

EMPLOYMENT APPLICATION FORM

Isle of Man Post Office aims to employ the most suitable of all eligible applicants without favour or discrimination, regardless of sex, ethnic background, religion or disability.

Throughout the recruitment and selection process, strict confidentiality will be observed by all concerned.

Canvassing by applicants will result in an automatic disqualification from appointment.

Please complete all sections (in black ink/block capitals)

PERSONAL DETAILS

POSITION APPLIED FOR _____

Title:	Surname:	Forenames:
Address:		
Post Code:		
Telephone: Home	Mobile:	Work:
Email:		
Are you classed as an Isle of Man Worker as defined in the Control of Employment Act? <i>(Further details can be found on the IOM Government Website)</i>		YES / NO

Where did you hear about the vacancy?
IOMPO Website <input type="checkbox"/> Newspaper <input type="checkbox"/> Word of Mouth <input type="checkbox"/> Other <input type="checkbox"/> Employed.im <input type="checkbox"/>
If other please specify:

Have you previously applied for any other position within Isle of Man Post Office?	YES / NO
If yes please give details: Post applied for:	Date of application:

QUALIFICATIONS

Provide details of any qualifications that you hold and continue on a separate sheet if necessary. **DO NOT send certificates at this stage.**

Qualification	Examining Board	Subject	Grade	Date

Do you hold a full driving licence?	YES / NO
Does your licence hold any endorsements? If yes please provide details:	YES / NO

EMPLOYMENT HISTORY

Complete details of any jobs held in the last 5 years starting with your present post. Include self-employment, Forces Service and any period of unemployment. Continue on separate sheet if necessary.

Name & address of employer , Branch of Armed Service	Position Held (Include service no. if applicable)	From	To	Reason for Leaving

CONVICTIONS

Do you have any unspent criminal convictions? YES / NO
If the answer is yes please supply details below:

(N.B. The rehabilitation of Offenders Act 2001 may entitle you to withhold information about criminal offences. Please refer to the guidance notes before deciding what information you are required to disclose.)

HEALTH STATUS

Do you require specific assistance in order to be able to attend the interview? YES / NO
If so please supply details or provide on a separate sheet:

Please note that Isle of Man Post Office operates a **NO SMOKING** policy throughout all areas of the business

ADDITIONAL INFORMATION

Please give your reasons for making this application. Include any experience or personal attributes you have which you feel would be relevant to this application. Continue on separate sheet if necessary.

[Empty table grid for providing reasons for making the application]

How much notice does your present employer require?

DECLARATION

I declare that to the best of my knowledge and belief the foregoing statements are correct and complete and understand that if any particulars I have given are found to be false, I may be regarded as ineligible for recruitment, or dismissed without notice after appointment.

I hereby give permission for a Police Check and Credit Check to be carried out if considered appropriate and if I am offered an appointment.

I understand that as part of the recruitment process, Isle of Man Post Office collects and processes personal information, or personal data, relating to job applicants. This personal information may be held by the Company on paper or in electronic format.

The Company is committed to being transparent about how it handles your personal information, to protecting the privacy and security of your personal information and to meeting its data protection obligations under the General Data Protection Regulation ("GDPR") and the Data Protection Act 2018.

Please be advised that your personal data will be held in line with the IOMPO Employee Details Record Retention Schedule, details are available from Human Resources. If in the event that your application is unsuccessful your personal data will be held for no longer than 12 months.

Isle of Man Post Office has appointed a data protection officer. If you have any questions about how we handle your personal information, please contact Keith Green, Isle of Man Post Office, Post Office Headquarters, Spring Valley Industrial Estate, Douglas, Isle of Man, IM2 1AA, Tel +44 (0)1624 698442, email dpo@iompost.com

Signature: _____

Date: _____

CONTACT DETAILS

Completed application forms should be forwarded with a copy of your C.V to:

Human Resources Department
Isle of Man Post Office
Spring Valley Industrial Estate
Douglas
ISLE OF MAN
IM2 1AA

Email: hr@iompost.com

Applicants who return this form by email will be asked to sign the above declaration at interview if invited to attend.

HUMAN RESOURCES USE ONLY

Date Form Received _____

Date Acknowledged _____

Signed _____