

Confidential
Isle of Man Civil Service
Job Application Form

For Office Use Only		
No.....		
Ack'n	References	
	1	2

Please refer to the attached notes for applicants before completing this form.

Please complete **ALL** relevant sections of this form and return it along with a current Curriculum Vitae.

Post Applied For	<input type="text"/>
Reference Number	<input type="text"/>

Personal Details

Surname	<input type="text"/>
First Name(s)	<input type="text"/>
Title	<input type="text"/>
Contact Address	<input type="text"/>
	<input type="text"/>
	Post Code <input type="text"/>
Are you aged 16 – 64?	Yes <input type="checkbox"/> No <input type="checkbox"/> (applicants must be aged between 16 and 64 years)
Contact Tel. Number(s)	<input type="text"/>

Work Permit Information (Please refer to Annex A in the notes for applicants)

Are you classed as an Isle of Man Worker as defined in the Control of Employment Acts?	Yes <input type="checkbox"/> No <input type="checkbox"/>								
If Yes , under which section of the guidance notes do you qualify?	<table border="1"> <tr> <td>A</td><td>B</td><td>C</td><td>D</td><td>E</td><td>F</td><td>G</td><td>H</td> </tr> </table>	A	B	C	D	E	F	G	H
A	B	C	D	E	F	G	H		
If No , when did you take up residence?	<input type="text"/> month <input type="text"/> year								
If married, does your partner hold a current Work Permit?	Yes <input type="checkbox"/> No <input type="checkbox"/>								
If Yes , which type?	3A <input type="checkbox"/> Full <input type="checkbox"/>								

Criminal Offences (Please refer to Annex B in the notes for applicants)

Do you hold a criminal conviction that is not considered spent in accordance with the Rehabilitation of Offenders Act 2001?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you currently the subject of any criminal proceedings?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If the answer to either question is Yes , please supply details on a separate sheet.	

The following questions is 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 terms and conditions of the vacancy for details).

Have you ever been convicted of a criminal offence?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If the answer is Yes , please supply details on a separate sheet.	

Health Status

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

No. Absences

No. Days (Total)

Are you Disabled?

Yes

☐

No

☐

If the answer to the question is **Yes** please supply details on a separate sheet including any assistance you may need to attend for interview.

Miscellaneous

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

Yes

☐

No

☐

How much notice does your present employer require?

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

References

Please provide the names and addresses of two persons from whom references may be obtained.

Your first 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

Address

Post Code

Second Reference

May we approach this referee prior to interview?

Yes

☐

No *

☐

Name

Job Title

Address

Post Code

* 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.

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 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 NOTE YOU WILL NOT BE SENT AN ACKNOWLEDGEMENT ON RECEIPT OF THIS APPLICATION
HOWEVER YOU WILL BE NOTIFIED OF THE RESULTS OF SHORTLISTING**

Serving Civil Servants Only

If you are a serving Civil Servant you will need to inform your current Line Manager that you have applied for another Civil Service job. Please ask your Line Manager to sign and date below to acknowledge that they are aware of your job application. You will not be able to be interviewed for a Civil Service vacancy without your current Line Manager's acknowledgment.

If you are unable to obtain this confirmation please contact The Personnel Office on 686300 before you apply.

Please tick this box if you are a serving Civil Servant

☐

Line Manager's Acknowledgement

In signing below I acknowledge that, as current Line Manager, I am aware of the attached job application submitted by -

Name of Applicant

Post Applied For

Signature

Printed Name

Date

Established Civil Servants applying for Limited Term Appointments Only

If you are an established Civil Servant you must seek written confirmation from your current line manager that you will be able to return to your established role at the end of the term of appointment, should you be successful. Please ask your line manager to sign below they can confirm your return to your substantive post.

If you are unable to obtain this assurance from your line manager, he/she must refer the matter to the Accounting Officer. If your Accounting Officer determines that it will not be possible for you to return to your substantive post, this should be confirmed in writing and submitted with your application.

Established Civil Servants appointed to a limited term post, without confirmation of return to their substantive post, have no guarantee of an alternative position at the end of the term of appointment.

Line Manager

In signing below I confirm that the applicant will be able to return to their substantive post at the end of the term of appointment if successful

Signature

Printed Name

Accounting Officer

In signing below I confirm that the applicant will not be able to return to their substantive post at the end of the appointment, if successful

Signature

Printed Name

New Entrant Pensions Details

Serving Civil Servants currently making contributions to a section of the Principal Civil Service Pension Scheme (PCSPS) do not need to complete this form.

All other applicants should complete this page.

The PCSPS is split into various sections, this form will allow us to determine which section of the scheme you would be entitled to join if you were successful at interview. Please note that the successful candidate will be able to 'opt out' of the PCSPS after appointment if they wish.

Section A

1 - Have you ever contributed to any section of the Principal Civil Service Pension Scheme? (please tick)

No ☐ If **no**, please go to Section A3 of this form

Yes ☐ If **yes**, please go to Section A2 of this form

2 - Was the PCSPS that you contributed to on the Isle of Man or in the UK? (please tick)

IoM ☐ If **IoM**, please go to Section B1 of this form

UK ☐ If **UK**, please go to Section B1 of this form

3 - Have you ever contributed to a Non-Civil Service Government Superannuation Pension Scheme? (please tick)

No ☐

Yes ☐ If **yes**, please provide the name of the scheme below

IoM ☐ UK ☐

Section B

1. How long ago were you last in the Principal Civil Service Pension Scheme? (please tick)

Over 5 years ☐

28 days – 5 years ☐ Please go to question B2

Under 28 days ☐ Please go to question B3

2. I was a member of the Principal Civil Service Pension Scheme for how long? (please tick)

Less than 2 yrs ☐

More than 2 yrs ☐

3. I am currently being paid a pension from a Principal Civil Service Pension Scheme. (please tick)

Yes ☐

No ☐

Equal Opportunities Monitoring Form

Subject to the Control of Employment legislation, we want to ensure that no job applicant or employee receives less favourable treatment because of their race, colour, nationality, ethnic or national origin; or on the grounds of their gender, marital status, disability, age, sexual orientation or religion; or is disadvantaged by conditions or requirements which are not justified. In order to assist us in monitoring the effectiveness of our policy, could you please provide the information requested below. This form will be separated from your application upon receipt, this information will be stored electronically for statistical purposes but will not be used at any stage of the selection process.

Post Applied For

Reference Number

Please put an X in the correct boxes:

Current Work Situation

Internal (same Dept)

☐

Internal (Different Dept)

☐

External (Non-Government Worker)

☐

Gender

Male

☐

Female

☐

Age

20 & under

☐

21 - 25

☐

26 - 30

☐

31 - 35

☐

36 - 40

☐

41 - 45

☐

46 - 50

☐

51 - 55

☐

56 - 60

☐

61 - 64

☐

Graduates

Male Graduate

☐

Female Graduate

☐

Marital Status

Single

☐

Married

☐

Ethnic Origin

White

☐

Black - Caribbean

☐

Black - African

☐

Black - Other

☐

Indian

☐

Pakistani

☐

Bangladeshi

☐

Chinese

☐

Other

☐

Nationality

Manx

☐

British

☐

European

☐

Asian

☐

American

☐

Other

☐

Disabilities

I am classed as disabled

☐

Work Permit

I require a work permit

☐

Criminal Conviction

I hold/have held a criminal conviction

☐

THE EQUAL OPPORTUNITIES FORM SHOULD BE RETURNED ON AN INDIVIDUAL PIECE OF PAPER AS IT WILL BE SEPARATED FROM YOUR APPLICATION FORM UPON RECEIPT.