

CRIMINAL OFFENCES

Do you hold a criminal conviction that is **not considered spent** in accordance with the Rehabilitation of Offenders Act 2001? (Please refer to the attached guidance notes) *Yes / No

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

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

The following questions are only for vacancies considered exempt under the Rehabilitation of Offenders Act: (If you are unsure as to whether the vacancy for which you are applying is exempt under the Rehabilitation of Offenders Act 2001, please refer to the attached guidance notes).

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

If the answer is YES, please supply details on a separate sheet.

Any false statement will disqualify you from employment, or if discovered after employment has commenced, will render you liable to instant dismissal.

HEALTH STATUS

Please state details of sickness absence from work or education during past 2 years:

No. of Absences _____ **No. of Days (total)** _____

Do you require any specific arrangements in order to be able to attend the interview? *Yes / No

If **yes**, please provide details on a separate sheet.

MISCELLANEOUS

Do you hold a full, current UK/IOM Driving Licence? *Yes / No

Do you have access to your own transport? *Yes / No

Are you in receipt of a Government ill health retirement pension? *Yes / No

How much notice does your present employer require? _____ Weeks / Months

From which publication or other source did you learn about this post? _____

REFERENCES

Please provide the names and addresses of two or three persons from whom references may be obtained. One referee must be your present or most recent employer, or course tutor if leaving full time education. References may be taken up prior to interview if you are short listed, unless you indicate otherwise in the space provided. 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 serving civil servants for character 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:

Job Title:

Company:

Address:

Second Reference

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

Name:

Job Title:

Company:

Address:

Third Reference

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

Name:

Job Title:

Address:

Note: If you have indicated that we may not approach a referee we will only do so if you are successful in being offered the position and on you giving your express permission.

MOTIVATION

Please give your reasons for making this application. Include any experience or personal attributes you have which you feel would be relevant to this application.

DECLARATION

I understand that if employment is offered by the Department such employment will be subject to:

- a) A probationary period, if appropriate, during which time such employment may be terminated with appropriate notice;
- b) Satisfactory references;
- c) Satisfactory medical, if appropriate. (Please be aware that you may be required to attend a medical examination).

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 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 understand that personal details about me will be held electronically and manually for employment purposes, subject to the requirements of the Data Protection Act 2002. I hereby give permission for a police check to be carried out if I am offered an appointment or if considered appropriate.

Signature:**Date:**

Please complete this form and return it to:

**Office of Human Resources
2nd Floor
St Andrews House
Finch Road
Douglas
IM1 2PX**

Please note you will not be sent an acknowledgement letter on receipt of this application.

However, you will be notified if you are to be invited for interview.

Job Application Form Information Notes

Criminal Convictions - Rehabilitation of Offenders

The Rehabilitation of Offenders Act 2001, which came into force on 21 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 as it relates to applications for posts within the Isle of Man Government.

The Act enables applicants for posts (which are not exempt by virtue of the Rehabilitation of Offenders Act 2001(exceptions) Order 2001), 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 periods of time, the following convictions:

<i>Nature of Conviction</i>	<i>Rehabilitation Period</i>
A sentence of custody for a term not exceeding six months	7 Years
A sentence of custody for a term exceeding six months but not exceeding 12 months	8 Years
A sentence of custody for a term exceeding 12 months but not exceeding 18 months	9 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	5 Years
<i>Paragraphs 8 to 13 include:-</i> A Conditional Discharge, or a Probation Order, Curfew Order, Attendance Centre Order or Reparation Order, or a Bindover by a Court	1 Year from:- the date of conviction, or a period beginning with that date and ending when the sentence ceases or ceased to have effect (whichever is the longer)
An Absolute Discharge Where the conviction imposed any disqualification, disability, prohibition or other time limited penalty.	6 months From the date of the conviction to the date it ceases to have effect

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, entitled to withhold details of spent convictions:

- Any posts in 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 registered person in the Professions Supplementary to Medicine.

- Any employment within the DHSS (or any other employer) in connection with the provision of social services or where the postholder has access in the course of his/her normal duties to:-
 - persons suffering from serious illness or mental disorder;
 - persons addicted to alcohol or drugs;
 - persons who are blind, deaf or dumb;
 - other substantially disabled persons.
- Any employment concerned with the provision of Health Services which enables such postholders 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 of persons under 18 years which enables the postholder 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.

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 that the Isle of Man Government does not require candidates to disclose details of police cautions.

NOTE:

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

- Rehabilitation of Offenders Act 2001, and
- Rehabilitation of Offenders Act 2001 (Exceptions) Order 2001

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

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 Trade and Industry 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 a person:-

- (a) Who was born on the Island; or
- (b) Who has been ordinarily resident in the Island for a period of not less than 10 consecutive years at any time; or
- (c) Who has been ordinarily resident in the Island for any continuous period of 5 years commencing on or after the 1st June 1963 unless within 5 years of so qualifying he ceases to be ordinarily resident in the Island and fails to resume such residence within 15 years. However, if he so resumes such residence but within the following 5 years he again ceases to be ordinarily resident in the Island he shall thereupon cease to be qualified as an Isle of Man Worker; or
- (d) Who is married to a person who is qualified as an Isle of Man Worker; or
- (e) Who, having been ordinarily resident in the Island for a period of not less than 3 years immediately prior to termination of the marriage or who continues to be so resident in the Island, was formerly married to an Isle of Man Worker; or

(f) Who is the child of a person who is qualified as an Isle of Man Worker; AND at the time of the former's birth, was serving or was married to a person who was serving in the armed forces of the Crown or in any of the capacities mentioned in Schedule 1 of the Disabled Persons Employment Act 1946 and was either born in the Island or such service immediately followed a period of residence in the Island of not less than three years; or

(g) One of whose parents:-

(i) was born in the Island; and

(ii) was ordinarily resident in the Island for the 5 consecutive years immediately following his birth in the Island; or

(h) Who has, during a period in which he was ordinarily resident in the Island been receiving full-time education, whether in the Island or elsewhere, but that person shall cease to be qualified as an Isle of Man Worker under this paragraph if he ceases to be ordinarily resident in the Island.

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 Employment Division of the Department of Trade and Industry, Nivison House, Hill Street, Douglas – Telephone (01624) 687026.