

Application for Full Time Reserve Service (FTRS)

Applications received after the closing date/time will not be accepted. Closing date/time is at 1700 on the Thursday of every week

Service Number**Sub Rank****CapBadge****DOB****Name**

Currently serving on/in

☒

FTRS

☒

NRPS

☒

Regular Army

☒

Army Reserve

☒

Not Serving

Of

Insert unit if serving FTRS/NRPS/
Regular or if in Army Reserve

Unit Address (NA if not serving)

Unit Point of Contact

Telephone No (Military)

Military Email Address (mod.gov.uk)

Home address

Home telephone No

Mobile No

Email Address

Part B (Details of post(s) applied for) wish to be considered for:

Post 1	SERVE Post Reference	Post Title	Unit
	<input type="text"/>	<input type="text"/>	<input type="text"/>
Post 2	SERVE Post Reference	Post Title	Unit
	<input type="text"/>	<input type="text"/>	<input type="text"/>

Part C**I certify that I:**

am able to meet the minimum medical standards (1)

☒

Yes

No

☒

prepared to undergo a medical examination at MTMC (3,1) See note 6

☒

Yes

No

☒

am suitably qualified, and eligible, for the post (1) See note 7

☒

Yes

No

☒

have informed my current employing officer of this application (1)

☒

Yes

No

☒**Rank, Name and appointment of employing officer**

Name

Appointment

Telephone No

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Email Address

Part D

Personal Profile

Business/Professional Skills

Military and Civilian Qualifications

Military and Civilian Career History

Any Additional Comments (applicable to post(s) being applied for)

Declarations by Applicant

I understand that the commitment type offered will normally be as advertised in the SERVE, providing I meet the criteria for that commitment type. Where I do not meet the qualifying criteria for a commitment type5, I understand that I may be offered a lesser commitment type or may have the commitment terminated. The commitment type will be clear in the FTRS commitment.

If the FTRS assignment is for a lower rank than your present substantive rank, are you willing to revert Yes ☐ No ☐
in rank for the duration of the FTRS Commitment?

Civilian Employment, I understand that there is no guarantee of FTRS employment as a result of this application. I acknowledge the advice that I should not jeopardise any civilian employment until I have signed and agreed an FTRS commitment and been formally assigned to a post. I understand that I may not commence employment before the date shown on the commitment.

I understand that if my application is accepted I will have to enter in a Full Time Reserve Service commitment before I start service. I understand that no commitment is binding until I have signed that commitment, and it has been confirmed by the APC in the form of an FTRS assignment order. I understand that once I have signed that Commitment I am legally committed to serve for the period of FTRS service stated in the Commitment and that I must report for duty on the date and to the place stated in the Commitment. I also understand that extended service on FTRS may affect my Army Reserve career.

I am currently serving in a Service appointment, which as a result of this application will require me to be short-toured. I have completed the declaration at Part C and my commanding officer and the unit adjutant are aware of my intention to apply for a FTRS post and that my current post may be left vacant.

I am aware that the FTRS website contains considerable additional information that may be of use:
<http://www.army.mod.uk/reserve/31788.aspx>

Reserve Liability - I understand and accept that in order to serve on FTRS, I must have a reserve liability that extends to the end of my proposed FTRS tour. By signing this application I agree to my reserve liability being extended for the duration of my FTRS Commitment. I understand I will be liable for mobilisation under the terms of RFA 96. I also understand that my Reserve Liability will become subject to the amendments to the Reserve Forces Act 1996 enacted by the Defence Reform Act 2014.

I am aware that it is my responsibility to ensure that this application reaches the FTRS Section by the closing date for applications published on the SERVE. I am also aware that a late submission will not be accepted.
I have read and understand the Explanatory Notes on the final page.

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Prior to inclusion of overseas position(s), I have considered and completed the overseas checklist for each location and my conclusion is, my dependants and I are supported.

Yes No

☐ ☐

By placing your initials in the box to the right, and dating the box below, you are confirming your wish to be considered for the post(s) at Part B overleaf, and that the information you have provided is correct.

Date

Email Address

Office use Only

Notes

Place an 'X' in boxes as appropriate.

SERVE Post Reference Number - All applications must refer to a post advertised on the SERVE.

All personnel (except those currently serving on FTRS) who have been selected for a FTRS appointment are required to attend MTMC (formerly RTMC) for a FTRS Preparation Day (for medical assessment and a terms and conditions of service brief) prior to a FTRS Commitment being offered. MTMC will not accept personnel unless an individual has been confirmed by the APC as selected for appointment. Details of how to load onto the MTMC FTRS Preparation Day are provided in the letter informing applicants of provisional selection for an FTRS appointment. Additional requirements are outlined in the Appendices to Annex A.

The full terms and conditions of service are contained within The Reserve Land Forces Regulations, Chapter 10, which is available from the British Army Website. The MTMC FTRS Preparation day includes an opportunity for applicants to ask questions.

For example, where personnel are overage, not medically fit, etc, the manning authority agree it may be possible to offer FTRS (HC) to an applicant who is not eligible to serve on FTRS (FC). The requirements of the Service will dictate and certain posts will therefore require that the applicant is fully eligible for the commitment type described on the SERVE.

Applications will be accepted from individuals whose substantive rank is higher than that required or one rank lower. In all other respects the applicants must be eligible, fit the criteria and hold the qualifications requested on the SERVE.

If you are a member of the Army Reserve or are currently in a FTRS appointment you must inform your employing officer /CO/Adjt that successful selection for an alternative FTRS appointment may result in a short-tour in your current post.

Explanatory Notes

This form will only be accepted electronically. It should be submitted as an email attachment to APC-CMOps-FTRSApplications-Group@mod.gov.uk.

Prior to sending the email please ensure you request a read receipt. If you are currently employed by the Regular Army or Army Reserve, please copy the e-mail to your employing officer.

Receipt will be acknowledged by email.

In 2013 the Territorial Army (TA) was renamed the Army Reserve. Ex-Regulars who have a liability for mobilisation continue to be known as Regular Reservists.