



# ISLE OF MAN FINANCIAL SERVICES AUTHORITY

*Lught-Reill Shirveishyn Argidoil Ellan Vannin*

## NOTES FOR APPLICANTS - APPLYING FOR POSITIONS

We would like to thank you for your interest in working at the Isle of Man Financial Services Authority (FSA).

Please read these notes carefully before submitting your application. This guidance is intended to help you participate in our recruitment process as effectively as possible, which will enable us to make our selection decisions.

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

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### Application form and CV

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

You can submit your application by email:

[recruitment@iomfsa.im](mailto:recruitment@iomfsa.im)

or by post, marked PERSONAL, addressed to:

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

The Authority also has an exterior post box at the front door where applications can be posted.

All applications forms/CVs submitted will be acknowledged, usually within 2-3 days.

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

### Shortlisting process

The shortlisting process takes place during the 2 weeks after the vacancy has closed. The process involves making an assessment of how closely your application meets the selection criteria set out in the advert/job description. The shortlisting panel, usually one person from the area of business for the job you have applied for and one from the HR team, will go through your application in detail, looking for evidence that you possess the knowledge, skills and experience required for the role.

If you are not selected for interview, it will usually be because your application does not adequately demonstrate the criteria stated in the advert/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 confirmation letter, usually within 3 weeks of the vacancy closing, to confirm that your application has not been successful on this occasion.

### Interviews

If you are selected for interview, we will usually contact you by email to arrange this. If you have a disability and need any adjustments to be made in order for you to attend an interview, please contact us on receipt of your interview invitation at [trish.cain@iomfsa.im](mailto:trish.cain@iomfsa.im) or 01624 689305.

During the interview the panel will ask you for examples from your experience that demonstrate that you have the qualities they are looking for. They may also test your knowledge of specific areas outlined in the job description and question you in relation to your aptitude for the kind of work the role involves.

If you are interviewed for a senior role it will usually be necessary to hold the selection process in two stages and you may be called back for a second interview. You will be given further details if this applies to the selection process for the job for which you are applying.

If you have been interviewed and you are successful we will make an offer to you within 2-3 days. If you have been interviewed and you are not successful we aim to write to you within 5 days to confirm this. You can request feedback at this stage.

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## Making an offer

If an offer is made to you, you will be required to provide some further personal details in order to complete the full recruitment process.

All offers are subject to references, medical checks and vetting checks. The vetting checks include police vetting. As a regulatory body we must ensure that all staff meet the standards of the vetting process. The Authority therefore reserves the right to withdraw the offer and terminate the contract should you not meet the standards required.

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

## Relocation expenses

Depending on the grade of the post, the Authority may offer you financial support if you reside outside of the Isle of Man to assist with the cost of removal and relocation to take up the post.

## GDPR: How we will use your information

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 in order to involve you will have access to it.

## Guidance notes – Work Permits

The Control of Employment Act 2014 (CEA), together with subordinate legislation, provides the statutory framework under which the Department of Economic Development (DED) 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, subject to taking into account the wider social and fiscal interests of the Island where appropriate.

There are eight separate ways that a person can be an "Isle of Man worker". An "Isle of Man worker" is an individual:

- a) who was born on 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 ending on or after 1 October 2015
- 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

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- 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) 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, 1<sup>st</sup> Floor, St George's Court, Upper Church Street, Douglas IM1 1EX or telephone 01624 686400.

**Guidance notes – Criminal Offences**

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.

A guide to calculating the rehabilitation period is below.

Conviction Type	Sentence	Rehabilitation Period	Start of Rehabilitation Period
	Custody for a period no longer than 6 months	7 years	Date of conviction
	Custody for a period longer than 6 months but not more than 12 months	8 years	Date of conviction

	Custody for a period longer than 12 months but not more than 18 months	9 years	Date of conviction
	Custody for a period longer than 18 months but not more than 30 months	10 years	Date of conviction
Any	Fine	5 years	Date of conviction
Any	Absolute discharge	6 months	Date of conviction
Any	<ul style="list-style-type: none"> <li>• Order for conditional discharge</li> <li>• Recognisance to keep the peace or be of good behaviour</li> <li>• Probation order</li> <li>• Curfew order</li> <li>• Attendance centre order</li> <li>• Reparation order</li> </ul>	1 year or, if longer, end of the sentence	Date of conviction
Any	<ul style="list-style-type: none"> <li>• Order under section 50 of the Children &amp; Young Persons Act 1966</li> <li>• Care order under the Children &amp; Young Persons Acts 1966 to 1990</li> <li>• Supervision order under any provision of the Children &amp; Young Persons Acts 1996 to 1990, the Custody Act 1995, or Schedule 9 to the Children &amp; Young Persons Act 2001</li> </ul>	1 year or, if longer, end of the sentence	Date of conviction
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	Date of conviction

However, there are convictions which are never able to be considered spent i.e. there is no rehabilitation period. These convictions are those which either:

- attract a custodial sentence of greater than 30 months
- attract a sentence of detention at Her Majesty's pleasure further to section 8 of the Custody Act 1995 (detention of certain young offenders), or
- attract a sentence of custody for life.

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.

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Other

If you need this information or the job application form in an alternative format, for example, large print, audiotape or braille please contact us at [trish.cain@iomfsa.im](mailto:trish.cain@iomfsa.im) or 01624 689305.

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