

Douglas Corporation

Notes for Applicants applying for jobs

Applying for Positions - All applicants **must** submit an Application Form and a 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 attachment 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 682393. The Department of Social Care (685077 / 685078) can assist with queries in respect of National Insurance numbers.

Criminal Convictions – guidance provided in attachment **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 (696455). Should you be invited to attend for interview and require particular arrangements to be in place please provide details with your Application Form.

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.

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 few exempted employments.

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

- (a) who was born in the Isle of Man.
- (b) who has been ordinarily resident in the Isle of Man for at least 10 consecutive years.
- (c) who has been ordinarily resident in the Isle of Man for at least 5 years consecutive years and not having lived elsewhere more than once in the following 15 years, (residence in the Isle of Man before 1963 does not count for this purpose).
- (d) Who is the spouse or civil partner of an Isle of Man Worker.
- (e) Who has been the spouse or civil partner of an Isle of Man worker, has lived in the Isle of Man for at least 3 years immediately before becoming widowed or divorced and continued to live in the Isle of Man.
- (f) Who is a child of an Isle of Man Worker who, at the time of the child's birth was serving or the spouse or civil partner of a person serving in the Armed forces.
- (g) Who is a person one of whose parents was born in the Isle of Man where that parent was ordinarily resident in the Isle of Man for 5 consecutive years immediately after their birth or
- (h) Who whilst ordinarily resident in the Isle of man has been receiving full time education either in the Isle of Man or elsewhere (a person who ceases to be resident in the Isle of Man ceases to be an Isle of Man worker under this head).

NOTE

The above summary 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, Nivision House, 31 Prospect Hill, DOUGLAS, IM1 1ET - Telephone: (01624) 682393 Email: workpermit@gov.im

B. Criminal Convictions – Rehabilitation Of Offenders

The Rehabilitation of Offenders Act 2001, which came into force on 21st June 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.

The Act enables applicants for posts (which are not exempt by virtue of the Rehabilitation of Offenders Act 2001 (exceptions) Order 2001 (as amended), to refrain from disclosing details of convictions unless:-

- It involved a custodial sentence for a term exceeding 30 months or for ‘Life’; or
- It was a sentence of detention during Her Majesty’s Pleasure, in relation to certain young offenders.

Otherwise, candidates may consider as spent, after the following period of time, the following convictions:-

Nature of Conviction	Rehabilitation Period
A sentence of custody for a term not exceeding 6 months	7 years
A sentence of custody for a term exceeding 6 months but not exceeding 12 months	08 years
A sentence of custody for a term exceeding 12 months but not exceeding 18 months	09 years
A sentence of custody for a term exceeding 18 months but not exceeding 30 months	10 years
A fine or any other sentence subject to rehabilitation under the Act, not being a sentence to which any of paragraphs 8 to 13 apply	05 years

Paragraphs 8 to 13 include:-

<p>A Conditional Discharge, or</p> <p>A Probation Order, Curfew Order, Attendance Centre Order or Reparation Order, or</p> <p>A Bindover by a Court</p> <p>An Absolute Discharge</p> <p>Where the conviction imposed any disqualification, disability, prohibition or other time limited penalty</p>	<p>1 year from:-</p> <p>(a) the date of conviction , or</p> <p>(b) a period beginning with that date and ending when the sentence</p> <p>06 months</p> <p>From the date of the conviction to the date it ceases to have effect</p>
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Candidates for posts in the following areas of the Public Service are not, by virtue of the Rehabilitation of Offenders Act 2001 (Exceptions) Order 2001 (as amended), entitled to withhold details of spent convictions:-

- Any posts within the Attorney General's Chambers or any Judicial appointments
- As a Veterinary Surgeon
- As an Accountant, Dentist or Medical Practitioner
- As an Optician or Pharmacist
- As a Nurse, Midwife or person registered under the Professions Supplementary to Medicine Act 1960 (of Parliament)
- Any employment within the Department of Social Care (or any other employer) in connection with the provision of social services where the postholder has access in the course of his/her normal duties to:-
 - o Persons suffering from serious illness or mental disorder
 - o Persons addicted to alcohol or drugs
 - o Persons who are blind, deaf or dumb
 - o Other substantially disabled persons
- Any employment concerned with the provision of Health Services which enables such post holders to have access to patients
- As a teacher, and any other posts which are wholly or partly within a school or establishment for further education
- Any employment concerned with the provision of accommodation, leisure facilities, schooling, social services supervision or training to persons under 18 years of age which enables the post holder to have access to such persons
- Any employment concerned with safeguarding national security
- Within the Isle of Man Police, Prison or Probationary Services; or posts concerned with the administration of prisons or other detention facilities
- Any employment where an application is made to the Department of Home Affairs for registration as Security Staff

If the advertised post falls within the categories listed above, applicants are required to disclose details of spent convictions.

Declaring convictions does not automatically exclude applicants from employment. Each case is considered on its merits. Please note Douglas Borough Council does not require candidates to disclose details of police cautions unless they are applying for post listed in the preceding paragraph, in which case disclosure is mandatory.

Note:

The above summary should not be regarded as an authoritative statement of the:

- Rehabilitation of Offenders Act 2001;
- Rehabilitation of Offenders Act 2001 (Exceptions) Order 2001; and
- Rehabilitation of Offenders Act 2001 (Exceptions)(Amendment) Order 2006

In cases of doubt, applicants should seek their own advice.