

GUIDANCE NOTES FOR CANDIDATES APPLYING FOR JOB VACANCY

Douglas City Council would like to thank you for the interest in the job vacancy.

General Guidance

- *Please read through the guidance notes before completing your application.*
- *The Guidance Notes is intended to help on the recruitment process as effectively as possible.*
- *To ensure fairness to all applicants any decision to shortlist for interview will be based upon the information supplied on the application form and CV.*
- *Douglas City Council is an equal opportunities employer and follows fair and consistent processes.*
- *Please ensure all sections on the application form is completed. Incomplete application forms or applications received after the closing date/time may not be considered.*
- *All application forms submitted will be acknowledged usually within 10 working days after the closing date.*

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Application Form:

All applicants must submit an application form and include an up to date curriculum vitae. It is essential that all sections of the application form are fully completed.

Completed application forms should be addressed, marked private and confidential, and returned to:

**Human Resources Section
Town Hall
Ridgeway Street
DOUGLAS
Isle of Man
IM99 1AD**

Or return via email to hr@douglas.gov.im

Curriculum Vitae:

Preparing your C.V. please ensure it contains the following information:-

- **Personal details** - name/title/address/contact number/email address
- **Educational qualifications** stating the grades obtained and where and when they were 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

References:

The names of two referees must be provided on the application form. 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 if you are offered the role, unless you indicate otherwise on your application form. If you have indicated a referee is not to be contacted, an approach will then only be made upon you giving your consent.

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 City 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.

Relatives of Members or Officers:

In accordance with Douglas City Council's Standing Order 127 Candidates, when making an application, must disclose in the application form 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/wife/civil partner or the spouse
- Son/daughter/grandchild/brother/sister/nephew/niece etc.,

The purpose of such disclosures is to ensure openness, probity, equality and effectiveness of management and Member/Officer relationships.

Equal Opportunities Monitoring Form:

The Council is committed to equal opportunities and diversity. To ensure applications are received from all sections of society you are requested to complete an equal opportunities monitoring form. All information provided is treated in the strictest confidence. Should you wish to provide more information please add an additional sheet headed 'Equal Opportunities'.

Shortlisting:

The short listing process takes place after the closing date/time. All applications are assessed on how closely they meet the selection criteria as set out in the job description.

If you are not selected for interview, it will usually be because your application does not adequately demonstrate the criteria stated in the job description. Other reasons for non-selection could be submitting an incomplete application form or submitting it after the closing date.

If you have not been successful in reaching the interview shortlist you will receive a letter confirming your application has not been successful on this occasion.

Invite For Interview:

Successful candidates will be invited for interview via letter/email at a time and date to be agreed. You will be required to bring to the interview the following documentation:

- Identification i.e., Passport
- A copy of a Utility Bill
- Training Certificates
- Driving licence must be provided if it is a requirement of the post applied for

Interview

Following the interview process the successful candidate will receive a formal Letter of Offer, which may be subject to any outstanding pre-employment checks i.e., medical examination, pre-employment screening, references, checking of qualifications.

Any offer of employment will only be made in writing. No indication of any such offer will be inferred at interview.

Useful Information**National Insurance:**

The Treasury Department, Income Tax Division, Isle of Man Government (01624) (685400) can assist with queries in respect of National Insurance number.

Candidates with Disabilities:

Contact the Human Resources Section (01624) 696455 or email HR@douglas.gov.im if you require help/advice on completing the application form or if you have been invited for interview and require any particular arrangements to be put in place.

Work Permit Information:

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 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:

- a) Who was born in the Isle of Man
- b) Who has at any time been ordinarily resident in the Isle of Man for an unbroken period of at least 5 years'
- c) Who is the spouse or civil partner of an Isle of Man worker and is entitled to remain in the Island under immigration law
- d) 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
- e) 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
- f) 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
- g) Whose parent was born in the Isle of Man and lived in the Isle of Man for his or her first 5 years
- h) Whose grandparent was born in the Isle of Man and lived in the Isle of Man for his or her first 5 years

- i) Who:-
- (a) Was for an unbroken period of at least a year:
 - (i) under 23 years old
 - (ii) ordinarily resident in the Island
 - (iii) in full-time education
 - (b) Has lived in the Isle of Man since the end of that period
 - (c) Is the child of a person who during that period was:
 - (i) An Isle of Man worker
 - (ii) An exempt person⁴ in regular full-time employment
 - (iii) The holder of a work permit. References to relationships in this section of the guide include adoptive and step relationships

Further information in relation to work permit queries can be sought from the Work Permit Guidelines Website - www.gov.im/work-permits or Telephone: (01624) 682393/Email: workpermit@gov.im.

Update on Work Permits:

The Department for Enterprise, Isle of Man Government is proposing to temporarily remove the requirement for Work Permits across all sectors and occupations, following public consultation.

The proposed reforms to the Work Permit system on the Isle of Man will be brought to Tynwald at the October 2023 sitting.

Criminal Records:

The Rehabilitation of Offenders Act 2001 (the Act), 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.

Under section 10 of the 2014 Act special rules apply where a person has been convicted of an offence and sentenced (anywhere in the world) to a term of custody where —

- The sentence is excluded from rehabilitation by section 2 of the Rehabilitation of Offenders Act 2001 (e.g. custody for a term exceeding 30 months);
- The conviction is not a 'spent' conviction for the purposes of that Act; or
- The employment in question is excluded from the operation of that Act (e.g. doctors, accountants).

Any such conviction will be taken into consideration by the Work Permit Committee when determining an application for a Work permit.

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.

Rehabilitation of Offenders

Further information on the Rehabilitation of Offenders Act 2001 can be obtained from the:

**Department of Home Affairs
Tromode Road
DOUGLAS, Isle of Man
IM2 5PA**

Tel.: (01624) 694300 or Website: www.gov.im/dha

A guide to calculating the rehabilitation period is below:

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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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