

## GUIDANCE NOTES FOR CANDIDATES APPLYING FOR JOBS

All applicants **must** submit an Application Form and include an up to date Curriculum Vitae.

### 1. APPLICATION FORMS

It is **essential** that **all** sections of the application form are fully completed and in particular:-

**Work Permit Information** – guidance on determining your work permit status is provided in section **A** of these notes. Further information in relation to work permit queries can be sought from the Department of Economic Development (Work Permit Office) on (01624) 682393. The Department of Social Care (01624) (685077 / 685078) can assist with queries in respect of National Insurance numbers.

**Criminal Convictions** – guidance provided in section **B** of these notes should assist you in establishing whether or not you should declare any previous conviction in accordance with the Rehabilitation of Offenders Act 2001.

**References** – the names of two referees must be provided. The first referee must be your current or most recent employer or tutor if you are in full time education. References will be taken up preceding interview if you are short listed, unless you indicate otherwise on your application form. If you have indicated a referee is not to be contacted unless you have been successful in being offered a position, an approach will then only be made upon you giving your consent.

**Candidates with Disabilities** – should you require assistance in applying for posts please contact the Human Resources Department (01624) 696455. Should you be invited to attend for interview and require particular arrangements to be in place please provide details with your Application Form.

**Equal Opportunities Monitoring Form** – The Council is committed to equal opportunities and diversity. To ensure applications are received from all sections of society you are requested to complete an equal opportunities monitoring form. All information provided is treated in the strictest confidence. Should you wish to provide more information please add an additional sheet headed 'Equal Opportunities'.

**Acknowledgements** – All applications are acknowledged *after* the closing date.

### 2. CURRICULUM VITAE

Please ensure your C.V. contains the following information:-

- Personal details - name/title/address/telephone number/mobile number/email address.
- Educational qualifications stating the grades obtained and where (i.e., name of school/university, etc), and when attained.
- Where a post has a specific qualification requirement and you possess an equivalent qualification please explain and provide evidence of how your qualification equates to meet that requirement.
- Employment history – names and addresses of current and previous employers, employment dates, reasons for leaving and reasons for any gaps in employment, current salary.
- Motivation and reasons for applying for the post.

### 3. SHORTLISTING AND INTERVIEWS

All applications will be acknowledged following the selection process which is usually within two weeks of the closing date. Short listed candidates will be invited for interview and the remaining candidates will be notified that they have been unsuccessful.

The interview process will commence with a 'meet and greet' session on the evening of Monday, 8<sup>th</sup> January 2018, with interviews being held on Tuesday, 9<sup>th</sup> January 2018.

Following interview the successful candidate will receive a formal Letter of Offer, which may be subject to any outstanding pre-employment checks, such as medical examination, pre-employment screening, references satisfactory to Douglas Borough Council being obtained and the checking of qualifications.

Please bring your Passport and your education certificates with you when you attend for interview. Also you should bring your driving licence should it be a requirement of the post applied for.

Any offer of employment will only be made in writing. No indication of any such offer should be inferred from any interview or conversation prior to the receipt of a written offer.

#### **4. CANVASSING**

Canvassing of Members, Officers or any Committee of the Council, directly or indirectly, for any appointment under the Council shall disqualify the candidate for such appointment under Douglas Borough Council's Standing Order 128. This does not prevent an applicant from seeking further information on the post from Officers of the Department/Section or from contacting Members of the Council for reference purposes, other than those serving on the Committee or the Department involved. No Member will seek support for any person for any appointment with the Council.

#### **5. RELATIVES OF MEMBERS OR OFFICERS SEEKING APPOINTMENT**

In accordance with Douglas Borough Council's Standing Order 127 Candidates, when making application, must disclose in writing to the Chief Executive whether to their knowledge they are related to or have a close personal relationship with any member or officer of the Council (including friend). Persons shall be deemed to be related if they are husband and wife, or if either of them or the spouse of either or them, is the son/daughter/grandson/granddaughter/brother/sister/nephew or niece of the other, or of the spouse of the other. The purpose of such disclosures is to ensure openness, probity, equality and effectiveness of management and Member / Officer relationships.

##### **A. WORK PERMITS**

Under the provisions of the Control of Employment Acts and the Regulations made thereunder, any person who is not an Isle of Man Worker requires a work permit issued by the Department of Economic Development before taking up employment or self-employment in the Isle of Man, except in the case of a small number of occupations and certain employments of a temporary nature.

An **ISLE OF MAN WORKER** is an individual:-

- who was born in the Isle of Man;
- who has at any time been ordinarily resident in the Isle of Man for an unbroken period of at least 5 years;
- who is the spouse or civil partner of an Isle of Man worker and is entitled to remain in the Island under immigration law;
- who was the spouse or civil partner of an Isle of Man worker, was living in the Isle of Man immediately before the death of the Isle of Man worker, and has lived in the Island ever since;
- who was the spouse or civil partner of an Isle of Man worker, had lived in the Isle of Man for an unbroken period of at least 3 years immediately before being divorced and has lived in the Island ever since;
- whose parent is (or was immediately before death) an Isle of Man worker, if at the time of the child's birth the parent, or the parent's spouse or civil partner, was serving in the armed forces;
- whose parent was born in the Isle of Man and lived in the Isle of Man for his or her first 5 years;
- who:
  - (a) was for an unbroken period of at least a year:
    - (i) under 23 years old,
    - (ii) ordinarily resident in the Island, and
    - (iii) in full-time education, and
  - (b) has lived in the Isle of Man since the end of that period, and
  - (c) is the child of a person who during that period was:
    - (i) an Isle of Man worker, or
    - (ii) an exempt person<sup>2</sup> in regular full-time employment, or
    - (iii) the holder of a work permit.

References to relationships in this section of the guide include adoptive and step relationships.

## **B. CRIMINAL RECORDS**

The Rehabilitation of Offenders Act 2001, allows certain convicted persons who have not been reconvicted after certain lengths of time, to consider their convictions 'spent'. The following paragraphs briefly summarise this legislation. However, they should not be taken as an exhaustive explanation of the position and an applicant who received a sentence or was made subject to an order which is not included below should refer to the full text of the Act.

Under section 10 of the 2014 Act special rules apply where a person has been convicted of an offence and sentenced (anywhere in the world) to a term of custody where —

- the sentence is excluded from rehabilitation by section 2 of the Rehabilitation of Offenders Act 2001 (e.g. custody for a term exceeding 30 months);
- the conviction is not a 'spent' conviction for the purposes of that Act; or
- the employment in question is excluded from the operation of that Act (e.g. doctors, accountants).

Any such conviction will be taken into consideration by the Department when determining an application for a permit (see 1.10 of the \*Guide to Work Permits).

In addition a person with any such conviction:

- may not rely upon any exemption (see 2); and
- is not eligible to apply for a spouse/civil partner permit.

However, an application for an ordinary work permit can still be made (see 1.7.1 and 1.7.2 of the \*Guide to Work Permits).

Further information on the Rehabilitation of Offenders Act 2001 can be obtained from the Department of Home Affairs:

Department of Home Affairs  
Legislation Section  
88 Woodbourne Road  
Douglas  
Isle of Man  
IM2 3AP

Tel.: (01624) 694305

Web: [www.gov.im/dha/](http://www.gov.im/dha/)

\*Details of website (Guide to Work Permit Guidelines attached separately)

The summary relating to Isle of Man Workers should not be regarded as an authoritative statement of the law and clarification on any point should be obtained from the Work Permit Office, Department of Economic Development, Nivison House, 31 Prospect Hill, DOUGLAS, **ISLE OF MAN**, IM1 1ET - Telephone: (01624) 682393 or Email: [workpermit@gov.im](mailto:workpermit@gov.im)