

## APPLICATION FORM FOR EMPLOYMENT

### Douglas City Council

City Hall  
Ridgeway Street  
Douglas  
Isle of Man  
IM99 1AD

[www.douglas.im](http://www.douglas.im)

#### Contact Details:

Telephone: 01624696300

Fax: 01624696400

Email: [hr@douglas.gov.im](mailto:hr@douglas.gov.im)

#### Section: 1 – Personal Details

#### Work Permit Information

#### Driving Licence

#### Helpful Tips:

- Please read through the guidance notes before completing your application.
- All sections of the application form must be completed in your own handwriting (*writing 'refer to CV' will not suffice*).
- Please include an up-to-date C.V, which should include job history.
- Applications received after the closing date/time will **not** be considered.

**Please state any dates you will be unavailable i.e., annual leave**

\_\_\_\_\_

**Post Applied For:** \_\_\_\_\_

**Title:** (Mr/Mrs/Miss/Ms) \_\_\_\_\_ **Surname:** \_\_\_\_\_

**Forename (s):** \_\_\_\_\_ **Maiden name:** \_\_\_\_\_  
(if applicable)

**Address:** \_\_\_\_\_

\_\_\_\_\_ **Post Code:** \_\_\_\_\_

**Telephone No:** \_\_\_\_\_ **Email:** \_\_\_\_\_  
(N.B. calls will be made discreetly)

**National Insurance Number:** \_\_\_\_\_

Are you an Isle of Man Worker as defined in the Control of Employment Acts?

**Yes**  **No**  If **Yes**, under which section of the guidance notes do you qualify? \_\_\_\_\_

If **No**, when did you take up residence? \_\_\_\_\_ month \_\_\_\_\_ year

If married, does your partner hold a Work Permit? **Yes**  **No**

Do you hold a full clean valid driving licence? **Yes**  **No**

**Section 2 –  
Employment History**

Provide details of your employment and account for any periods you were not in work for example: Career Break, Volunteering or Education.

**Current/Most Recent Employer's Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Post Code:** \_\_\_\_\_ **Telephone No:** \_\_\_\_\_

**Job Title:** \_\_\_\_\_ **Grade/Salary:** \_\_\_\_\_

**Date joined:** \_\_\_\_\_ **Date Finished:** \_\_\_\_\_ (if applicable)

**Reason for leaving:** \_\_\_\_\_ **Notice required:** \_\_\_\_\_  
(if applicable) weeks/months

Please give a summary of your main duties and responsibilities. If currently unemployed, give appropriate details of your last employment.

**Previous Employer's Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Post Code:** \_\_\_\_\_ **Telephone No:** \_\_\_\_\_

**From:** \_\_\_\_\_ **To:** \_\_\_\_\_ **Reason for leaving:** \_\_\_\_\_ (If applicable)

**Grade/Salary (current or on leaving)** \_\_\_\_\_

**PREVIOUS EMPLOYMENT** (commencing with current/most recent post – continue on a separate sheet if necessary)

Employer's name	Your Job Title	Type of Business	From - To	Reason for Leaving

### Section 3 – Education and Qualifications

**EDUCATION** (List details of GCSE's, A Levels and Degree) (Continue on a separate sheet if necessary)

Secondary school/College/University etc	From - To	Subjects	Qualification Obtained	Grade

#### Work Related Skills

(Please detail all N/SVQ Certificates, Diplomas etc, you have obtained that have been job related. Include details of licences you hold. Please specify when awarded, organising body, grades (if relevant) and the time it took to obtain the qualification).

**Other Skills** (Computer literacy (specify software) and any other skills that may be relevant to the job for which you have applied)

**Addition Information** (Please particularly refer to the Job Description and Person specification)

### Professional Membership Details

**Professional Body:** \_\_\_\_\_  
(If applicable)

**Membership Status:** \_\_\_\_\_  
(If applicable)

**Section 4 –  
References**

**References**

Please provide the names and addresses of two persons from whom references may be obtained.

Your first referee must be your present/most recent employer, or course tutor if leaving full time education.

- **Internal** candidates must give contact details of their current Line Manager, and may give additional names if desired.
- **External** candidates should not give the names of relatives/Members or Employees of Douglas City Council for references.

Referee names should not be given without the consent of the person concerned.

**Current/Most Recent Employer's Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_ **Post Code:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Telephone No:** \_\_\_\_\_

May we approach this referee prior to interview? **Yes**   **\*No**

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**Second Reference Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_ **Post Code:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Telephone No:** \_\_\_\_\_

May we approach this referee prior to interview? **Yes**   **\*No**

If you have indicated **\*no** we will only approach a referee if you are successful in being offered the position and on you giving your express permission.

**Criminal Offences**

(If the answer to any question is **Yes**, then please supply details on a separate sheet.)

Do you hold a criminal conviction that is **not considered spent** in accordance with the Rehabilitation of Offenders Act 2001? **Yes**  **No**

Are you currently the subject of any criminal proceedings? **Yes**  **No**

The following question is only for vacancies considered exempt under the Rehabilitation of Offenders Act.

*(Please refer to the Guidance Notes for details as to whether or not it is considered exempt)*

Have you ever been convicted of a criminal offence? **Yes**  **No**

**Section 5 –  
Criminal Offences**

**Section 6 –  
Declaration**

**Relationship to Douglas City Council Employee or Elected Member**

*(You must state if you are related to or have a close personal relationship with an employee or Elected Member of Douglas Borough Council as it may affect the make-up of the interview panel).*

**Yes**  **No**  If Yes, please give their name and state the relationship to them:

**Name:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_

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To the best of my knowledge I declare that the information contained in this application form and CV is true and accurate. I understand and agree that:

- i. The provision of false information may result in disqualification from the recruitment process or if already in employment, my appointment terminated.
- ii. I understand that from time to time Douglas City Council may wish to process any personal information contained within this application for personnel administration and management purposes. This may include transfer of data to appropriate third parties. I understand that where this is the case, processing and transfer of data will take place in accordance with the provisions of the Data Protection Act 2018.
- iii. Canvassing of Employees or Members of Douglas City Council directly or indirectly for any appointment will disqualify my application.
- iv. All information contained in this form will be treated as strictly private and confidential and used only for recruitment purposes. By supplying information, you are indicating your consent to the information being processed for all employment purposes as defined in the Data Protection Act 2018 and any verification checks that may be made.

*Applications received after the closing date/time or received due to insufficient postage being paid will not be accepted or considered.*

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Section 7 –  
Thank you**

Thank you for the interest you have shown in the vacant post. Completed application forms should be addressed, marked private and confidential, and returned to:

**Human Resources Section  
City Hall  
Ridgeway Street  
DOUGLAS  
Isle of Man, IM99 1AD**

Or return via email to [hr@douglas.gov.im](mailto:hr@douglas.gov.im)