***FURTHER INFORMATION***

*Applicants should monitor their Civil Service Jobs application centre regularly for updates.*

*All broader banded (Band E2 – B1) and skill zone employees joining MOD who are new to the Civil Service will be subject to a 6-month probation period effective from the employment start date.*

*Applicants should be aware that any move across the Civil Service on or after 5 October 2018 may have implications on an employee’s ability to carry on claiming childcare vouchers.*

*Complaints*

*Please be aware that the selection and interviewing of applicants is the responsibility of the Recruiting Line Manager (RLM) and not the Defence Business Services (DBS) Resourcing team. DBS does not play any part in the selection and interview process itself.*

*Therefore, if you wish to discuss your feedback, or you are dissatisfied with your markings, you should in the first instance raise this with the Recruiting Line Manager of the vacancy.*

*If you are dissatisfied with the service you have received from DBS or believe that DBS has failed to follow the recruitment process in line with the Civil Service Commission principles of selection for appointment on merit on the basis of Fair and Open competition, you can raise a formal complaint. by writing to DBS at the following address:*

*Defence Business Services*

*Scanning Hub*

*PO Box 38*

*Cheadle Hulme*

*SK8 7NU*

*If after raising your complaint with DBS, you remain dissatisfied you can complain directly to the Civil Service Commission at the following address:*

*Civil Service commission*

*Room G/8*

*1 Horse Guards Road*

*London*

*SW1a 2HQ*

*Or by email:* [*info@csc.gov.uk*](mailto:info@csc.gov.uk)

*Cabinet Office Fraud Checks*

*Applicants who are successful at interview will be, as part of pre-employment screening, subject to a check on the Internal Fraud Database (IFD). This check will provide information about employees who have been dismissed for fraud or dishonesty offences. This check also applies to employees who resign or otherwise leave before being dismissed for fraud or dishonesty had their employment continued. Any applicant whose details are found to be held on the IFD will be refused employment.*

*If you need to contact Defence Business Services (DBS) regarding this vacancy, please indicate that your vacancy is being handled by Resourcing Team 1.*

*If you experience any technical difficulties with the CS Jobs system, please contact the Support Team at* [*candidate@support.oleeo.com*](mailto:candidate@support.oleeo.com)

*Please see the* [*MOD Privacy notice*](https://www.gov.uk/government/publications/ministry-of-defence-privacy-notice/mod-privacy-notice) *which informs how we will use your personal data, explains your rights and gives you information you are entitled to under Data Protection legislation.*

Optima Health conduct pre-employment health assessments on behalf of the MOD and may contact you in respect of your application on the contact details you provide, should an offer of employment be made. Optima Health’s [Privacy notice](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.optimahealth.co.uk%2Fprivacy-policy%2F&data=02%7C01%7CHolly.Gaull100%40mod.gov.uk%7C64d4b5bb740c4b5bfa3d08d79fedabe0%7Cbe7760ed5953484bae95d0a16dfa09e5%7C0%7C0%7C637153715443932162&sdata=jYJEKr9lq1XNJjAUqSgFU%2BGIhOuKwqVuU%2BgHFWqSHm8%3D&reserved=0) describes how your personal data may be processed for those purposes.

To find out a bit more about what it’s like working for MOD, visit the Civil Service Careers Website

[Civil Service Careers – Working for MOD](https://www.civil-service-careers.gov.uk/departments/working-for-the-ministry-of-defence/)