

APPLICATION FORM FOR EMPLOYMENT

Douglas City Council

City Hall
Ridgeway Street
Douglas
Isle of Man
IM99 1AD

www.douglas.im

Contact Details:

Telephone: 01624696300

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Email: 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.

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) _____

**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**

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: _____

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: _____

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

Section 7 – Thank you