



## **Office of the Clerk of Tynwald Application for Employment**

You may submit this form by e-mail. If you do so, please follow it up with a signed hard copy and indicate in your covering e-mail that this has been done.

### **You should attach a current 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.

If you complete the form by hand please use black ink and complete all questions in block capitals.

### **CONTACT DETAILS**

Please send completed application forms with a C.V., including the information listed above, to:

The Clerk of Tynwald  
Office of the Clerk of Tynwald  
Legislative Buildings  
Finch Road  
Douglas  
Isle of Man  
IM1 3PW

Email: [enquiries@tynwald.org.im](mailto:enquiries@tynwald.org.im)

Tel: +44 (0) 1624 685500

## PERSONAL DETAILS

1. Post applied for			
2. Title ( <i>Mr/Mrs/Ms etc</i> )			
3. Surname			
4. Forename(s)	<i>(Please underline the name by which you are known)</i>		
5. Correspondence Address			
6. Postcode			
7. Telephone number(s)	<i>Please indicate which number(s) you would prefer us to use if calling about your application.</i>		
	Home:		Y / N
	Work:		Y / N
	Mobile:		Y / N
8. E-mail address			
9. Date of birth			
10. Do you need a work permit <sup>1</sup> ?			Y / N
11. If yes, at what date will you no longer need a work permit?	/ /		
12. Have you any business interests or other forms of employment that you would wish to continue with if appointed?			Y / N
13. If yes, please give details.			
14. For pension purposes only, have you ever been employed in the Civil Service?			Y / N

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

15. Have you ever been convicted of a criminal offence?	Y / N
16. Are you currently the subject of any criminal proceedings?	Y / N
17. If the answer to question 16 or 17 is yes, please give details.	
18. Please indicate dates on which you would not be available for interview, if called.	
19. If you are appointed, when would you be able to take up the post?	
20. Where did you see this vacancy advertised?	

**HEALTH STATUS**

21. Please state details of sickness absence in last two years:	No of Absences		Total Days	
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Please note that successful candidate will be screened for health. The criterion will be one of fitness to work.

**PART II: REASONS FOR APPLYING FOR THE POST**

22. Please use this page to set out why you are applying for this post and how you meet the criteria sought.

**PART III: REFERENCES**

23. May we contact your current employer for a reference <b>prior to</b> an interview?	Y / N
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*We will require a reference from your current employer before an offer can be confirmed. If you answer “no” to this question, we will contact you before approaching your employer.*

24. 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.

<b>First referee</b>	
Name	
Capacity in which known	
Address	
Telephone	
E-mail	
Period reference will cover	

<b>Second referee</b>	
Name	
Capacity in which known	
Address	
Telephone	
E-mail	
Period reference will cover	

**PART IV: DECLARATION**

*You must satisfy yourself as far as possible that you are eligible before you apply. If you are uncertain about any aspect of your eligibility please indicate this.*

*If you are successful at interview a complete inquiry into your eligibility will be made. This will include checking your employment history. 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.*

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, subject to the requirements of the Data Protection Act 2002. In the event my application is unsuccessful my personal data will be held for no longer than 12 months

Signature:		Date:	
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