

**Application Form**

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| **Position applied for:**       |

# PART 1 – PERSONAL DETAILS

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| Forenames: |       | Surname: |       |
| Present Address: |
|       |
| Postcode:      |
| Daytime Contact Number: |       | Home Contact Number: |       |
| Email Address: |       |

# PART 2 – MOTIVATION

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| Please state your reasons for making this application: |
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# PART 3 – EDUCATION

Please give details of the qualifications, including further education, you hold.

(If necessary continue in the section at the end of this form)

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| **Name of School, College or University** | **Qualifications Achieved** | **Grade** |
|       |       |       |
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Please provide details of all professional and technical qualifications obtained or for which you are currently studying.

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| **Institution or Professional Body** | **Qualification Attained** | **Dates Attended** | **Date of Qualification** |
|       |       |       |       |
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# PART 4 - PRESENT EMPLOYMENT

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| Present Employer: |       |
| Address of Employer: |
|       |
| Postcode:      |
| Position Held: |       | Date Commenced: |       |
| Current Salary: |       | Notice Required: |       |

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| Please list and state value of benefits received by way of employment: |
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| Description of current responsibilities: |
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# PART 5 - PREVIOUS EMPLOYMENT HISTORY

Please give details of previous employment with the most recent being first. Please include any periods of unemployment.

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| **Name and Address of Employer** | **Position Held** | **Date (From and To)** | **Reason for Leaving** |
|       |       |       |       |
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# **PART 6 - WORK PERMIT INFORMATION** (\*Please delete as applicable)

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| Are you classed as an Isle of Man worker as defined in the Control of Employment Acts? | \*YES / NO |
| If **yes**, under which section of the guidance notes do you qualify | \*(a) (b) (c) (d) (e) (f) (g) (h) |
| If **no**, when did you take up residence? | \*MONTH / YEAR |
| If married or in a civil partnership, does your partner hold a current work permit?  | \*YES / NO |
| If **yes**, which type? | \*3A / FULL |

Further information regarding Work Permits can be found in the Notes for Applicants.

The admission of foreign nationals is regulated by the Isle of Man Immigration Rules. The Rules lay down the requirements for the entry and stay of foreign nationals in the Isle of Man. For further details please contact Isle of Man Passport, Immigration and Nationality Office on 01624 685208.

# **PART 7 - CRIMINAL OFFENCES** (\*Please delete as applicable)

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. Please refer to the guidance notes in the Notes for Applicants before deciding what information you are required to disclose.

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| Have you any unspent criminal convictions? (Answering yes does not automatically bar you from employment. Each case is considered on its merits). | \*YES / NO  |
| If **YES** provide particulars (offences, judgements and date):      |

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| Are you currently the subject of any criminal proceedings? | \*YES / NO  |
| If **YES** provide details:      |

# PART 8 - OTHER INFORMATION (\*Please delete as applicable)

If the answer to any of the questions below is YES, please submit further details in PART 10.

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| Have you ever been the subject of an internal disciplinary enquiry? | \*YES / NO  |
| Have you ever been suspended, dismissed or asked to resign from any employment? | \*YES / NO |
| Have you ever been barred from entry to any profession or occupation? | \*YES / NO |
| Have you had any previous name(s) by which you have been known?(name changed by Deed Poll, or name adopted by common usage) | \*YES / NO |
| Is there any outstanding civil litigation against you? | \*YES / NO |
| Have you ever been declared bankrupt? | \*YES / NO |
| Do you require specific assistance in order to be able to attend the interview? | \*YES / NO |
| From which source did you learn about this post?      |

# PART 9 - REFERENCES

Please provide the names and addresses of two persons (other than relatives) from whom references may be obtained. Where possible name someone who can comment on your work performance. One reference must be your present or most recent employer. Unless you object the Authority will approach the referees you have given, apart from your current employer, if you are short listed for this position and provided with a conditional offer.

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| **Name and Job Title** | **Address** | **Occupation** |
|       |       |       |
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# PART 10 - Please provide any further information to support your application.

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# PART 11 – DECLARATION

I declare that to the best of my knowledge that the information contained in this application form and my CV is true and accurate. I understand that if any details I have given are found to be false, or that I have withheld relevant information, my application may be disqualified or, if already in employment, my appointment may be terminated.

I understand that personal details about me will be held electronically and manually for employment purposes, subject to be requirements of the Data Protection Act 2018.

I understand and accept that the Financial Services Authority may wish to make enquiries to satisfy itself as to my suitability for employment. Accordingly, I authorise, that the Authority may approach any person named in my CV and this application form, together with any other person, body or institution, including the police, to provide such information as the Authority believes may be relevant to its assessment.

|  |  |
| --- | --- |
| Signed: | Date: |

Please return your completed application to: recruitment@iomfsa.im

or by post, marked PERSONAL to:

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

Please note that if you are offered the role you will be required to provide some further personal details in order for the Authority to complete the full recruitment process.

🔒 **Data Protection Notice**

The Authority is registered with the Information Commissioner as a data controller under Isle of Man data protection legislation. The Authority collects and processes personal data to carry out its functions under relevant legislation and may share personal data with other parties where there is a legal basis for doing so. Information on how the Authority collects and processes personal data for job applicants can be found in the Job Applicant Privacy Notice: <https://www.iomfsa.im/media/2832/privacynoticejobapplicant.pdf>

Please call **+44 (0)1624 646000** if you have any queries