

**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). Completed application forms must detail an email address for contact purposes.

**POSITION & WORK AVAILABILITY**

Please indicate all that apply:

Casual Indoor Mails Work (Douglas Sorting Office only) - Non Driving Role	YES/NO
Casual Delivery Work (Douglas/Peel) - Driving Role	YES/NO
Casual Delivery Role (North) - Driving Role	YES/NO
Casual Delivery Role (South) - Driving Role	YES/NO

Working Days	Hours (please specify your availability within our hours of operation)
Sunday 6am up to 10pm	
Monday 6am up to 10pm	
Tuesday 6am up to 10pm	
Wednesday 6am up to 10pm	
Thursday 6am up to 10pm	
Friday 6am up to 10pm	
Saturday 6am to 10pm	

Please detail any other relevant information regarding your availability to work, including the date upon which your availability commences:	
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**PERSONAL DETAILS**

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

## 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

**For Driving Roles only - please indicate:**

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



## 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 takes your privacy seriously. The information you provide on this form, will only be used for the processing of your application and held in accordance with the Isle of Man Data Protection Legislation. Should you be successful in your application, the information provided, and further information which will be gathered at the relevant time, will be subsequently used for the administration of your employment. For the full Privacy Notice please visit [www.iompost.com/Privacy](http://www.iompost.com/Privacy) a paper copy can be obtained by emailing [dpo@iompost.com](mailto:dpo@iompost.com), by phone to +44(0)1624 698485 or by writing to the Data Protection Officer, Isle of Man Post Office, Postal Headquarters, Spring Valley Industrial Estate, Douglas, IM2 1AA.

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: [careers@iompost.com](mailto:careers@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 \_\_\_\_\_