

OFFICIAL STAFF

OASC CANDIDATE SUMMARY - NOTES FOR COMPLETION

You **MUST** follow the steps below to ensure your information in this form is successfully retained.

1. **DOWNLOAD** the Candidate Summary Form
2. **SAVE** the Summary Form on your electronic device.
3. **Open** a **SAVED** copy of the Form from your electronic device.
4. **Complete** the **SAVED** copy of the Summary Form in **ADOBE READER**.
5. **Send** the Summary Form to the OASC via the **SUBMIT** button at the bottom of the form.

If attaching the Form to an e-mail, then send to: CRN-RecruitSelect-Control-Grp@mod.gov.uk

If you are using an iOS device, you will need to download Adobe Reader first, then convert the form into PDF, via , and open with Acrobat before sending it to the OASC using your e-mail application.

The OASC Candidate Summary will be used by the Boarding Staff post the Exercise Phase. Some sections have mandatory elements (indicated by red outlined boxes) and must, therefore, be completed; however, irrespective of the mandatory sections, you are requested to complete the form as fully as possible.

A. Candidate Details.

Surname	Insert Surname.
Forename(s)	Insert Forenames.
Title / Rank	Mr, Mrs, Miss, Dr, Rev etc. or current military rank for serving personnel.
Date of Birth	State your date of birth in dd mmm yy format, eg 12 Mar 95.
Age	Age in years.
Service Number (if applicable)	Those currently serving in the Military are to state their Service Number.

B. Contact Details.

Civilian/Military Address	Detail your full postal address including your post code.
Home/Mobile Numbers	Detail all telephone contact details. Include any area/country codes as applicable.
E-mail Address	Detail clearly your email address.

C. Highest Educational Qualifications. Secondary Education Results

Date(s) Taken	Which year you sat your GCSEs and/or A-levels.
Type/Level	What type of examinations did you sit? (GCSEs or equivalent i.e BTEC L3).
Number Taken	How many exams you sat.
Results	Specify your grades, including English and Maths grades in the relevant boxes.

Higher/Further Education and Results

Start	State the year you commenced the course.
Finish	State the year you finished the course (DNF if you Did Not Finish)?
Establishment(s)	State which university/college you attended.
Type	State qualification types; starting with the highest (e.g. MSc, BA, HND, BTEC).
Subject(s)	State the full title of the course(s) studied.
Attendance	Was your attendance Full time (FT), Part time (PT) or Day Release (DR)?
Results	State the results of the course(s); 2:1, Diploma, Certificate etc.

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D. Employment History.

Job Title	State your current job title. Tell us your 'most significant' job/role; for instance, the job/role you are most proud of and is most relevant to your application.
Employer	State the title of your employer.
Hours	Indicate whether you are full or part time.
Responsibilities	State your main responsibilities in your current and most significant jobs.

E. Current Significant Spare Time Activities.

Start Date	Start date of each Spare Time Activity
Activity	Details of Spare Time Activity
Club/Level Of Achievement	Detail the level of achievement.

F. Branch Choice(s).

Detail the branch(es) that you wish to be considered for. You will only be asked about your **primary branch choice** at interview. You will always be considered for your primary branch choice first. If, and only if, you are found not competitive for your primary choice will you be considered for your second and subsequent branch choices. In order to be considered for **Pilot/RPAS(P)/WSO/WSOp/WSOp(L)/AO Control/Intelligence Officer**, you must have passed the appropriate CBAT.

G. Scheme of Entry.

Simply tick one box that identifies your method of entry into the RAF.

H. Previous Applications.

You must tick one box to indicate whether you have attended OASC for **SELECTION** previously. In addition, if you have been through selection previously, detail each previous visit to OASC, including visits for selection for the VR(T), Cadet Force Commission (CFC) and the RAF Reserve. Do not detail Aptitude Testing. State each branch that was previously applied for and the outcome ie. completed full selection/withdrawn post Exercise Phase/did not take up offer of employment etc. Detail the date you attended in the format **mmm yy**.

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I. Reasons for wishing to join the RAF.

State **in your own words** why you are seeking to join the RAF. Explain your motivation for applying, and give details of why you have chosen your specific branch(es). Remember to include any relevant information that explains your situation. **Write clearly using whole sentences, paying attention to the correct use of grammar and spelling.** This will be your first opportunity to impress your Interview Board. **Restrict your answer only to this box (2540 characters maximum).**

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J. Availability

State your earliest date of availability to begin training, if selected for service. For serving personnel, include any OOA commitments. Dates in the format **dd mmm yy**.

State the period of notice required by your current employment/current commitments.

K. Mandatory Statements

Read each of the mandatory statements and, if they apply to you, please tick each box, as an acknowledgement, for having understood each applicable statement. If you have any questions regarding any of the statements, please contact the AFCO/OASC for clarification.

Print your name in capitals. Tick the box to indicate you are signing that all data entered in the form as a whole is **accurate and up-to-date**. Enter the latest date that you completed the form in the format **dd mmm yy**.

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OASC CANDIDATE SUMMARY

Complete this form electronically. Read the OASC Candidate Summary Notes for Guidance before filling in this form.

A. Candidate Details.

Surname	Forename(s)	Title/Rank
Date of Birth	Age	Service Number

B. Contact Details (Military address for those currently serving).

Civilian Address (including post code)	Military Address (including post code)

Home Phone Number	Mobile Phone Number	Work Contact Number	Other

E-mail address:	
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C. Academic Qualifications.
Secondary Education and Results

Date Taken	Type/Level	Total No Taken	Results (Indicate predicted grades with [])	
	GCSE or Equivalent		(Specify Maths and English grades (boxes on left) and then the remaining total number of each grade)	English Grade
				Maths Grade
	A2 or Equivalent		(Subjects and grades)	

Higher/Further Education and Results (Since leaving school/college to present. Please include vocational qualifications). Specify any predicted results by using [].

Start	Finish	Establishment(s)	Type	Subject(s)	Attendance	Result(s)

OFFICIAL - SENSITIVE (WHEN COMPLETED)

D. Employment History.

Job/Role	Job Title	Employer	Hours	Main Responsibilities
Current Job			Full Time	
			Part Time	
Most significant other job			Full Time	
			Part Time	

E. Current Spare Time Activities.

Start Date	Activity	Club / Level Of Achievement

F. Branch Choices (In order of preference).

First	Second	Third	Fourth

G. Scheme of Entry *(select/click to select the method of entry you are applying for)*.

Direct Entry	Serving	Bursary	Cadetship	BES	DTUS	DSFC	Reserves	ACO

H. Previous Applications to the OASC (Including ACO and RAF Reserves).

Have you been before? <i>(Please select an option)</i>		Yes	No
Date (Month and Year)	Branch(es) Applied For		Outcome

OFFICIAL - SENSITIVE (WHEN COMPLETED)

- I. Reasons for wishing to join the RAF. (In your own words, state why you are seeking to join the RAF. Restrict your answer to the box below).

Enter your reasons for wishing to join the RAF.

- J. Availability for Training.

When would you be available to commence training?	
What period of notice do you require before joining?	

- K. Mandatory Statements (Please select/click to acknowledge each statement as applicable).

<u>All Candidates.</u> Please be aware that you must be physically fit to join the RAF, therefore you must pass the fitness test to be considered for selection. Failure to pass the fitness test at the IOT Familiarisation visit or the Pre-Recruit Training Course will result in any selection decision being reconsidered.	
<u>Exercise Phase Candidates.</u> Please confirm that you have read and understood the notes regarding selection. Please note that you can clarify any points that you may have at the end of the Interview.	
<u>Serving Personnel.</u> Being commissioned from the ranks may have potential implications on your future pension benefits. You should note that you alone are responsible for checking these implications. Guidance regarding your pension should be sought through the Service Personnel and Veterans Agency (SPVA).	

I have filled in the above information to the best of my knowledge. Click in the centre box to 'sign' electronically.

Print Name in Capitals.		Select Date
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