

# AUXILIARY TERRITORIAL SERVICE

## CONDITIONS OF SERVICE AND APPLICATION FORM

### PART I. General Conditions.

The General Conditions of your Enrolment are as follows :—

1.—To serve as a member of the A.T.S. for the period of the present emergency so long as your services are required.

2.—To perform full time service at any locality at home or overseas, as may be required.

3.—To obey all orders given by your superiors.

4.—To remain a member of the A.T.S. until duly discharged.

The usual grounds for discharge are :—

- (a) Termination of period of enrolment.
- (b) Compassionate grounds.
- (c) Medical grounds.
- (d) Service no longer required.

### PART II. General Information.

1.—Members of the A.T.S. replace soldiers in certain selected duties, including :—

- (a) Clerks (shorthand writers, typists, pay clerks) ;
- (b) Cooks (for Officers', Sergeants' and Men's messes) ;
- (c) Drivers I.C. (ambulances, cars, light vans, etc.) ;
- (d) Orderlies (mess orderlies, messengers, telephone orderlies, etc.) ;
- (e) Storewomen (equipment, clothing, P.A.D. stores, etc. : clerical qualifications are needed for book-keeping in stores) ;
- (f) Specialists (Teleprinter and telephone switchboard operators : kine theodolite operators—photographic training needed).

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2.—AGE. Applicants must be between the ages of 18 and 43 years. Ex-service women (those who served with H.M. Forces during the last War) may be considered up to the age of 50 years. Details may be obtained at all A.T.S. Recruiting Offices.

Those who formerly served as officers may be considered for appointment as officers A.T.S. without previous service in the ranks.

3.—MEDICAL. All applicants must be medically fit and not below 5 ft. in height. Applicants will receive a free medical examination before being accepted.

4.—UNIFORM. Uniform will be issued free to all members, also necessary underclothing and other equipment.

5.—TRAINING. Applicants who are accepted and passed medically fit will be sent to an A.T.S. Reception Depot for preliminary Training before being drafted to their unit.

6.—PAY. The minimum pay for a volunteer is 1s 8d. per day, which is two-thirds the pay of a soldier. All ranks are provided with rations, quarters, fuel, light, etc., or when these items are not provided in kind, allowance is issued in lieu. Pay is increased on promotion or on passing one of the official trade tests and filling a vacancy in that particular trade.

7.—DEPENDANTS. No allowance for dependants is authorised though members may allot a part of their pay to a relation. Those who have to provide for dependants should seek other means of service.

8.—INELIGIBLE FOR ENROLMENT.

(a) Women holding permanent or established positions in the Government Service.

(b) Members of the staff of hospitals, women with nursing qualifications and members of Voluntary Aid Detachments.

(c) Women who are in reserved occupations under the approved schedule—a copy of which may be seen on application to the nearest Employment Exchange.

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PART III. Form of Application.

PLEASE DETACH THIS FORM AND RETURN TO THE RECRUITING OFFICE DIRECT.

1.—Full name and address of applicant.  
Miss/Mrs. ....

Address .....

2.—I wish to enrol as :—

Clerk ..... Cook .....

Driver I.C. .... Orderly .....

Storewoman ..... Specialist .....

Delete those which are inapplicable and number the remainder in order of preference, giving any useful particulars of qualifications.

3.—Age..... (See Part II, paragraph 2).

4.—Whether a British Subject.....

5.—Nationality of parents at their birth :—

Father..... Mother.....

6.—Present or usual occupation.....

7.—If in employment state name and address of employer.  
.....  
.....

8.—Name and address of two references (not relatives), but if possible, one a present or former employer.

Name.....

Address.....  
.....

Name.....

Address.....  
.....

Date.....

Signature of Applicant.

**PART IV. For Use at Employment Exchange.**

Occupational Sub-Classification No.

Decision as regards occupation.

(a) Applicant may be enrolled.....

(b) Applicant may be enrolled only in the capacity of :—  
.....

(c) Applicant may not be enrolled.....

Signature of Ministry of Labour Officer.....

Date.....

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**PART V. Addresses of A.T.S. Recruiting Offices.**

This form should be posted to your nearest Recruiting Office as follows :—

LONDON. 5, Great Scotland Yard.

SALISBURY. 39, Castle Street.

BIRMINGHAM. 14, James Watt Street.

MANCHESTER 77, Shudehill.

LEEDS. 41, Vicar Lane.

EDINBURGH. (Scotland) 54, George Street.

BELFAST. (Northern Ireland) 5, Bedford Street.