



Guidance notes for candidates

Isle of Man

Public Service



Isle of Man
Public Service
Careers

Working together
for the **Isle of Man**



Guidance notes for candidates

We would like to thank you for your interest in the Isle of Man Public Service and wish you luck with your application.

Please read these notes carefully before completing your application. By following these guidelines you will participate as effectively as possible by providing relevant information for the selection process.

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

If you wish to apply using a paper application form please contact our Recruitment Team on 01624 686300.



Office of
Human Resources

Application Information

We will:

- make decisions about who will be shortlisted for interview based on the information given on the application form
- Use the person specification throughout the shortlisting process as the basis for any decision made

Shortlisting is based on identifying the persons suitable **knowledge, skills, experience** and **attitudes** necessary to perform the duties of the post. You should meet all the **essential criteria** in the person specification. The **desirable criteria** are attributes which will be very useful. Your suitability for the role should be demonstrated in your CV and/or Supporting document with examples and statements.

The shortlisting panel will be looking for evidence of each essential criteria.

Please ensure:

- the application form is fully completed with CV and Supporting Document.
- that your most recent employer is listed as the first reference contact and a character reference for the second
- that the application is submitted by the end of the day on the closing date

Once you have submitted the application you will receive a confirmation email that your application has been received. You will be able to track the process of your application on JobTrain.



Curriculum Vitae (CV)

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 attained (i.e. the name of the school, university etc.), the exact name of the qualification and grade.

If you are successful you will be asked to provide original documents as proof of the qualifications you have obtained, and proof of membership of relevant professional bodies. Failure to provide proof may lead to your offer being withdrawn.

- **Employment history** - Please start with your current or most recent job and work backwards. You should give details of previous employers, the position you held, employment dates, reasons for leaving and a short statement covering your key responsibilities and achievements.

Reason should be given for gaps in employment.

Any false or misleading information on any application will disqualify you from appointment or liable to dismissal.

Cover Letter

Make sure you clearly state your suitability for the role with examples of the criteria required in the person specification.

It is important that you provide us with evidence that you possess the **knowledge, skills, experience** and **attitude** required for the job, as set out in the person specification. This is what the shortlisting panel will be considering when selecting candidates for interview.

It is very important that you address each of the items in the person specification in a clear structure, preferably in the order they have been listed, using headings.

You can use relevant work-based examples but also other activities, such as voluntary or leisure, to support your application.

Your cover letter should also explain your motivation and reasons for applying.



Shortlisting

The shortlisting panel will go through your application in detail, looking for evidence that you possess the knowledge, skills and experience required for the job.

Candidates selected for interview will be those who have demonstrated in their application and CV that they most closely meet the person specification. You should therefore ensure that your application and CV includes sufficient relevant information about your knowledge and experience to enable the panel to assess the extent to which you meet the **Essential** and **Desirable** criteria for the post. The Person Specification can be found at the end of the Job description.

If you are not selected for interview, it will be because your application does not adequately demonstrate the criteria stated in the person specification or there are candidates who met the criteria more closely than you.

Following shortlisting, we will confirm if you have been shortlisted for an interview or unsuccessful. Unfortunately due to the volume of recruitment, if you submit a manual application we are unable to inform you if you were not shortlisted and if you have not heard from us within three weeks you should assume that your application has been unsuccessful.



Interviews and Assessments

Within approximately two weeks of the closing date, shortlisted candidates will be invited for interview via email or post if you have indicated that you would like to be contacted by letter.

During the interviews, candidates will be further assessed on how closely they meet the **Essential** and **Desirable** attributes in the person specification for the job they have applied for.

During the interview the panel will ask candidates for examples based on their experience and to demonstrate the qualities they are looking for. They may also test the knowledge of specific areas and ask questions the candidates ability to undertake the kind of work and about the work environment.

Following interviews the successful candidate(s) will receive an **Offer Letter** and will be asked to provide additional information relating to absence history and criminal convictions.

Candidates unsuccessful at interview are encouraged to contact the panel chair to obtain constructive feedback on their interview performance. Contact details will be included in your email notification.

Work Permits

Under the provisions of the Control of Employment Act 2014 and the Regulations made thereunder, any person who is not an Isle of Man Worker requires a work permit issued by the Department for Enterprise before taking up employment or self-employment in the Isle of Man, except in the case of a few exempted employments.

- There are nine separate ways that a person can be an 'Isle of Man worker'. An 'Isle of Man worker' is an individual: who was born in the Isle of Man;
- 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.
- 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 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;
- whose parent was born in 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 Employment Division of the Department for Enterprise, Nivison House, 31 Prospect Hill, Douglas, IM1 1ET, telephone (01624) 682393.

Visa Information

Candidates who require a Worker Migrant visa are exempt from work permits

Candidates who currently have a UK Skilled Workers visa would still need to obtain a Worker Migrant visa for the Isle of Man (IOM).

If a candidate already has a IOM visa and has obtained a job which falls in the same Shortage Occupation Classification (SOC) Code then a new visa is not required just a new Confirmation of Employment, permitting the candidate has not already left their current job.

If candidate already has IOM visa and is looking to undertake casual work under the same SOC Code then no new visa or COE is required.

Visa's cannot be granted for casual work only. If job is classed as Key Employment it must meet the minimum 30 hours per week. If not Key Employment the hours have no minimum requirement but it must meet the threshold for salary purposes.

Student visa - UK issued visa – can carry out any activity on the Isle of Man in line with UK visa.

Specialty Trainee Doctors - if they hold a UK skilled worker visa and sponsor is Health Education England (A new visa or COE will not be required).

The process

- The Office of Human Resources (OHR) will apply for the COE (Confirmation of Employment) once we are in receipt of the candidates passport (and current visa if applicable).
- Once Immigration approve the COE, the candidate has three months to apply for their visa.
- Once visa is approved, candidate needs to provide this to OHR.

Some guidance for candidates is the below

Applications are made online using the following link <https://www.gov.uk/apply-to-come-to-the-uk>

Our Entry Clearance Guidance is found here: <https://www.gov.im/categories/travel-traffic-and-motoring/immigration/work/workers/guidance-forms-for-worker-migrant-routes/>

Direct link to current Guidance Notes: <https://www.gov.im/media/1361109/worker-migrant-ec-guidance-08-02-22.pdf>

Process overview: <https://www.gov.im/media/1368976/visa-application-process-when-applying-for-entry-clearance-to-the-isle-of-man.pdf>

The link to apply is found here under "Apply for Entry Clearance": <https://www.gov.im/categories/travel-traffic-and-motoring/immigration/work/>.

The direct link to the Application website is here: <https://visas-immigration.service.gov.uk/country-selection>

Other Useful Information

References

Two referees should be provided in your application. Your first referee must be your current or most recent employer, responsible officer or course tutor if you are in full time education. References will usually be approached following an offer of employment however your referees may be approached prior to interview unless you have indicated otherwise on your application. If you have indicated that we may not approach a referees, we will only do so if you are successful in being offered the position and upon you giving your permission.

Pension Schemes

Some Public Service roles will offer entry into the Government Unified Pension Scheme 2011 or if you meet the eligibility requirements, the Government Defined Contribution (DC) Arrangement. Further information regarding the schemes can be found on the Public Sector Pensions Authority Website: www.pspa.im.

Candidates with Disabilities

If you require assistance in applying for posts, please contact the Office of Human Resources. Any candidate who would require particular arrangements to attend or take part in an interview should let the Office of Human Resources know once they receive their invitation to interview.

Relocation Expenses

Financial assistance may be offered for 'hard to recruit' positions, under the Relocation Expenses Scheme. This may be available to a successful candidate who resides outside of the Isle of Man to assist with the cost of removal and relocation from the United Kingdom.

The advert of a position will clearly state whether or not relocation expenses are available for the post.

Relocation Grant

- A relocation grant is intended to provide some assistance towards the usual expenses s
- Removal of household effects
- Storage of household effects
- Relocation of dependents
- Miscellaneous expenses e.g. telephone, gas, electric connections, etc.

If you require any further advice or clarification on relocation, please contact the Office of Human Resources by telephoning 01624 686300.

Recruitment of Ex-Offenders Policy and Rehabilitation of Offenders statement

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Policy on the Recruitment of Ex-Offenders

As an organisation using the Disclosure and Barring Service (DBS) to assess applicants' suitability for positions of trust, we aim to comply fully with the DBS Code of Practice and undertake to treat all applicants for positions fairly. We undertake not to discriminate unfairly against anyone who is the subject of a Disclosure on the basis of conviction or other information revealed.

We are committed to the fair treatment of our staff, potential staff or users of our services, regardless of age, disability, gender reassignment, marriage/civil partnership, pregnancy/maternity, race, religion/belief, sex, sexual orientation or offending background.

We actively promote equality of opportunity for all to achieve the right mix of talent, skills and potential and welcome applicants from a wide range of candidates, including those with criminal records. We select all candidates for interview on the basis of their aptitude, skills, qualifications and experience in relation to the requirements of the post.

A DBS check is only requested when it is both proportionate and relevant to the position concerned. For those positions where a DBS check is required, the recruitment information will contain a statement that a DBS check will be requested in the event of the individual being offered the position.

We ensure that all those who are involved in the recruitment process will have suitable guidance to enable them to identify and assess the relevance of the offence in relation to the position applied for. We also ensure that they receive appropriate guidance on the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 2001.

At interview or in a later separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position applied for could lead to withdrawal of an offer of employment.

We undertake to discuss any matter revealed in a DBS check with the person seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar you from working with us. This will depend on the offence and the relevance of the offence in relation to the position applied for. The factors taken into account will include the responsibilities of the position, the vulnerability of the customer group, the number and pattern of the offences (if there is more than one), the nature of the offence(s), how long ago the offence(s) occurred and the age of the offender when the offence(s) occurred.

Criminal Convictions - Rehabilitation of Offenders

The Rehabilitation of Offenders Act 2001 (the Act) allows persons to be considered as rehabilitated and hence not required to disclose 'spent' convictions.

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. Examples of these factors include:

- The sentence, fine, or court order imposed, or the combination of these
- The age of the offender, and
- Whether or not the individual has been convicted of a further offence during the rehabilitation period.

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.

The Act also provides for exceptions to be made in certain cases so that all information regarding spent convictions must be provided, for example, when applying for certain professions. These exceptions primarily relate to work in sensitive areas such as with children and vulnerable adults, law enforcement and the legal system, and high level financial positions.

Where an exception to the Act exists then the successful applicant must list all convictions, even if they are spent. The employer or licensing body will be eligible to apply for police checks containing that person's full criminal record.

If the position is not subject to an exception under the Act then the employer or licensing body is still eligible to apply for police checks but only in relation to information on any non-spent convictions a person may hold.

Police checks may take place only with the consent of the person who will be the subject of the police check. However, the police may disclose information regarding a person's criminal conviction(s) if they are required to do so in the course of their duties.

For information about Rehabilitation Periods please see the Act [here](#). Further information about young offenders, convictions outside of the island, period of rehabilitation related to disqualifications, disability and prohibition, rehabilitation periods for multiple convictions, rehabilitation periods for suspended sentences and the extension or amendment of rehabilitation periods please see [here](#).

Disclaimer: This information is intended for guidance purposes only. It must not be regarded as a definitive interpretation of the Act. For definitive guidance you are advised to seek professional legal advice.

Document Change Log

Reviewer Name	Changes Made	Date
Recruitment Manager	Updated Rehabilitation of Offenders section following Attorney General's Chambers review.	28/07/2023