

**Isle of Man Government
Applying for Jobs - Notes for Applicants
Applying for Positions**

GENERAL GUIDANCE

We would like to thank you for your interest in the Isle of Man Government and wish you luck with your application.

Please read these notes carefully before completing your application. These guidelines will help you participate in our recruitment process as effectively as possible by providing relevant information to enable us to make our selection decisions.

The Isle of Man Government is an equal opportunities employer. It follows fair and consistent processes, in which recruitment decisions are made based on the abilities, merits and qualifications of the candidates. To ensure fairness to all applicants, any decision to shortlist you for interview will be based solely upon the information you supply on your application form.

Applications for jobs within the Isle of Man Government are a two stage process. The first application is completed when applying for a position. If invited to attend an interview you will be asked to complete a second stage application form.

Please ensure that you complete all sections of the application form. Incomplete application forms or applications received after the closing date may not be accepted.

We encourage you to use the online application process which allows you to track your application and receive faster communication regarding your application. If you wish to apply using a manual application these can be found on our website https://www.gov.im/hr/employment_services/applicationforms.xml.

Please print the application off and return to OHR, 2nd Floor, Illiam Dhone House, Circular Road, Douglas, Isle of Man, IM1 1AG.

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Under the provisions of the Control of Employment Act 2014 and the Regulations made thereunder, any person who is not an Isle of Man Worker requires a work permit issued by the Department for Enterprise before taking up employment or self-employment in the Isle of Man, except in the case of a few exempted employments.

There are nine separate ways that a person can be an 'Isle of Man worker'.

An 'Isle of Man worker' is an individual:

- who was born in the Isle of Man;
- who has at any time been ordinarily resident in the Isle of Man for an unbroken period of at least 5 years ending on or after 1 October 2015.
- who is the spouse or civil partner of an Isle of Man worker and is entitled to remain in the Island under immigration law;
- who was the spouse or civil partner of an Isle of Man worker, was living in the Isle of Man immediately before the death of the Isle of Man worker, and has lived in the Island ever since;
- who was the spouse or civil partner of an Isle of Man worker, had lived in the Isle of Man for an unbroken period of at least 3 years immediately before being divorced and has lived in the Island ever since;
- whose parent is (or was immediately before death) an Isle of Man worker, if at the time of the child's birth the parent, or the parent's spouse or civil partner, was serving in the armed forces;
- whose parent was born in the Isle of Man and lived in the Isle of Man for his or her first 5 years;
- whose grandparent was born in the Isle of Man and lived in the Isle of Man for his or her first 5 years
- who:
 - (a) was, for an unbroken period of at least a year:
 - (i) under 23 years old,
 - (ii) ordinarily resident in the Island, and
 - (iii) in full-time education, and
 - (b) has lived in the Isle of Man since the end of that period, and
 - (c) is the child of a person who during that period was:
 - (i) an Isle of Man worker, or
 - (ii) an exempt person in regular full-time employment, or
 - (iii) the holder of a work permit.

References to relationships include adoptive and step relationships.

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 for Enterprise, Nivision House, 31 Prospect Hill, Douglas, IM1 1ET, telephone (01624) 682393.

As an organisation using the Disclosure & Barring Service to assess applicants' suitability for positions of trust, we aim to comply fully with the DBS Code of Practice and undertake to treat all applicants for positions fairly. We undertake not to discriminate unfairly against anyone who is the subject of a Disclosure on the basis of conviction or other information revealed.

We are committed to the fair treatment of our staff, potential staff or users of our services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical / mental disability, or offending background.

We actively promote equality of opportunity for all to achieve the right mix of talent, skills and potential and welcome applicants from a wide range of candidates, including those with criminal records. We select all candidates for interview on the basis of their aptitude, skills, qualifications and experience in relation to the requirements of the post.

A DBS check is only requested when it is both proportionate and relevant to the position concerned. For those positions where a DBS check is required, the recruitment information will contain a statement that a DBS check will be requested in the event of the individual being offered the position.

Where a DBS check is to form part of the recruitment process, we encourage all applicants called for interview to provide details of any criminal record at an early stage in the application process. We guarantee that this information is only be seen by those who need to see it as part of the recruitment process.

We ensure that all those who are involved in the recruitment process will have suitable guidance to enable them to identify and assess the relevance of the offence in relation to the position applied for. We also ensure that they receive appropriate guidance on the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

At interview or in a later separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position applied for could lead to withdrawal of an offer of employment.

We undertake to discuss any matter revealed in a DBS check with the person seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar you from working with us. This will depend on the offence and the relevance of the offence in relation to the position applied for. The factors taken into account will include the responsibilities of the position, the vulnerability of the customer group, the number and pattern of the offences (if there is more than one), the nature of the offence(s), how long ago the offence(s) occurred and the age of the offender when the offence(s) occurred.

CRIMINAL CONVICTIONS - REHABILITATION OF OFFENDERS

The Rehabilitation of Offenders Act 2001 (the Act) allows persons to be considered as rehabilitated and hence not required to disclose 'spent' convictions for which the outcome was:

- a sentence of less than 30 months in custody, and/or
- a fine, or
- a court order.

A conviction may become spent when a specified period of time has elapsed since the conviction was originally imposed. This period of time, otherwise known as the rehabilitation period, varies depending on a number of factors. Examples of these factors include:

- the sentence, fine, or court order imposed, or the combination of these
- the age of the offender, and
- whether or not the individual has been convicted of a further offence during the rehabilitation period.

However, there are convictions which are never able to be considered spent, i.e. there is no rehabilitation period. These convictions are those which either:

- attract a custodial sentence of greater than 30 months
- attract a sentence of detention at Her Majesty's pleasure further to section 8 of the Custody Act 1995 (detention of certain young offenders), or
- attract a sentence of custody for life.

During your initial application you will initially be asked to disclose any unspent convictions or current legal proceedings. You do not need to disclose any spent convictions at this time.

The Act also provides for exceptions to be made in certain cases so that all information regarding spent convictions must be provided, for example, when applying for certain professions. These exceptions primarily relate to work in sensitive areas such as with children and vulnerable adults, law enforcement and the legal system, and high level financial positions.

If you are invited to attend an interview and the position you are applying for is exempt from the rehabilitation of offenders act you will be asked in the second stage of the application form to detail your spent convictions

Where an exception to the Act exists then the person applying must list all convictions, even if they are spent. The employer or licensing body will be eligible to apply for police checks containing that person's full criminal record.

If the position is not subject to an exception under the Act then the employer or licensing body is still eligible to apply for police checks but only in relation to information on any non-spent convictions a person may hold.

Police checks may take place only with the consent of the person who will be the subject of the police check. However, the police may disclose information regarding a person's criminal conviction(s) if they are required to do so in the course of their duties.

For information about Rehabilitation Periods please see below.
All Rehabilitation Periods start from the date of conviction and

Conviction Type	Sentence	Rehabilitation Period
Custodial sentence	Custody for a period no longer than 6 months	7 years
	Custody for a period longer than 6 months but not more than 12 months	8 years
	Custody for a period longer than 12 months but not more than 18 months	9 years
	Custody for a period longer than 18 months but not more than 30 months	10 years
Any	Fine	5 years
Any	Absolute discharge	6 months
Any	Order for conditional discharge Recognisance to keep the peace or be of good behaviour Probation order Curfew order Attendance centre order Reparation order	1 year or, if longer, end of the sentence
Any	Order under section 50 of the Children & Young Persons Act 1966 Care order under the Children & Young Persons Acts 1966 to 1990 Supervision order under any provision of the Children & Young Persons Acts 1996 to 1990, the Custody Act 1995, or Schedule 9 to the Children & Young Persons Act 2001	1 year or, if longer, end of the sentence
Any	Hospital Order under Part 3 of the Mental Health Act 1998	5 years or, if longer, 2 years after the date the hospital order ceases to have effect

Further information about young offenders, convictions outside of the island, period of rehabilitation related to disqualifications, disability and prohibition, rehabilitation periods for multiple convictions, rehabilitation periods for suspended sentences and the extension or amendment of rehabilitation periods please see <https://www.gov.im/categories/working-in-the-isle-of-man/rehabilitation-of-offenders/calculation-of-rehabilitation-periods/>

Disclaimer: This information is intended for guidance purposes only. It must not be regarded as a definitive interpretation of the Act. For a definitive calculation of your rehabilitation period you are advised to seek professional legal advice.

Where a post is advertised outside of the Isle of Man Government, financial assistance may be offered under the Relocation Expenses Scheme, to a successful candidate who resides outside of the Isle of Man to assist with the cost of removal and relocation from the United Kingdom.

The advertising section of the position will clearly state whether or not Relocation Expenses are available for the post.

A brief summary of the Relocation Grant is provided below, however, if you require any further advice or clarification, please contact the Office of Human Resources by telephoning 01624 686300.

Relocation Grant

It is intended that the grant will provide some assistance towards the usual expenses such as:

- Preliminary visit;
- Removal of household effects;
- Storage of household effects;
- Relocation of dependants
- Miscellaneous expenses eg: telephone, gas, electric connections.

PRE-APPLICATION QUESTIONS

When applying for a role, you may be presented with a question/s which ask whether you do meet the essential criteria and applicants need to be aware that if they do not meet the requirements of the question presented to them and select 'no' then their application process will end at this stage and will not be progressed any further.

SELECTION CRITERIA

Selection is based on identifying the person with the knowledge, skills, experience and attitudes which best meet the requirements of the job. We divide the selection criteria into two categories: **Essential** those attributes without which a person will be unable to carry out the duties of the job and **Desirable** those attributes which will be very useful but which are not essential.

CURRICULUM VITAE

When preparing your CV please ensure it contains the following information:

- **Educational qualifications with grades** - You must include details of where and when the qualification was attained (i.e. the name of the school, university etc.), the exact name of the qualification and the grade that was obtained. If the post you are applying for has a specific qualification requirement and you possess an equivalent qualification, then you must explain/provide evidence of how your qualification equates to that requirement. If you are successful you will be asked to provide original documents as proof of the qualifications you have obtained, and proof of membership of relevant professional bodies. Failure to provide such proof may lead to your offer being withdrawn.
- **Employment history** – Please start with your current or most recent job and work backwards. You should give details of previous employers, the position you held, employment dates, reasons for leaving and a short statement covering your key responsibilities and achievements. Reason should be given for gaps in employment

Please note if you are apply for a role within Education the Recruiting Manager will expect to see for any teaching positions held: if you are a NQT or not, the number on the roll, which year groups you taught and whether or not you had responsibility for a tutor group

SUPPORTING STATEMENT/COVERING LETTER

This is an important part which gives you an opportunity to explain why you are a suitable candidate for the post you are applying for. Read the job description and person specification carefully and keep these in mind when writing your supporting statement.

The information you give in this section will be considered when choosing applicants for interview. It is important that you provide us with evidence that you possess the knowledge, skills and experience required for the job, as set out in the person specification. It is not sufficient to merely state that you have required skills or experience – you will need to provide specific examples which demonstrate how you meet each requirement.

It is very important that you address each of the items in the person specification in a clear structure, preferably in the order they have been listed, using headings. Please also provide examples that demonstrate your effectiveness in the competency areas.

You can use relevant work-based examples but also other activities, such as voluntary or leisure, to support your application.

Your covering letter should also explain your motivation and reasons for applying.

SHORTLISTING

The shortlisting panel will go through your application in detail, looking for evidence that you possess the knowledge, skills and experience required for the job.

Candidates selected for interview will be those who have demonstrated in their application and CV that they most closely meet the person specification. You should therefore ensure that your application and CV includes sufficient relevant information about your knowledge and experience to enable the panel to assess the extent to which you meet the Essential and Desirable criteria for the post. The Person Specification can be found at the end of the Job description.

If you are not selected for interview, it will be because your application does not adequately demonstrate the criteria stated in the person specification or there are candidates who met the criteria more closely than you.

If you submit an electronic application form we will inform you after shortlisting that you have been successful. Unfortunately due to the volume of recruitment if you submit a manual application we are unable to inform you if were not shortlisted and if you have not heard from us within three weeks you should assume that your application has been unsuccessful.

INTERVIEWS/ASSESSMENTS

Within approximately two weeks of the closing date shortlisted candidates will be invited for interview via email or post if you have indicated that you would like to be contacted by letter.

If you are invited to interview a second stage of the application form will be sent to you which must be completed and submitted 2 days before the interview date.

During the interviews applicants will be further assessed on how closely they have met the Essential and Desirable attributes requested in the Person Specification for the job they have applied for.

During the interview the panel will ask you for examples from your experience that demonstrate that you have the qualities they are looking for. They may also test your knowledge of specific areas outlined in the person specification and question you in relation to your aptitude for the kind of work being undertaken and work environment.

Following interviews the successful candidate(s) will receive an Offer Letter.

Candidates unsuccessful at interview are encouraged to contact the panel chair to obtain constructive feedback on their interview performance. Contact details will be included in your notification .

OTHER USEFUL INFORMATION

WORK PERMIT INFORMATION

Guidance on determining your work permit status is provided in **Annex A** of these notes. If you are unsure about your Work Permit status, advice should be sought from the Department for Enterprise, telephone 682393 or via the website www.gov.im/ded

All candidates who are offered employment will also have to satisfy the conditions under Section 8 of the Asylum and Immigration Act 1996 (of Parliament) as extended to the Isle of Man by the Immigration (Isle of Man) Order 2008. Further details can be obtained on <https://www.gov.im/categories/travel-traffic-and-motoring/immigration/immigration-and-nationality-legislation>

For further information or guidance on immigration matters, you can telephone the Immigration Office on (01624) 685203 or email immigration@gov.im.

CRIMINAL CONVICTIONS

Annex B of these notes should help you determine whether to declare any previous convictions in accordance with the Rehabilitation of Offenders Act 2001.

REFERENCES

If you are asked to attend an interview the names of referees must be supplied. Your first referee must be your current or most recent employer, responsible officer or course tutor if you are in full time education. References will usually be approached following an offer of employment however your referees may be approached prior to interview unless you have indicated otherwise on your Application Form.

SUPERANNUATION

Some Public service roles will offer entry into the Government Unified Pension Scheme. Further information regarding the scheme can be found on the Public Sector Pensions Authority Website: www.iomunifiedscheme.im

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 upon you giving your permission.

CANDIDATES WITH DISABILITIES

If you require assistance in applying for posts, please contact the Office of Human Resources. Any applicant who would require particular arrangements to be in place if they were invited to attend an interview will be asked to supply details on the second stage of their Application form.

RELOCATION EXPENSES

Annex C of these notes provides you with some further information regarding relocation expenses. Where a post is advertised outside of the Isle of Man, the Department may offer financial assistance under the Relocation Expenses Scheme.