

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:		Forenam	es:	
Address:					
			Post Code	e:	
Telephone: Hor	ne	Mobile:		Work:	
Email:					
Are you classed (Further details ca	I as an Isle of Man Wo an be found on the IOM G	rker as defined in the overnment Website)	Control of	Employment Act?	
Where did you	hear about the vacanc	y?			
IOMPO Websit	te Newspape	er Word	of Mouth	Other	
Employed.im					
If other please specify:					
Harry and the standard of the same the same this contains the same of Man Book Office?					
Have you previously applied for any other position within Isle of Man Post Office?					
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	d a full	driving	licence?
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Does your licence hold any endorsements?

If yes please provide details:

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	То	Reason for Leaving

CONVICTIONS

Do you have any unspent criminal convictions?
If the answer is yes please supply details below:
N.D. The webshilitetian of Offenders Act 2001 were suithly you to withheald information shout enincinal
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 lisclose.)
iisciose.)
HEALTH STATUS
TIERE III 31A 103
Do you require specific assistance in order to be able to attend the interview?
If so please supply details or provide on a separate sheet:
This opicuse supply details of 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
eel would be relevant to this application. Continue on separate sheet if necessary.
How much notice does your present applement as willing?
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 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 a paper copy can be obtained by emailing 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 DETAI	II S		

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

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

HUMAN RESOURC	ES USE ONLY	
Date Form Received		
Date Acknowledged		
Signed		