

CONFIDENTIAL

Application for Employment

| Ack'd | Refs | Interview | Appt. Offered | Medical Issued | Contract |
|-------|------|-----------|---------------|----------------|----------|
| | | | | | |

(Please complete **ALL SECTIONS** in your own handwriting (writing 'refer to CV' will not suffice) and include an up-to-date C.V.)

Please refer to the attached notes before completing this form. Applications received after the closing date/time will **NOT** be considered.

Subject to the Control of Employment Legislation, Douglas Borough Council is committed to providing equality of opportunity for all job applicants.

On completion please return this form marked, Job Application, Private & Confidential, to:
Miss K J Rice, Chief Executive, Town Hall, Douglas, Isle of Man, IM99 1AD

Position Applied For

Personal Details

Title (Mr/Mrs/Miss/Ms)

Forenames

Surname

Maiden name
(if applicable)

Address

Postcode

Daytime Tel. No. - Work

Home

Evening Tel. No. - Work

Home

(N.B. calls to work numbers will be made discreetly)

Email
Address

National Insurance Number

Are you aged 16 – 64?

Yes

No

Work Permit Information (please refer to the guidance notes when completing this section)

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? (please circle)

A

B

C

D

E

F

G

H

If **No**, when did you take up residence?

Month

Year

If married, does your partner hold a Work Permit?

Yes

No

If **Yes**, which type?

3A

Full

Education (List details of GCSE's, GNVQ's, A Levels and Degrees, etc.) (continue on a separate sheet if necessary)

| Secondary school/ College/University, etc. | From - To | Subjects | Qualifications Obtained | Grades |
|---|-----------|----------|----------------------------|--------|
| | | | | |

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)

Present (Last) Employer Details

| | | |
|--|--|---|
| Name of Employer | | Details as to the nature of your work. Please include details of responsibilities and achievements. |
| Address | | |
| Your job title | | |
| Date joined company | | |
| Date appointed to present (last) job | | Full or part time? <input data-bbox="1145 1771 1527 1843" type="text"/> |
| Salary/Wage (current or on leaving) | | Notice required (weeks/months) <input data-bbox="1145 1839 1527 1910" type="text"/> |
| Date left, and reason (if applicable) | | |

Previous Employment (commencing with current/most recent post – continue on a separate sheet if necessary)

| Employer's Name(s) | Your Job Title | Type of Business | From - To | Reason for leaving |
|--------------------|----------------|------------------|-----------|--------------------|
| | | | | |

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 or Members or Employees of the Borough Council for references.

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

Employment/Education Reference

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

Name

Address

Postcode

Email Address

Second Reference

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

Name

Address

Postcode

Email Address

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

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

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

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

(please refer to the terms and conditions of the vacancy for details as to whether or not it is considered exempt)

Have you ever been convicted of a criminal offence?

(If **Yes**, please supply details on a separate sheet)

Yes

No

Other Information

Do you hold a full, current UK/Isle of Man valid Driving Licence?

Yes

No

From which publication/source did you learn about this position?

Relationship to 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.

(If not applicable please indicate by using **N/A**)

Name of employee / elected member

Relationship

Health

Please state details of sickness absence from work or education during the past two years

No. Absences

Total No. Days

Are you disabled?

Yes

No

(If the answer to either question is YES please supply details on a separate sheet, including any assistance you may need to attend for interview).

Declaration

I declare that to the best of my knowledge the information contained in this form and my C.V. is true and accurate. I understand that if any of the details I have given are found to be false, or that I have withheld relevant information, my application may be disqualified or, if already in employment, my appointment terminated.

I accept the terms of this offer and agree to abide by them. I also understand that from time to time Douglas Borough Council may wish to process any personal information (as periodically updated) contained within this document 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 2002. By signing this form I acknowledge that I will be providing Douglas Borough Council with my consent to these uses.

I hereby give permission for a pre-employment screening check to be carried out if I am offered an appointment or if considered appropriate.

Signature

Date

Applications forwarded by post should have the correct amount of postage on the envelope, failure to do so may result in applications either being received after the closing date/time or not being received at all due to insufficient postage having been paid. Douglas Borough Council cannot accept responsibility for late applications and will not accept unpaid postage items, should this be the case.