



# RAMSEY TOWN COMMISSIONERS

## NOTES FOR APPLICANTS APPLYING FOR JOBS

### **APPLICATION FORMS**

All sections of the Application Form **MUST** be completed even if accompanied by your C.V.. To simply state 'refer to C.V.' is not sufficient and the Application Form will be returned to the Applicant to be completed fully.

### **ACKNOWLEDGEMENTS**

All applications will be acknowledged following the closing date indicated on the job advertisement.

### **SELECTION**

The short-listing process is usually completed within two weeks of the closing date, following which short-listed candidates are invited for interview and the remaining applicants notified that they have been unsuccessful.

Following interviews, the successful candidate(s) are issued with a formal offer, which may be subject to any outstanding pre-appointment checks, such as medical examination, references and checking qualifications.

Should any vacancy applied for require the candidate to hold a valid driving licence, they should bring it with them at the interview stage.

Any offer of employment will only be made in writing by this Authority. No indication of any such offer should be inferred from any interview or conversation prior to the receipt of a written offer.

### **CANDIDATES WITH DISABILITIES**

Prospective applicants with disabilities should notify this Authority if assistance is required in the recruitment and selection process. This includes any special arrangements that may be required to enable you to attend for interview.

### **WORK PERMIT STATUS**

The Application Form asks you to confirm your work permit status. Please refer to the following guidance notes regarding Work Permits when completing this section.

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 who:-**

- a) was born in the Island;
- b) has been ordinarily resident in the Island for a period of not less than 10 consecutive years;  
or
- c) has been ordinarily resident in the Island for any continuous period of 5 years commencing on or after 1<sup>st</sup> 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;
- d) is married to or in a civil partnership with a person who is qualified as an Isle of Man worker;
- e) 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 or in a civil partnership with an Isle of Man Worker;
- 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 3 years;
- g) One of whose parents:
  - (i) was born in the Island; and
  - (ii) was ordinarily resident in the Island for the consecutive 5 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 Economic Development, Nivison House, 31 Prospect Hill, Douglas, IM1 1ET, telephone (01624) 682393.

**CRIMINAL OFFENCES**

The Application Form asks you about criminal records. The following guidance notes should help you to determine whether to declare any previous convictions in accordance with the Rehabilitation of Offenders Act 2001.

The Rehabilitation of Offenders Act 2001, which came into force on 21<sup>st</sup> June, 2001, allows certain convicted persons who have not been re-convicted after certain lengths of time, to consider their convictions ‘spent’. The following paragraphs briefly summarise this legislation.

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:-

- a) it involves a custodial sentence for a term exceeding 30 months or for ‘Life’, or;
- b) 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 period of time, the following convictions:-

<b>NATURE OF CONVICTION</b>	<b>REHABILITATION PERIOD</b>
A sentence of custody for a term not exceeding six months	07 years
A sentence of custody for a term exceeding six months but not exceeding twelve months	08 years
A sentence of custody for a term exceeding twelve months but not exceeding eighteen months	09 years
A sentence of custody for a term exceeding eighteen months but not exceeding thirty 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	05 years
<b>PARAGRAPHS 8 TO 13 INCLUDE:-</b>	
A Conditional Discharge, or  A Probation Order, Curfew Order, Attendance Centre Order or Reparation Order, or  A Bindover by a Court   An Absolute Discharge  Where the conviction imposed any disqualification, disability, prohibition or other time limited penalty	1 year from:-  (a) the date of conviction, or (b) a period beginning with that date and ending when the sentence ceases or ceased to have effect (whichever is the longer)  06 months  From the date of the conviction to the date it ceases to have effect

Candidates for posts in the following areas of a local authority are not, by virtue of the Rehabilitation of Offenders Act 2001 (Exceptions) Order 2001, entitled to withhold details of spent convictions:-

- As a Veterinary Surgeon
- As an Accountant
- Any employment concerned with the provision of accommodation, leisure facilities, supervision or training of persons under 18 years which enables the postholder to have access to such persons

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.

**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**

**If in doubt, applicants should seek their own advice.**

**CANVASSING**

**CANVASSING OF MEMBERS OR OFFICERS OF THIS AUTHORITY, DIRECTLY OR INDIRECTLY FOR ANY APPOINTMENT WITHIN THIS AUTHORITY, SHALL DISQUALIFY THE CANDIDATE FROM SUCH APPOINTMENT.**

**THIS DOES NOT PREVENT AN APPLICANT FROM SEEKING FURTHER INFORMATION ON THE POST FROM RELEVANT OFFICERS OF THIS AUTHORITY.**