



# RAMSEY TOWN COMMISSIONERS

## NOTES FOR APPLICANTS APPLYING FOR JOBS

Updated: 24<sup>th</sup> November 2023

### **APPLICATION FORMS**

All sections of the Application Form at <https://www.ramsey.gov.im/your-commissioners/jobs/> **MUST** be completed in full (to state 'refer to C.V.' is not sufficient).

Applications must also include a **current curriculum vitae** which details how you meet the Person Specification for this position. It should include contact details, educational qualifications, employment history, and motivations and reasons for applying for the post.

### **ACKNOWLEDGEMENTS**

All applications will be acknowledged on receipt.

### **SHORT-LISTING AND 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.

### **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.**

## **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 Economic Development before taking up employment or self-employment in the Isle of Man, except in the case of a few exempted employments.

**ISLE OF MAN WORKER** is an individual:-

- (a) Who was born in the Isle of Man; or
- (b) Who has at any time been ordinarily resident in the Isle of Man for an unbroken period of at least 5 years consecutive years; or
- (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; or
- (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; or
- (e) Who was the spouse or civil partner of an Isle of Man worker, had lived in the Isle of Man for any unbroken period of 3 years immediately before being divorced and has lived in the Island ever since; or
- (f) Whose parent (or was immediately before death) and Isle of Man worker, if at the time of the child's birth the parent, or the parents spouse or civil partner, was serving in the armed forces; or
- (g) Whose parent was born in the Isle of Man and lived in the Isle of Man for their first 5 years; or
- (h) Whose grandparent was born in the Isle of Man and lived in the Isle of Man for their first five years; or
- (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) 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 person in regular full time employment
    - (iii) the holder of a work permit

References to relationships include adoptive and step relationships.

**NOTE: The above Summary relating to Isle of Man Workers should not be regarded as an authoritative statement of law and clarification on any point should be obtained from:**

Work Permit Office  
Department for Enterprise  
Nivison House  
31 Prospect Hill  
Douglas  
IM1 1ET  
Telephone: +44 1624 682393  
E-Mail: [workpermit@gov.im](mailto:workpermit@gov.im)

## **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 2018), 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>Sentence</b>	<b>Rehabilitation Period offenders aged 18 or over</b>	<b>Rehabilitation period offenders under 18 years of age</b>
A custodial sentence of over 6 months but not exceeding 30 months	48 months from the date on which the sentence (including any licence period) is completed	24 months from the date on which the sentence (including any licence period) is completed
A custodial sentence of up to 6 months	24 months from the date on which the sentence (including any licence period) is completed	18 months from the date on which the sentence (including any licence period) is completed
Fine	12 months from the date of the conviction in respect of which the fine was imposed	6 months from the date of the conviction in respect of which the fine was imposed
Community order	12 months from the last day on which the order has effect	6 months from the last day on which the order has effect
Compensation order	On discharge of the order (i.e. when it is paid in full)	On discharge of the order (i.e. when it is paid in full)

**For further information, please see Schedule 1 of the Rehabilitation of Offenders Act 2001.**

Candidates for posts in the following areas of a local authority are not, by virtue of the Rehabilitation of Offenders Act 2001 (Exceptions) Order 2018, 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 2018**

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