

DE&S ENTRY TALENT CANDIDATE INFORMATION PACK

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ABOUT US



We are Defence Equipment & Support (DE&S). We procure, maintain and deliver world-class equipment to the UK's armed forces, all over the globe. From fighter jets to food deliveries, we provide smarter tech and safer equipment to protect our armed forces.

[Visit our website to discover more](#)

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OUR PURPOSE

We exist to make sure our sailors, soldiers and aviators have the lifesaving, battle-winning capabilities they need to overcome adversity. We're dedicated to this mission, because we know our success will save lives, support our economy, and help our armed forces conserve our way of life.

[Learn more about our projects](#)



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OUR PEOPLE



Our people are at the heart of everything we do – and we want you to thrive. To us, you're more than an apprentice or graduate. You're a future leader, a specialist, an innovator.

We'll empower you to carve out your own career. Whatever you want to be, we'll help you get there as you discover new talents, new ambitions and new experiences. We develop potential like yours. That's why we say, **'Developing Tomorrow's Talent Today'**.

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OUR SCHEMES

Apprenticeships



At DE&S, we're committed to helping you unlock your potential and build a bright future. As an apprentice, you'll be part of a supportive environment that values your individuality, nurtures your talents, and helps you grow both personally and professionally. With access to specialist training, a dedicated manager, and a strong support network, you'll gain the skills and confidence to excel in your chosen field.

Graduates

Our graduates come from all backgrounds, but they all share one thing - undeniable talent. We're seeking driven and ambitious individuals to become the leaders and innovators of tomorrow. Our graduate schemes are designed to challenge and enhance your skills while giving you the chance to work on projects that truly matter to the nation. Join us, be fully supported as you grow professionally, and let your talent shine!



From Project Delivery to Engineering, Finance to Digital Technology – and more, explore our wide range of [apprenticeship and graduate schemes.](#)

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LET'S TALK

WORK PERKS

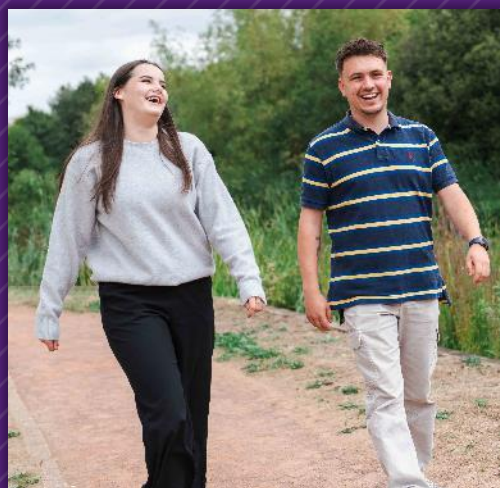
We're passionate about investing in your skills and wellbeing, to help you hit your goals and achieve long-term success. That's why our benefits are designed to support everything from your work-life balance to your bank balance, including:

- ▶ 25 days' annual leave plus one day a year up to 30 days after five years, and eight bank holidays
- ▶ An extra day off to honour the sovereign's birthday
- ▶ Flexible and hybrid working wherever possible to support your work-life balance - some attendance to site may be required and is encouraged!
- ▶ Market-leading employer pension contribution of around 28.97%
- ▶ Annual salary increments and recognition awards
- ▶ Professional training and funding for qualifications
- ▶ Support for development
- ▶ Huge range of discounts
- ▶ Volunteering days
- ▶ Enhanced parental leave schemes

BE PART OF OUR COMMUNITY

Here you'll have the chance to join an extensive range of staff networks. With inspiring allies and thought leaders, celebrations and awareness events, our networks will make sure you're part of key conversations and communities.

Our networks include the Gender Equity Network, Race and Culture Network, Pride Network, Parents Network, Disability Network, Neuroinclusivity Network, Young Defence Network, Christian Network and many more!



“As part of the network, it's nice to find that people actually like me being different. They don't want me to just fit in.”

- Charlotte, Neuroinclusivity Network

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YOUR APPLICATION JOURNEY

Here's what to expect when you apply for a role with us:

1

Submit your online application. Complete all information accurately including how you meet our minimum selection criteria

2

Online interactive assessments
Completion time: approximately 20-30 minutes

3

Assessment Centre (AC). Highest performing candidates will be invited to our AC at our headquarters in Bristol

4

Provisional offer (start of pre-employment checks)

5

Onboarding (completion of pre-employment checks inc. eligibility, security clearance and vetting)

6

Formal offer (issued after successful completion of pre-employment checks)

7

Start your new career!

[More on the process, checks and vetting](#)

FURTHER INFORMATION

Our Recruiting Principles

We honour the [Civil Service Recruitment Principles](#), which are a legal requirement for hiring within the Civil Service and ensure we hire on merit, on the basis of fair and open competition.

An inclusive environment for all

We champion a diverse and inclusive environment, where everyone can be themselves and give their best. Because by harnessing the power of different ideas, experiences, and perspectives, we can achieve our ambitions, together. [Discover more on our website.](#)

Reasonable adjustments

Support – it's in our name. If you have a disability or additional need that requires accommodation, please let us know by completing the 'Reasonable Adjustments' section in the 'Application Questionnaire' page of the application form. Candidates with disabilities can also opt into the [Disability Confident Scheme](#).

Your assessment panel

Please note, your assessment will involve a panel of trained interviewers and assessors from around our organisation and not necessarily from the specific team you will be joining.

Great Place to Work for Veterans

We're part of the 'Great Place to Work for Veterans' scheme, supporting service leavers to find secure and meaningful employment after leaving the UK Armed Forces. If you're a military service leaver, you can opt into this scheme on your application form and, if you meet all the Essential Criteria listed on the job advert, your application will progress straight to interview.

Probation

All employees joining DE&S who are new to the Civil Service will be subject to a six-month probation period, which will be effective from the employment start date.

Remuneration

The advertised salary is payable for full-time hours only, as this role is not available on a part-time basis. Part-time hours will only be considered in exceptional circumstances where reasonable adjustments are required.

Right to Work, nationality, visas and sponsorship

As part of our pre-employment checks, documentation will be required to prove your existing right to work in the UK. Each job advert will state if any specific restrictions apply regarding nationality – appointments will be made in accordance with the [Civil Service nationality rules](#).

DE&S don't offer visa sponsorships for roles under the UK government's Right to Work Scheme. As such, should an individual's visa expire during the course of their employment, it is their responsibility to renew it or ensure their continued Right to Work.

Nationals from outside the UK or the [European Economic Area \(EEA\)](#) who attend assessment are required to provide original documents that prove their existing entitlement to work in the UK in their own right (i.e. not sponsored by their current employer).

Vetting

Successful candidates must meet the **security requirements** before they can be appointed. You must obtain security clearance without caveats that could impact your role, or any conditional offer made may have to be withdrawn. We encourage you to read this to understand the requirements before submitting your application. The level of clearance will be stated on the job advert and is likely to be either Security Check (SC) clearance or Developed Vetting (DV).

Cabinet Office fraud checks

As part of pre-employment screening, applicants who are successful will be 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.

Reserve list

If more candidates are successful at assessment than the number of positions available, their details may be held on a reserve list for up to 12 months. If you're offered a position from a reserve list, the terms and conditions that apply at point of offer will be applicable, subject to passing security clearance checks.

Prioritisation of Assessment Centre Invitations

On occasions where it is not practicable or appropriate to invite all successful candidates to an assessment centre, we may limit the number of invites offered. In this circumstance we may prioritise interviewing candidates who align most closely to the selection criteria. Information for this will be drawn from other sources of information from your application such as your CV.

Order of Merit and Alternative Role Offers

Civil Service offers are made on order of merit. If you have passed our assessment centre but there are no roles available, we may offer you an alternative, or lower role in a

similar position that matches your skills and experience.

Childcare vouchers

Any move to DE&S from another employer will mean you can no longer access childcare vouchers, as the scheme has now closed. This includes moves between government departments. However, you might be eligible for other government schemes, including Tax-Free Childcare.

Determine your eligibility at www.childcarechoices.gov.uk.

Privacy notice

The **Ministry of Defence Privacy Notice** informs how we will use your personal data, explains your rights and gives you information that you are entitled to under Data Protection legislation. If appropriate, your application form and selection information may be shared with additional vacancy holders across the organisation.

A smoke-free organisation

As of 31st December 2022, we're a completely smoke-free organisation, with the use of all tobacco products, e-cigarettes and vaping devices prohibited on our sites. If required, individuals can receive support in stopping smoking through our Employee Assistance Programme.

Queries and feedback

If you would like to give feedback on the application process and the treatment of your application, please contact us at deshr-etcoe-recruitment@mod.gov.uk. If you have submitted a complaint and are not satisfied with the response you receive, you can contact the Civil Service Commission.

We're pleased to support you in taking the next step in your career.

If you have any queries before applying, don't hesitate to get in touch with us at deshr-etcoe-recruitment@mod.gov.uk

Best of luck!

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“

If you're interested in working with cutting-edge technology across a variety of environments, it's definitely worth considering. Where else could you work on ships, armoured vehicles, and aircraft all within the same organisation? The opportunities to learn and adapt are endless.”

- Monty, Engineering Apprentice