

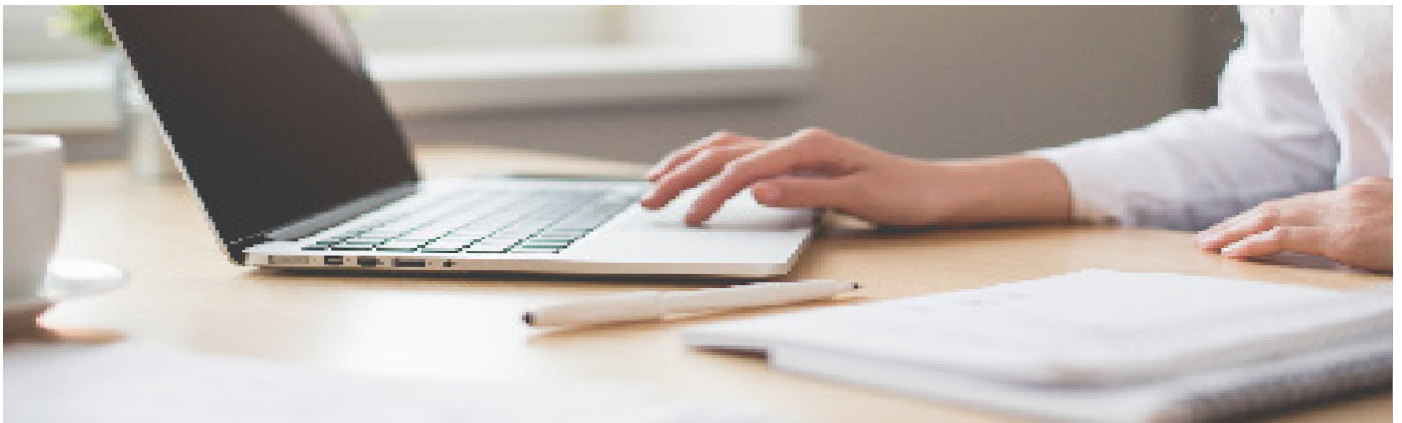
Guidance Notes for Applicants



ISLE OF MAN
FINANCIAL SERVICES AUTHORITY

Lught-Reill Shirveishyn Argidoil Ellan Vannin

**Your career at the
Isle of Man
Financial Services
Authority**



Guidance notes for applicants

We would like to thank you for your interest in working at the Isle of Man Financial Services Authority (FSA). Please review these notes thoroughly before submitting your application.

The FSA is an equal opportunities employer. We follow fair and consistent processes, in which recruitment decisions are made based on the abilities, merits and qualifications of applicants. To ensure fairness to all applicants, any decision to shortlist you for interview will be based solely upon the information you provide on your application form and CV.

You can submit your application by email to:

recruitment@iomfsa.im

or by post, marked PERSONAL, addressed to:

Human Resources
Isle of Man Financial Services Authority
Finch Hill House
Bucks Road
Douglas
Isle of Man
IM99 1DT

***"I feel privileged that what I do
plays a small part in making a
positive
difference to the Isle of Man"***

*Trish Cain- Manager - People &
Culture*

Every role requires a completed and signed application form and up to date CV to be submitted. Please ensure that you complete all sections of the application form. Incomplete application forms or applications received after the closing date may not be considered.

Applications and CVs will be acknowledged within three working days.

By submitting your application, you are consenting to your data being used and kept on file for the purposes of recruitment.



Application Guidance

When preparing your application form, please ensure that:

- your application form is fully completed and signed before submission;
- you have referred to the role profile and understand the criteria that will be assessed at application stage;
- you take time to answer all questions fully and to proof-read your answers before submitting;
- your most recent employer is listed as the first reference contact and a character reference for the second; and
- your application form and CV are received before the closing date.

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 obtained (ie the name of the school, university etc), the exact name of the qualification and the grade achieved.

Employment history – please begin with your most recent employment and work backwards. You should give details of previous employment, including dates from and to, the position(s) held and a short statement describing your key accountabilities.

Please provide reasons if there are any gaps in your employment history.

Shortlisting

During the shortlisting process, we will:

- base decisions about who will be shortlisted for interview from the information provided on the application form and CV; and
- use the role profile throughout the process to aid decision making.

The shortlisting process usually takes place within two weeks of the vacancy closing.

We will be looking for evidence that the applicant possesses the knowledge, skills and experience required for the role.

It is your responsibility to provide the best evidence possible to demonstrate that you meet each of the essential and desirable criteria as listed on the role profile.

We will confirm by email if you have been shortlisted for an interview or if you have been unsuccessful on this occasion.



JOIN OUR TEAM



Interviews

If you are selected for interview, we will contact you by email to arrange a suitable date and time to attend. If you require any adjustments to be made in order for you to attend an interview, please contact us on receipt of your interview invitation at recruitment@iomfsa.im.

During the interview, your interviewers will ask you for examples from your work experience to demonstrate that you have the qualities required for the role. They will test your knowledge of specific areas outlined in the job description and ask questions regarding your ability to undertake key tasks relating to the position.

It may be necessary to hold the selection process in two stages and you may be called back for second interview. This may involve undertaking an assessment exercise designed to test your knowledge and demonstrate your ability to undertake a key aspect of the role. You will be given further details if this applies to the selection process for the job you are applying for.

Following interviews, the successful applicant will be contacted to discuss an offer of employment.

Unsuccessful applicants will be notified by email. You may request feedback at this stage.

Receiving an offer

All offers are subject to satisfactory references and police vetting checks. As a regulatory body, we must ensure that all staff meet the requirements of the vetting process. We reserve the right to withdraw the offer and terminate the contract should you not meet the required standards.

An offer may also be subject to securing a visa or work permit, if applicable.

Work permits

The Control of Employment Act 2014, together with subordinate legislation, provides the statutory framework under which the Department of Enterprise operates and enforces the work permit system.

The purpose of the legislation is to protect the employment opportunities of Isle of Man workers as far as it is reasonable while enabling employers to obtain the workers they need. Anyone who is not an Isle of Man worker will require a work permit in order to take up employment. More information on work permits can be found [here](#).

There are nine separate ways in which a person can be an 'Isle of Man worker'. An 'Isle of Man worker' is an individual -

- who was born on the Isle of Man;
- who has at any time been ordinarily resident in Isle of Man for an unbroken period of at least 5 years;
- 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 (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 on 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 Department for Enterprise, Nivision House, 31 Prospect Hill, Douglas, IM1 1ET.



Visa information

Individuals moving to the Isle of Man from the UK and Ireland do not require a visa. Applicants must apply online from their country of residence for Entry Clearance to the Isle of Man. You will then need to attend a British Embassy to attend a biometric appointment and hand in any supporting documents. The British Embassy will, after some initial processes, then refer your visa application to the Isle of Man Immigration Service for a decision.

If you already have an Isle of Man visa and have obtained a job which falls into the same Shortage Occupation Classification then a new visa is not required, just a new Confirmation of Employment (CoE). The FSA will apply for the CoE on your behalf.

Guidance for applicants:

Visa applications are made online [here](#).

Information for Worker Migrant Visas can be found [here](#).

Isle of Man Entry Clearance Guidance Notes can be found [here](#).

Application for entry guidance can be found [here](#).

Relocating to the Isle of Man

Financial assistance may be granted for technical/ specialist positions that are hard to recruit on-island.

A written agreement will be provided if relocation expenses are applicable. This may include costs related to:

- Removal and storage of household effects
- Relocation of dependents
- Miscellaneous expenses (telephone, gas, electric connections etc)

Further information about relocating to the Isle of Man can be found at [Locate.im](https://www.locate.im).



GDPR

The information you provide on the application form will be used to help us decide whether to recruit you as a member of staff - this is our 'legitimate interest' under data protection law. It will only be seen by staff involved in the recruitment process and will be stored securely. If you are recruited we will retain your contact information in order to involve and support you. We will also collect additional information, such as next of kin details, and information such as records of training and performance reviews. Again, it will be kept securely and only those people who need to see your information will have access to it. Our Job Applicant Privacy Notice can be found [here](#).

Criminal Offences

Officer, Assistant Manager and Manager roles:

The Rehabilitation of Offenders Act 2001 applies in the Isle of Man and you are entitled to withhold information about any convictions if they are considered “spent” under this legislation.

Senior Manager and Head of Division roles:

Following revision to legislation, set out in The Rehabilitation of Offenders Act 2001 (Exceptions) Order 2018, the Authority has the ability to seek information on spent convictions on persons being appointed to senior roles at the Authority.

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.

More information can be found [here](#).

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.

If you have any questions or concerns relating to recruitment at the Authority, please contact us at recruitment@iomfsa.im or call 01624 646000.

We would like to thank you for your interest in working for the Authority and we wish you luck with your application.



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