



Her Majesty's Naval Service Eligibility and Guidance Notes

INTRODUCTION

This form contains essential guidance information about joining the Naval Service*.

The Government and the Naval Service may at any time amend the policy that determines these eligibility criteria.

Please read this form in conjunction with any brochures that you may have been given and any media you have seen that shows the areas of the Naval Service in which you are interested.

The Naval Service respects the value of every individual's unique contribution, irrespective of gender, marital status, race, ethnic origin, religion and without reference to sexual orientation, social or cultural background.

Your eligibility will be checked in full if you decide to make an application and in most instances, supporting evidence will be required (for example, passport, birth certificate and education certificates etc). To ensure that your application is not refused later in the selection process you should check that you meet the basic eligibility criteria. For certain jobs there are additional eligibility standards; these are detailed in the relevant online job specification or consult with your Careers Adviser.

*The term Naval Service is used throughout this document and includes the Royal Navy, Royal Marines, Royal Navy Reserve, Royal Marines Band Service, Queen Alexandra's Royal Naval Nursing Service, and the Royal Marine Reserves.

Surname/Last Name or Family Name

If the name you use is different from the name on your birth certificate, then the official supporting documents (such as deed poll or statutory declaration) showing your change of name must be presented to your Career Adviser before you can proceed.

If there are any changes to your name during the application period, please inform your Career Adviser as soon as possible.

Equal Opportunities

All Royal Navy jobs are open to both males and females although policy to allow females to serve as submariners is a recent amendment and they will not be able to join the RN until late 2013 or early 2014, once the submarines are modified. Whilst the Royal Marine Band service does welcome female recruits, the remainder of the Royal Marine jobs are NOT open to females.

Religion or Belief

The Naval Service encourages enlistment by people of many differing religions and beliefs. However, it must be clear that you may be required to use aggression and/or to take life during your career as a member of the Armed Forces. There are also certain rules and regulations that state what type of

clothing or dress is compatible or not with operations and for your health and safety. Other religious considerations may include the handling of certain types of food (as a chef) or the receiving of certain types of medical treatment. You should discuss any concerns with your Career Adviser.

Health Eligibility

Naval Service life can be mentally and physically demanding and you will need to be medically fit to meet the challenges ahead.

The application process includes a full physical and medical assessment to ensure you meet the standards required. The final decision regarding fitness to join the Naval Service is made by Royal Navy medical staff when you join.

There are pre-existing medical conditions and ongoing illnesses that may prevent you from joining the Naval Service. You should check the guidance below on eyesight standards and the sample list of pre-existing conditions. This table is for general guidance only as many conditions that are compatible with civilian employment and sport may be incompatible with military service. This list is not exhaustive, so if you have a medical condition that is not listed, or if you are unsure whether your medical history may affect your eligibility to join, please ask your Career Adviser who will obtain clarification from medical staff or, if you prefer, you can talk direct to Royal Navy medical staff.

Note: Careers Advisers and their office staff are not medically qualified and that all final decisions regarding medical suitability for entry are only made by appropriately appointed medical staff.

Eyesight standards

The minimum standards for uncorrected and corrected vision vary for different branches in the Royal Navy and are determined by RN medical staff.

Whatever branch you are applying for, with the exception of Chaplain, your spectacle or contact lens correction must not be greater than +/- 6.00 dioptres. For Chaplains the correction must not be greater than +/- 7.00 dioptres. If you have impaired colour perception (colour blindness) this may restrict the branches that are available to you.

Your Careers Adviser will provide you with a form to obtain an eye examination at a nominated optician and the results will be analysed during your medical examination against the standards required for your chosen branch.

Pre-Existing Conditions

Respiratory Disorders	Asthma – if medication has been prescribed and / or symptoms experienced in the last 4 years you are ineligible to apply. Lung Disease including: Chronic Bronchitis Emphysema Bronchiectasis Cystic Fibrosis Active Tuberculosis
Musculoskeletal Disorders	Any abnormality that interferes with the ability to undertake military training Spinal abnormalities Certain spinal operations Recurrent back pain or sciatica Joint disease, pain or limitation of movement Hypermobility (laxity) of joints Bone or joint operations in the last 12 months Anterior cruciate ligament reconstruction Recurrent joint dislocations Severe deformity following fractures Loss of a limb

	<p>Foot abnormalities (e.g. club foot or hammer toe) Complete loss of either big toe Complete loss of either thumb Arthritis and similar conditions Fractures in the last 12 months, except fractures of the digits / clavicles</p>
Eye Disorders	<p>Monocular / Unilateral vision Double vision (including Ophthalmic Migraine) Eye disease: Glaucoma Keratoconus Retinitis Pigmentosa Corneal grafts or recurrent ulcers Cataracts or Cataract surgery Detached Retina Squint surgery in the last 6 months Laser eye surgery (corneal refractive surgery) in the last 12 months (see additional notes below) Any eye injury / disorder which causes reduced function or disability</p>
Ear, Nose & Throat Disorders	<p>Ongoing acute or chronic ear, nose, throat or sinus disease Deafness Presence of grommets Current eardrum perforation Certain surgical procedures Recurrent nose bleeds (more than 1 per week) Laryngeal conditions affecting breathing Persistent facial nerve palsy Wegener's Granulomatosis Menière's disease Nasal deformity – sufficient to interfere with breathing apparatus and similar devices Nasal Polyps</p>
Heart & Cardiovascular Disorders	<p>Heart Disease Certain congenital conditions – repair of Tetralogy of Fallot, Coarctation of the Aorta Certain heart valve abnormalities High blood pressure Disturbances of Heart Rhythm Cardiomyopathy Reynaud's Disease</p>
Abdominal & Digestive Disorders	<p>Ongoing abdominal, digestive or liver disease Peptic Ulceration Dyspepsia (indigestion) requiring prescription or pharmacy only medication and / or a need for medical follow-up / or loss of time from school / work Oesophageal disease including surgical correction of Hiatus Hernia Irritable bowel syndrome requiring medication / medical follow-up in the last 2 years Crohn's Disease Ulcerative Colitis Gluten sensitivity (Coeliac Disease) Lactose and other food intolerance Untreated Hernia Hepatitis Pancreatitis Cholecystitis, unless surgically treated Pilonidal sinus – active or 2 planned surgical procedures</p>
Urogenital Disorders	<p>Urethral abnormalities requiring continued treatment Urinary incontinence in the last 2 years Prostatitis – acute or chronic Genital infections requiring frequent medical intervention or affects normal</p>

	<ul style="list-style-type: none"> function Kidney stones Polycystic Kidney Disease Kidney donation for transplant (within last 6 months) Non-specific groin or pelvic pain, chronic testicular pain or undiagnosed loin pain
Nervous System Disorders	<ul style="list-style-type: none"> Progressive or recurrent nervous system disease including Multiple Sclerosis Epilepsy (or more than 1 seizure after the age of 5) Single seizure within the last 10 years Migraines or severe headaches within the last 2 years Complications following head injury Hydrocephalus Neurosurgery Fainting – recurrent
Endocrine Disorders	<ul style="list-style-type: none"> Diabetes Mellitus – including gestational diabetes Pituitary disorders Adrenal disorders Certain Thyroid disorders
Skin Disorders	<ul style="list-style-type: none"> Active Eczema or Dermatitis within the last 3 years Active Psoriasis affecting >5% of the body surface Active Acne requiring treatment Photosensitivity not controlled with sunscreens Scleroderma
Female Reproductive Disorders	<ul style="list-style-type: none"> Chronic breast pain Chronic pelvic pain or inflammatory disease Endometriosis
Male Reproductive Disorders	<ul style="list-style-type: none"> Chronic scrotal pain Current cancer of the testicle or prostate
Blood Disorders	<ul style="list-style-type: none"> Chronic blood diseases (e.g. G6PDD, Sickle Cell disease, congenital Spherocytosis, Haemoglobinopathy or any disorder causing coagulation (clotting) abnormalities) Venous Thromboembolism Thrombophilia
Infections	<ul style="list-style-type: none"> Human Immunodeficiency Virus (HIV) Hepatitis Virus carriers
Malignancy (cancer)	<ul style="list-style-type: none"> Most cancers are considered to place a candidate below the medical entry standard. Exceptions: some cancers in childhood or early adult life that have been successfully treated and are regarded as cured.

Immune system (allergy) disorders	<ul style="list-style-type: none"> Allergic reactions and/or anaphylaxis including: Nut allergy Egg allergy Fruit allergy Latex allergy Vaccine allergy EPIPEN (adrenaline injector) requirement
Climate affected disorders	<ul style="list-style-type: none"> Heat Illness Frostbite Non-freezing Cold Injury
Other disorders	<ul style="list-style-type: none"> Chronic fatigue syndrome and associated disorders Congenital, chromosomal and genetic disorders Organ transplantation (receiving) Splenectomy
Psychiatric Disorders	<ul style="list-style-type: none"> Ongoing psychiatric illness Psychosis Schizophrenia Depression – certain causes / history Obsessive-Compulsive disorder

Autism Personality disorder Deliberate Self-Harm (more than 1 episode of any type) Post-Traumatic Stress Disorder (PTSD) Alcohol, drug or substance dependence Attention Deficit Hyperactivity Disorder (ADHD) unless symptom free and not requiring treatment for at least 3 years Anorexia Bulimia

Laser Eye Surgery – Corneal Refractive Surgery (additional notes)

In order to be considered the candidate must fulfil the following criteria and provide documentary evidence supporting that:

- the pre-operative refractive error was not more than +6.00 or -7.00 dioptres (est spherical equivalent) in either eye
and
- the best spectacle corrected visual acuity is 6/9 or better in each eye
and
- are over the age of **22**
and
- at least 12 months have elapsed since the date of the last surgery or enhancement procedure
and
- there have been no significant visual side effects affecting daily activities or night vision
and
- refraction is stable – defined by 2 refractions on each eye, 6 months apart, with no more than 0.50 dioptre difference in the spherical equivalent in either eye.

Specialist visual function testing has been carried out with satisfactory results at least 12 months following surgery, including assessment of refraction, symmetry of visual acuity, high and low contrast sensitivity (with and without glare sources) or contrast acuity analysis, astigmatism, glare, corneal clarity, masked mild Hypermetropia and night vision.

An applicant who has undergone eyesight corrective laser surgery must supply evidence of the above and may be subject to evaluation by a Service Ophthalmic Consultant. Each case is considered on an individual basis and if **all** the criteria are met it may be possible to consider an application to enter the Naval Service.

Temporary medical conditions

The following conditions require the selection procedure and/or entry to be temporarily delayed until you are fully recovered, discharged from hospital treatment and assessed as fit to undergo arduous training:

- Pregnancy
- Waiting list for an operation
- Temporary illness or injury
- Undergoing orthodontic treatment

At the discretion of Service medical authorities, your application may be rejected, due to other medical reasons determined as incompatible with a Naval Service career.

The initial medical examination

Your medical examination will take place locally and be arranged by your AFCCO. You will be given the option of being accompanied by a chaperon during the examination.

Further medical examinations for some branches of the Naval Service may be conducted later in the selection process and your Career Adviser will be able to offer advice regarding this requirement.

Height and Weight

All Naval Service jobs require a minimum height of 151.5cm. For the Royal Marines and Royal Marine Reserves there is also a minimum weight requirement of 65kg. All recruits they should be within the healthy range for Body Mass Index (BMI)

Age	Male and female minimum	Male and female maximum	Male maximum with medical assessment	Female maximum with medical assessment
18 and over	18	28	32	30
Between 16 and 18	17	27	27	27

The NHS Choices website has a BMI healthy weight calculator at: [NHS BMI Calculator](#) and can be used to determine whether you meet our eligibility standard.

Fitness Standards

Royal Navy and Royal Navy Reserves

All members of the Naval Service are required to be physically fit to a standard which enables them to perform their duties effectively in the most demanding of environments. Your fitness will be checked during the Pre-Joining Fitness Test, during selection testing and during the first weeks of training. As part of the application process, you will be required to complete a 2.4km run on a treadmill at a local fitness centre. To pass you must complete the run in less time than that allowed for your age in the table below:

AGE	Royal Navy Pre Joining Fitness Test	
	MALE	FEMALE
15 – 24	11 min 13 secs	13 min 15 secs
25 – 29	11 min 38 secs	13 min 50 secs
30 – 34	12 min 08 secs	14 min 28 secs
35 – 39	12 min 34 secs	15 min 09 secs

Royal Navy Diver

For applicants to the Diver Branch the time required to achieve a pass is 10 minutes 30 seconds, irrespective of your age.

Royal Marines and Royal Marine Reserves

For applicants to the Royal Marines the pre-joining fitness test consists of two timed runs of 2.4km (1.5 miles) each. The test is on a running machine set at a 2% incline. To pass you needed to complete the first 2.4km run in under 12 minutes 30 seconds and immediately afterwards run the second 2.4km in less than 10 minutes. This standard is not adjusted for age.

Further information and guidance can be found at the [Get fit to join](#) section on the RN website.

Tattoos

Tattoos that are offensive, obscene or excessive in size or number will be a bar to entry, or re-entry.

Tattoos that are visible in parade uniform are a bar to entry, this means that tattoos on your head and neck will be unacceptable and, for the Royal Navy, also tattoos on your hands. If you have any tattoos you will be asked to complete a form describing them and their locations. All of your tattoos will be seen during your medical examination and you should consult with your Careers Adviser if you are in any doubt whether your tattoos are acceptable or will be visible in uniform.

Body Piercing

For health and safety reasons, you will be asked to remove certain items of body piercing jewellery before undergoing physical activity as part of the application and selection process. You will not be allowed to attempt the physical activities if you do not remove the body piercing jewellery when requested. Once you have joined the Naval Service, you will be advised of the rules for wearing body jewellery when on and off duty.

Body piercing which causes holes that will not close up, “flesh tunnels” is not permitted. Applicants whose flesh tunnels have healed up, or are in the process of healing without leaving a hole, are eligible.

Age

The broad minimum and maximum ages for service are detailed below, however, there may be age restrictions applied to specific branches or jobs i.e. Officer Entry, Engineering and Diver, please review the literature with details in our [Job Finder](#) tool associated with your interest or consult with your Careers Adviser.

	Age on Application	Age on Entry	Upper age Limit
Royal Navy	15 years, 9 months	16	37 (Higher with previous service)
Royal Marines	15 years, 9 months	16	33 (Higher with previous service)
Reserve Forces	15 years , 9 months	16	Dependent on Service and Specialisation

Parental consent

If you are under 18 years of age, you will need consent from your parent or guardian before you can progress your application at the Armed Forces Careers Office.

Care Order

If you are currently under a Care Order then we will have to seek permission of the local authority for you to join the Naval Service.

Nationality

For entry into the Royal Navy or Royal Marines, you must fall into one of the following categories:

- Sole British citizen
- Sole Irish citizen
- Sole Commonwealth citizen
- Dual British/Commonwealth, British/Irish or British/Other citizens
- Dual Commonwealth/Commonwealth, Commonwealth/Irish, Commonwealth/Other or Irish/Other citizens

For security reasons, there are stricter nationality requirements for some jobs. For a few, you must have been a UK citizen and UK resident since birth. Please check the individual job descriptions for more information or consult with your Careers Adviser if you are in any doubt.

National Service Liability.

Candidates who are not sole British citizens, whether as a result of being a sole Irish or Commonwealth citizen or through holding dual nationality, must present written confirmation from the Government of the other nation(s) that they are not required for national service (or military service), either now or at some future date. All applicants with dual nationality must produce such documents before an application can be accepted.

Residency

As part of the security checking process for entry into the Naval Service all candidates, irrespective of nationality, should normally have resided in the United Kingdom* or Ireland continuously (other than for overseas holidays not exceeding 28 days in any one year) for a minimum of five years immediately prior to your application to join.

*For the purpose of this document the United Kingdom includes England, Scotland, Wales and Northern Ireland and for these purposes the Channel Islands and the Isle of Man.

Applicants with less than five years residency will be considered providing they meet either of the following criteria:

- Lived in the UK or Ireland continuously for at least the last three years immediately prior to application

OR

- Lived in the UK or Ireland, non-continuously for a total of a total of four years out of the last five. This would allow, for example, candidates that have travelled/worked/studied abroad for no more than twelve months in the last five years to qualify for minimum residency.

However, we welcome applications from British Nationals wherever they are, and recognise the valuable experience which people will have gained from living, studying and working overseas. Whether this is a result of you or your parents being employed abroad or travelling on a “gap year”.

The residency status of the candidate's parents or partner is not normally considered during standard security checks although this can be relevant for certain job types.

If you do not meet the residency criteria stated there may still be an opportunity for you to join on a short term security clearance, until the standard period of residency is achieved and you are able to gain full clearance. You should highlight to your Career Advisor that you do not meet the residency criteria and you will be required to provide additional documentary evidence to be allowed this concession.

Academic Requirements

To apply to become an Officer, you'll need 180 UCAS points based on the recognized [UCAS Tariff](#) and 5 GCSEs (A*-C) or Scottish Standard grades or equivalent, which must include English and Mathematics.

For direct graduate entry as an officer, you will need a degree or equivalent, at least [180 UCAS points](#) and 5 GCSEs (A*-C), or Scottish Standard grades (or equivalent) which must include English and Mathematics. If you're still unsure about whether you meet the minimum qualifications, contact your local Armed Forces Careers Office.

To be eligible for the widest range of opportunities you will have GCSEs (or equivalent) but for many jobs in the Naval Service there are no formal entry qualifications.

Everyone will be asked to pass a Recruiting Test (RT). This is a psychometric ability test and is used to assess specific academic ability. The RT is supported by a long history of research, which shows how performance at the RT relates to your ability to cope with the technical and academic aspects of training. Although you may already have academic qualifications, the RT gives more information and is a fair way of assessing candidates on the same test. There are four separate parts of the test which are completed against a strict time limit and these sub-tests measure general reasoning; verbal ability, numeracy and mechanical comprehension.

Use the link below to download the example test booklet.



National Security

In the interests of national security, safeguarding parliamentary democracy and maintaining the proper security of the Government's essential activities, it is the policy of HM Government that no one should be employed in the Armed Forces who is, or has been, involved in or associated with any of the following activities:

- espionage;
- terrorism;
- sabotage;
- actions intended to overthrow or undermine parliamentary democracy by political, industrial or violent means;

or is, or has recently been:

- a member of any organisation that has advocated such activities;
- associated with any such organisation (or any of its members) in such a way as to raise reasonable doubts about his or her reliability;
- susceptible to pressure or improper influence, for example because of current or past conduct;
- guilty of dishonesty or lack of integrity that throws doubt on their reliability;
- shown to demonstrate behaviour or is subject to circumstances that may otherwise indicate unreliability.

Security Check (SC)/Counter-Terrorist Check (CTC)

It is Naval Service policy that a Security Check and/or a Counter-Terrorist Check is carried out on all applicants to confirm their identity, suitability and trustworthiness. This will be done as part of the selection process.

Contact with the Police or a Prosecuting Agency

Criminal Convictions

If you have been convicted of an offence then you may still be able to join the Naval Service. All applicants must declare any unspent or any previous unspent convictions as part of the application process. More detail guidance can be found in [MoD Form 493 Rehabilitation of Offenders Act 1974](#). This form explains whether you have to give the details of any convictions.

You may be permanently prevented from entering, or re-entering, the Naval Service if you have committed certain offences or have undergone certain types of sentence. Your Career Adviser will be able to help clarify your particular situation.

For all branches of the Naval Service you will be required to undergo a full Security Check, this is done online and checks your details against Government data. For this check you will have to declare

all previous convictions whether spent or not.

Criminal Justice and Court Services Act 2000 – Criminal Records Bureau (CRB) Check

If you are applying for the Medical or Dental Branch of the Service there is a statutory requirement to undergo suitability checks by the Criminal Records Bureau (CRB). These checks include the disclosure of your criminal record. If appropriate, a Suitability Certificate will be issued. Your Armed Forces Careers Office will advise you when and how this certificate is to be obtained and the details of which jobs require CRB clearance.

Drug and Substance Misuse

The short, medium and long-term effects of the misuse of either illegal drugs, or substances or legally obtained drugs or substances including solvents and anabolic steroids can have a damaging impact on mental and physical fitness and health. Drug or substance misuse constitutes a direct threat to the operational effectiveness of the Armed Forces; the security and safety of Service personnel; and, potentially, the security and safety of the civilians whom they protect. Illegal misuse of drugs or substances by Service personnel also damages the reputation and standing of the Naval Service. For all of these reasons, the misuse of drugs or substances is not tolerated.

The Naval Service recognise, however, that drug or substance misuse is increasingly common in civilian life, particularly among the young, and that you may have misused drugs or substances yourself in the past. This will not necessarily prevent you from joining, as all applications are considered individually. Acceptance into the Naval Services will depend on the frequency of use and the class and type of drug or substance that has been misused. Criminal convictions for trafficking or supply of any class of drug or substance will bar your entry.

Once you have joined the Naval Service, you are required to stay clear of drugs or substances at all times and also to avoid association with drug or substance misuse and suppliers. Once you have been enlisted, you will be liable by law to random and for compulsory drug testing throughout your Service career. If these tests show that you have misused drugs or substances, it is Naval Service policy that, with very few exceptions, you will be discharged.

Financial commitments – Debt and Bankruptcy

You may be ineligible to join the Naval Service if you have financial commitments, debts or loans that you would have difficulty in repaying, or lead to financial hardship, if you entered the services. A person who is declared bankrupt (and as a result does not have a working bank account) or is insolvent may be ineligible to join the Naval Service. Look carefully at the appropriate rates of pay so that you are able to determine your particular situation, your Career Adviser will enquire about this during your interview and credit reference checks are part of the security checking process.

Data Protection Act – Your Rights and How We Protect Them

When it comes to the information we hold about you, your rights are set out clearly in the law. The Data Protection Act 1998 also provides that people who record and use personal data must be open about how it is used, and that they must obey the eight Data Protection Principles, which are listed below. In some instances, the law exempts us from these principles. This is normally where obeying the principles would damage the fight against crime, or be against the national interest in some way.

- Process it fairly and lawfully.
- Process it for specific purposes and not in any manner incompatible with those purposes.
- Only process information that is adequate, relevant and not excessive.
- Ensure that the information is accurate and up to date.
- Ensure that the information is not kept longer than is necessary.
- Ensure that the information is treated in accordance with your rights.

- Take care of your personal information.
- Ensure that your personal information is not transferred outside the European Economic Area unless there are suitable safeguards in the countries to which it needs to be sent.

If you want to know more about the Data Protection Act 1998, you can either write to the following address:

The Information Commissioner
Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

Or you can visit their website at www.ico.gov.uk

www.royalnavy.mod.uk