



JOB APPLICATION FORM

***Please submit your current CV with this form**

Post applied for:		Start date:	
Referee Full Name:		Department:	

CONFIDENTIAL

PERSONAL DETAILS:

Title:		Surname:		Firstname:	
Address:		Tel No: (home)			
		Tel No: (mobile):			
Post Code:		Email:			
Nationality:					
Do you need a work permit to be employed in the Isle of Man?		<input type="checkbox"/> Yes		<input type="checkbox"/> No	
If you answered No to the above, please choose the option that applies to you		<input type="checkbox"/> Not applicable			
		<input type="checkbox"/> No I am classed as an "Isle of Man Worker"			
		<input type="checkbox"/> I have/will have an "Immigration Employment Document"			
		<input type="checkbox"/> My spouse, civil partner or cohabiting partner holds a full, Isle of Man issued work permit			
		<input type="checkbox"/> My spouse, civil partner or cohabiting partner is working in a role exempt from Isle of Man work permit requirements			
		<input type="checkbox"/> This role is exempt from Isle of man work permit requirements			
Would you require a Visa for this role?		<input type="checkbox"/> No – I am an IOM/UK/Irish national			
		<input type="checkbox"/> No – I have Indefinite Leave to Remain			
		<input type="checkbox"/> No – I have a family, spousal, fiancé or civil partner Visa			
		<input type="checkbox"/> No – I hold EU Settlement Scheme status (Applies to all EU nationals who have resided in the UK/IOM prior to 01/01/2021)			
		<input type="checkbox"/> Yes – I require a Visa (Applies to all non-EU, EEA & Swiss citizens AND all EU applicants who have never resided in the UK/IOM from 01/01/2021)			
Do you hold a clean driving licence?		<input type="checkbox"/> Yes		<input type="checkbox"/> No	
Do you have access to a vehicle?		<input type="checkbox"/> Yes		<input type="checkbox"/> No	
Preferred working arrangements:		<input type="checkbox"/> Full-time		<input type="checkbox"/> Part-time	
				<input type="checkbox"/> Casual	

Please give details of Educational or Training Courses/Qualifications (e.g. Food Hygiene Certificates, First Aid Certificates etc.)

RELEVANT SKILLS, ABILITIES, KNOWLEDGE, EXPERIENCE AND REASONS FOR APPLYING FOR THIS JOB:

What attracts you to work at Comis Hotel & Golf Resort?

Why have you applied for this role and what relevant skills do you possess?

Please give an example of when you have provided 'excellent Customer Service'

Please provide any additional information that you feel will support your application

OTHER INFORMATION (if yes, please furnish details):

Are you currently the subject of any criminal proceedings? Have you ever been convicted of a criminal offence in the Isle of Man or elsewhere which are not considered spent for the purposes of the proposed employment?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever made a composition with your creditors or been adjudicated bankrupt?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever had a civil judgment for debt or taxes or rates made against you?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever had any findings of professional misconduct made against you for work?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is there any additional information which should be provided which may call into question whether it is appropriate for you to be appointed to this office?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
* If 'Yes' to any of the above please provide further information below. (A conviction which is treated as 'spent' under the provisions of the Island's Rehabilitation of Offenders Act 2001, need not be disclosed in answer to this question)		

Disabilities: If selected for interview, do you require any special arrangements to be made on account of a disability?	<input type="checkbox"/> Yes*	<input type="checkbox"/> No
*If 'Yes' please give brief details of the effects of your disability on your day-to-day activities, and any other information that you feel would help us to accommodate your needs during your interview and fulfil our obligations under the Isle of Man Equality Act 2017:		

DECLARATION:

I declare that the information given in this application form is true and complete. I understand that if I have given any misleading information on this form or made any omissions, this will be sufficient grounds for terminating my employment under Gross Misconduct.	
Signature:	Date:
Full Name (Block Capitals)	
<i>The information provided by you on this form may be processed for purposes permitted by the General Data Protection Regulation. You have, upon written request, the right of access to personal data held about you. The company treats personal data collected during the recruitment process in accordance with the General Data Protection Regulations and the Isle of Man Data Protection Act 2018.</i>	



REFERENCE CHECKING CONSENT AND AUTHORIZATION

Candidate Full Name: _____

Signature : _____

I, the undersigned, authorize and consent Comis Hotel & Golf Resort/Comis Holdings Limited or any agencies acting on its behalf, to make inquiries, collect and use personal information concerning my current and past employment for the purpose of assessing my application for employment with Comis Hotel & Golf Resort/Comis Holdings Limited.

I understand that if I am successful, this information will be retained in my personnel file within the Human Resources Office and disposed of according to the policy on personnel file retention and disposal.

I understand that reference information may include, but not be limited to, verbal and written inquiries or information about my employment performance, professional demeanor and character, rehire potential, dates of employment, salary and employment history.

By providing such authorization, I understand and agree that I release Comis Hotel & Golf Resort/Comis Holdings Limited from any and all claims or potential claims I may have regarding any and all information released to or by Comis Hotel & Golf Resort and regarding my employment decisions made about me on the basis of such information.

Please provide two referees in support of your application, one of which must be your most recent/current line manager.

REFEREE 1:		REFEREE 2:	
Full Name:		Full Name:	
Job Title:		Job Title:	
Organisation:		Organisation:	
Address:		Address:	
Post Code:		Post Code:	
Tel No:		Tel No:	
Corporate E-mail address:		Corporate E-mail address:	
Do you give permission for us to request this reference if an offer of employment is made to you	<input type="checkbox"/> Yes <input type="checkbox"/> No	Do you give permission for us to request this reference if an offer of employment is made to you	<input type="checkbox"/> Yes <input type="checkbox"/> No