



Office of the Clerk of Tynwald Application for Employment

You may submit this form by e-mail or in hard copy.

Your application will not be accepted without a C.V. which must include:

- details of all employment, including your current or most recent salary;
- details of all educational establishments attended after the age of 12, with details of educational qualifications obtained; and
- details of other qualifications, activity or experience you believe to be relevant to the post you are applying for.

Please check the further particulars for information on anything else which is required. If you complete the form by hand please use black ink.

How to apply via JusttheJob.im

Please complete this application form and add your CV to the end of the form and save it in PDF format. You should then send the application form using the Just the Job website, by going to this vacancy and using the APPLY NOW button at the bottom of the vacancy. You should then complete your cover email in the box provided and drag and drop the saved application form into the relevant box before hitting the submit application button.

Please note you can only attach one document - so the CV must be added to the bottom of this application form. Should you have any issues with this, please contact Julia at justthejob@jaiom.im who will help you with the application.

PERSONAL DETAILS

1. Post applied for			
2. Surname			
3. Forename(s)	<i>(Please underline the name by which you are known)</i>		
<i>Please indicate which of the following contacts we may use</i>			
4. Address			Y / N
	Postcode:		
5. E-mail address			Y / N
6. Telephone number(s)	Home:		Y / N
	Work:		Y / N
	Mobile:		Y / N
7. Would you require a work permit for this role? ¹ <i>(please tick)</i>	<input type="checkbox"/>	No – I am an Isle of Man Worker	
	<input type="checkbox"/>	No – I am a ‘Qualifying’ person	
	<input type="checkbox"/>	No – I am exempt	
	<input type="checkbox"/>	Yes – I require a work permit	
8. Would you require a Visa for this role? <i>(please tick)</i>	<input type="checkbox"/>	No – I am an IOM/UK/EEA national	
	<input type="checkbox"/>	No – I have indefinite leave to remain	
	<input type="checkbox"/>	No – I have a Family Visa	
	<input type="checkbox"/>	Yes – I require a Visa	
9. Have you any business interests or other forms of employment that you would wish to continue with if appointed?			Y / N
10. If yes, please give details.			

¹ See <http://www.gov.im/categories/working-in-the-isle-of-man/work-permits/>

11. Please indicate dates on which you would not be available for interview, if called.	
12. If you are appointed, when would you be able to take up the post?	
13. Where did you see this vacancy advertised?	

PART II: REFERENCES

Please provide details of two referees who have known you in a professional or academic capacity. One referee should normally be your current employer. Members of Tynwald must not be given as referees.

First referee

Name:	
Capacity in which known:	
Organisation:	
Address:	
Telephone:	
Email:	
Period reference will cover:	
May we contact this referee prior to an offer of employment being made?	Y / N

Second referee

Name:	
Capacity in which known:	
Organisation:	
Address:	
Telephone:	
Email:	
Period reference will cover:	
May we contact this referee prior to an offer of employment being made?	Y / N

PART III: REASONS FOR APPLYING FOR THE POST

Please use this page to set out why you are applying for this post and how you meet the criteria sought. *(please continue on a further sheet if required)*

PART IV: DECLARATION

We will, where necessary, check information you supply to us in this application form. Enquiries may be made to determine immigration or work permit status, or to relevant persons such as previous employers or professional bodies. If you have given any information which you know is false or if you with-hold any relevant information this may lead to your application being rejected or, if you have already been appointed, to your dismissal.

The information you provide on this form, and obtained from other relevant sources, such as previous employers, professional bodies etc., will be treated confidentially and used by the Clerk of Tynwald’s Office to process your application for employment. If you succeed in your application and take up employment with us, it will be used in the administration of your employment.

I declare that the information I have given is to the best of my knowledge and belief true and complete.

I understand that personal details about me will be held electronically and manually for employment purposes in accordance with the provisions of the law relating to data protection. In the event my application is unsuccessful my personal data will be held for no longer than 6 months.

Signature:		Date:	
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