

Please complete the relevant boxes below otherwise it may delay the processing of your application.

Type of business (please select 1 box only)

- | | | |
|--|--|---|
| <input type="checkbox"/> (1) Agriculture, forestry & fishing | <input type="checkbox"/> (11) Wholesale distribution | <input type="checkbox"/> (21) Education |
| <input type="checkbox"/> (2) Manufacture: Food & drink | <input type="checkbox"/> (12) Retail distribution | <input type="checkbox"/> (22) Medical & health services |
| <input type="checkbox"/> (3) Manufacture: Engineering | <input type="checkbox"/> (13) Insurance | <input type="checkbox"/> (23) Tourist accommodation |
| <input type="checkbox"/> (5) Manufacture: Miscellaneous | <input type="checkbox"/> (14) Banking | <input type="checkbox"/> (24) Other professional services |
| <input type="checkbox"/> (6) Mining & quarrying | <input type="checkbox"/> (15) Other financial institutions | <input type="checkbox"/> (25) Entertainment & catering |
| <input type="checkbox"/> (7) Construction | <input type="checkbox"/> (16) Property owning/management | <input type="checkbox"/> (26) Film productions |
| <input type="checkbox"/> (8) Gas, Electricity & Water | <input type="checkbox"/> (17) Other business services | <input type="checkbox"/> (27) Miscellaneous services |
| <input type="checkbox"/> (9) Transport & Communications | <input type="checkbox"/> (18) Information Technology | <input type="checkbox"/> (28) Public administration |
| <input type="checkbox"/> (10) Ship management | <input type="checkbox"/> (19) Legal services | <input type="checkbox"/> (29) E-gaming |
| | <input type="checkbox"/> (20) Accountancy services | |

Type of occupation (please select 1 box only)

- | | | |
|--|---|--|
| <input type="checkbox"/> (1) Scientific / chemist | <input type="checkbox"/> (12) Other admin / clerical | <input type="checkbox"/> (23) Gardener /landscaper |
| <input type="checkbox"/> (2) Engineering skilled | <input type="checkbox"/> (13) Other professions eg. legal | <input type="checkbox"/> (24) Groundwork/ plant operator |
| <input type="checkbox"/> (3) Engineering unskilled | <input type="checkbox"/> (14) Bricklayers | <input type="checkbox"/> (25) Construction other skilled |
| <input type="checkbox"/> (4) Production / assembly operative | <input type="checkbox"/> (15) Roofers / plasterer | <input type="checkbox"/> (26) Construction unskilled |
| <input type="checkbox"/> (5) Mechanic | <input type="checkbox"/> (16) Scaffolder / glazier | <input type="checkbox"/> (27) Retail/sales/wholesale/buyer |
| <input type="checkbox"/> (6) Management / consultant | <input type="checkbox"/> (17) Flooring / tiling | <input type="checkbox"/> (28) Hotel / caterer / bar work |
| <input type="checkbox"/> (7) Finance & accountancy | <input type="checkbox"/> (18) Information Technology | <input type="checkbox"/> (29) Cleaning services |
| <input type="checkbox"/> (8) IS / Telecommunications | <input type="checkbox"/> (19) Painters & decorators | <input type="checkbox"/> (30) Drivers HGV, PSV, etc |
| <input type="checkbox"/> (9) Teaching / nursery | <input type="checkbox"/> (20) Electricians | <input type="checkbox"/> (31) Drivers other |
| <input type="checkbox"/> (10) Healthcare / nursing | <input type="checkbox"/> (21) Plumbers | <input type="checkbox"/> (32) Agriculture / fishing |
| <input type="checkbox"/> (11) Insurance / banking admin | <input type="checkbox"/> (22) Joiner / fitter | <input type="checkbox"/> (33) Other |

Type of qualification required for the position (please select 1 box only)

- | | | |
|---|--|--|
| <input type="checkbox"/> No qualifications | <input type="checkbox"/> Up to 4 GCSEs at A to C
NVQ 1, GNVQ (foundation) | <input type="checkbox"/> 5 GCSEs or more at A to C,
NVQ2, GNVQ (Intermediate) |
| <input type="checkbox"/> A-levels, ONC, OND, full trade,
NVQ3, GNVQ (Advanced) | <input type="checkbox"/> Degree, HNC, HND | <input type="checkbox"/> Post graduate or full
professional |

Type of experience required for the position (please select 1 box only)

- | | | |
|-------------------------------------|--------------------------------------|------------------------------------|
| <input type="checkbox"/> None | <input type="checkbox"/> 1 – 2 years | <input type="checkbox"/> 3-5 years |
| <input type="checkbox"/> 6-10 years | <input type="checkbox"/> 10 years + | |

NOTES:

Any person who makes a false statement in order to obtain a permit is guilty of an offence for which he may be imprisoned for up to six months, or fined up to £5,000 or both. A permit may be revoked if the application is found to contain a false statement or to omit a material particular.

A guide to work permit legislation and the criteria governing applications is available from the Work Permit Office.

DECLARATION:

I apply for a permit to employ the person named in Part 2 of the application and declare that to the best of my knowledge and belief the information I have given is true and complete. I undertake to inform Employment Services if, after a permit is granted, the person fails to commence employment or leaves. I understand that if I wish to renew the permit I must complete and return the renewal portion one month before the expiry date.

FAIR PROCESSING NOTICE

Any personal data submitted will be processed for the purpose of determining this application for a Work Permit in accordance with the provisions of the Control of Employment legislation, including analysis for management purposes and statutory returns. As part of this process personal data may be disclosed to DHSS and Income Tax Division of Treasury to confirm employment status and to the Immigration authorities to confirm workers Immigration status, and also to the Police to confirm unspent criminal convictions are outstanding. I understand that the Department of Economic Development will process any such information in accordance with the Data Protection Act 2002.

Signature of employer: Date:

Position Held:

Printed Name:

PART 2 (To be completed by the prospective employee)

DETAILS OF EMPLOYEE:

1. Title: Miss Mrs Ms Mr Other (Please specify)

Sex: Male Female

Surname:

Maiden name
(If married woman):

First names:

2. Date of Birth:

D	D	M	M	Y	Y	Y	Y
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Town of Birth:

Country of Birth:

Email Address:

UK / EC Citizen: Yes No

Nationality:

(If born outside the United Kingdom or the EC please supply a copy of your passport and Visa if applicable)

3. Address in the Isle of Man:

Postcode:

Contact Telephone No:

4. Last address outside the Isle of Man (and normal home address if different)

Postcode:

5. Date of arrival in the Isle of Man:

D	D	M	M	Y	Y	Y	Y
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6. National Insurance Number:

7. Are you: Single? Married? Divorced? Separated?

8. If you attended school in the Isle of Man please state:

the school you attended:

the dates attended

Y	Y	Y	Y
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 From

Y	Y	Y	Y
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 To

DETAILS OF EMPLOYEE'S FAMILY

13. If married, please give:

the full name of your husband or wife:

his or her date of birth:

his or her place of birth:

the date of his or her arrival in the Isle of Man:

the maiden name of your wife:

14. If your husband or wife is working please give:

the occupation:

the name of the employer:

the employer's address:

Postcode:

Number of children:

If there are children in the family please give:

NAMES (in full)	DATE OF BIRTH								DATE OF ARRIVAL IN IOM							
	D	D	M	M	Y	Y	Y	Y	D	D	M	M	Y	Y	Y	Y

15. Please give details of any other relatives (including their relationship to you), coming to live in the Isle of Man if the application is successful:

17. **Rehabilitation of Offenders**

Have you read, and understood the information below on the Rehabilitation of Offenders Act 2001?
(**You must answer Yes or No**)

Yes No

The Rehabilitation of Offenders Act 2001 came into force on the 21st June 2001 and allows certain convicted persons who have not been reconvicted after certain lengths of time, to consider their convictions "spent". The following paragraphs briefly summarise this legislation.

The Act enables individuals (except those who are exempt by virtue of the Rehabilitation of Offenders Act 2001 (exceptions) Order 2001), to refrain from disclosing details of convictions **UNLESS**,

- It involved a custodial sentence for a term exceeding 30 months or for 'Life', or
- It was a sentence of detention during Her Majesty's Pleasure, in relation to young offenders.

Otherwise, those convicted at the age of 17 years or over may consider as spent the following convictions after the following periods of time: -

(For those convicted under the age of 17 years, half the time of the rehabilitation)

Sentence	Rehabilitation Period
A sentence of custody for a term not exceeding six months	7 Years
A sentence of custody for a term exceeding six months but not exceeding 12 months	8 Years
A sentence of custody for a term exceeding 12 months but not exceeding 18 months	9 Years
A sentence of custody for a term exceeding 18 months but not exceeding 30 months	10 Years
A fine or any other sentence subject to rehabilitation under the Act, <i>except</i> a conditional discharge, a probation order, a curfew order, an attendance centre order, a reparation order, a Court bindover, a care order or a supervision order	5 Years
An Absolute Discharge Where the conviction imposed any disqualification, disability, prohibition or other time limited	6 months From the date of the conviction to the date it ceases to have effect
A Conditional Discharge, A Recognisance to Keep the Peace, or be of Good Behaviour, A Probation Order, A Curfew Order, An Attendance Centre Order A Reparation Order	1 Year from:- the date of conviction, or a period beginning with that date and ending when the sentence ceases or ceased to have effect (whichever is the longer)
Hospital Order	5 years from the date of conviction or 2 years from the end of the hospital order, whichever is longer

Declaring convictions does not automatically exclude applicants from gaining a Work Permit. Each case is considered on its merits.

NOTE:

The above summary should not be regarded as a complete or authoritative statement of the:-

- Rehabilitation of Offenders Act 2001, and
- Rehabilitation of Offenders Act 2001 (Exceptions) Order 2001

In cases of doubt, individuals should seek their own advice.

NOTES

Permits are not normally granted in respect of craftsmen in the building industry who are not registered under the Scheme for the Certification of Craftsmen 1990.

Any person who makes a false statement in order to obtain a permit is guilty of an offence for which he may be imprisoned for up to six months, or fined up to £5,000, or both. A permit may be revoked if the application is found to contain a false statement, or to omit a material particular.

**INCOME SUPPORT IS NOT NORMALLY PAYABLE TO
NON ISLE OF MAN WORKERS**

DECLARATION

I declare that to the best of my knowledge and belief the information I have given is true and complete and I understand that if this declaration or any of the particulars given by me are found to be false I am liable to prosecution. I also understand that a permit if granted is only for the employment specified and I undertake to inform Employment Services when the employment ceases by completing and returning the cancellation section of the permit.

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Signature:

Date:

D	D	M	M	Y	Y	Y	Y
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Print Name:

Please use this page to give any Additional Information

