	141	1206
Grade 6	14	2	9	25
Grade 7	71	40	48	159
Higher Executive Officer	331	400	169	900
Industrial	14	255	2	271
Other	14	241	4	259
Senior Executive Officer	173	118	97	388
Grade not Held	1	2	1	4
Total	1083	3512	602	5197

OGD – Civil Servants from Other Government Departments

Grade Not Held identifies those where the grade data was not available for a small number of vacancies

Other relates to the grade of the post that does not sit within the Civil Service broader Banded system eg. NHS grades or other retained/ specialist grades.

Defence Equipment Support (DES)

DES - Total GIS Applications, By Applicant Type and Grade Applied for				
GIS by Grade Applied for	Internal	External	OGD	Grand Total
Administrative Officer	2	13	1	16
Executive Officer	1	Nil	Nil	1
Industrial		14	Nil	14
Other	161	2068	27	2256
Grade not Held	1	Nil	Nil	1
Total	165	2095	28	2288

OGD – Civil Servants from Other Government Departments

Answer to Question Two.

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MoD GIS Applicants Offered an Interview by applicant type and Grade applied for				
Grade applied for	Internal	External	OGD	Grand Total
Administrative Assistant	17	116	13	146
Administrative Officer	66	126	43	235
Executive Officer	84	43	22	149
Grade 6	5	Nil	2	7
Grade 7	24	6	6	36
Higher Executive Officer	65	27	32	124
Industrial	12	52	2	66
Other	4	51	2	57
Senior Executive Officer	47	9	18	74
Grade not Held	1	Nil	Nil	1
Grand Total	325	430	140	895

OGD – Civil Servants from Other Government Departments

Grade Not Held identifies those where the grade data was not available for a small number of vacancies

Other relates to the grade of the post that does not sit within the Civil Service broader Banded system eg. NHS grades or other retained/ specialist grades.

Defence Equipment Support (DES)

DES GIS Applicants Offered an Interview by applicant type and Grade applied for				
Grade applied for	Internal	External	OGD	Grand Total
Administrative Officer	1	Nil	Nil	1
Executive Officer	1	Nil	Nil	1
Other	49	269	4	322
Grand Total	51	269	4	324

OGD – Civil Servants from Other Government Departments

Answer to Question Three.

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MoD GIS Applicants Offered Employment by applicant type and Grade applied for				
Grade applied for	Internal	External	OGD	Grand Total
Administrative Assistant	9	41	6	56
Administrative Officer	30	46	14	90
Executive Officer	38	20	10	68
Grade 6	2	Nil	1	3
Grade 7	8	Nil	1	9
Higher Executive Officer	30	8	16	54
Industrial	6	18	1	25
Other	2	25	1	28
Senior Executive Officer	15	1	12	28
Grand Total	140	159	62	361

OGD – Civil Servants from Other Government Departments

Grade Not Held identifies those where the grade data was not available for a small number of vacancies

Other relates to the grade of the post that does not sit within the Civil Service broader Banded system eg. NHS grades or other retained/ specialist grades.

Defence Equipment Support (DES)

DES GIS Applicants Offered Employment by applicant type and Grade applied for				
Grade applied for	Internal	External	OGD	Grand Total
Other	31	132	4	167
Grand Total	31	132	4	167

OGD – Civil Servants from Other Government Departments

