

**ISLE OF MAN DEPARTMENT OF TRADE AND INDUSTRY**

**EMPLOYMENT AGENCIES ACT 1975**

**APPLICATION BY A COMPANY FOR GRANT OF LICENCE**

To: Department of Trade and Industry  
Employment Services  
Hamilton House  
Peel Road  
Douglas IMI 5EP

I (insert name) \*

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duly authorised in that behalf by (insert name of company )\*

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HEREBY APPLY for and on behalf of the said company for a licence under the above-mentioned Act to carry on at (insert address of premises)\*

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under the name(s) of (insert business name(s) ) \*

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“AN EMPLOYMENT AGENCY/AN EMPLOYMENT BUSINESS / AN EMPLOYMENT AGENCY AND AN EMPLOYMENT BUSINESS of the class or classes specified in the particulars which accompany this application and I DECLARE that the information contained in the said particulars is true to the best of my/our knowledge and belief and that I am/we are aware of the provisions of section 9 (fraudulent applications) of the above-mentioned Act.

DATED this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

Signed \_\_\_\_\_  
Description \_\_\_\_\_

\*Block capitals please  
“Delete as appropriate

Please continue on a separate sheet if insufficient room exists in any section.

**Part I**

PARTICULARS OF APPLICANT AND PERSONS DIRECTLY CONCERNED, OR TO BE DIRECTLY CONCERNED, WITH CARRYING ON THE EMPLOYMENT AGENCY AND / OR EMPLOYMENT BUSINESS.

**1) PARTICULARS OF APPLICANT COMPANY**

a) Give details of applicant company

Name 1	Registered number 2	Date & Place of registration 3	Address of registered office 4	Name, address & telephone no. of person to be contacted initially in connection with the application 5

b) Give details of any parent or holding company of which the applicant company is a subsidiary.

Name 1	Registered number 2	Date and place of registration 3	Address of registered offices 4

c) If in relation to the company named in 1 a above, any of the following matters applies, give particulars: state **“NO”** or **“NONE”** if appropriate:

i) Any existing or previous interest in any other employment agency or employment business, whether or not required by law to be licenced. State nature of interest and name and address of the agency and / or business.	
ii) Any previous refusal of a licence or other permit required by law to carry on an employment agency and employment business or any revocation of such a licence or permit.	
iii) Any conviction or judgement in relation to any matter involving fraud or other dishonesty or breach of a requirement imposed by law in relation to the conduct of employment agencies or businesses.	

## 2) PARTICULARS OF DIRECTORS AND SECRETARY

a) Enter the following particulars in respect of each Director and the Secretary of the company.

Full name and any former surname 1	Private Address 2	Date of Birth 3	Nationality and Passport Number 4
Mr / Mrs / Miss			
Position:			
Mr / Mrs / Miss			
Position:			
Mr / Mrs / Miss			
Position:			
Mr / Mrs / Miss			
Position:			

Give the following particulars in respect of each person named in 2a who is, or is to be, directly concerned in carrying on the employment agency and / or employment business.

b) Nature of occupation(s) during the 10 years immediately preceding date of application.

Name	Dates From to	Name and address of employer	Position held

c) Any professional qualification(s) held as current membership of any professional body or trade association

Name	Name and address of body or association	Qualification or class of membership

d) Names and addresses of three suitable people from whom references may be obtained as to the suitability of the person(s) named to be associated with an employment agency and / or employment business of the class(es) in question. **THE REFEREES MUST NOT BE RELATIVES OR EMPLOYEES OF THE PERSON(S) NAMED AND AT LEAST TWO MUST BE NORMALLY RESIDENT IN THE ISLE OF MAN.**

Name	Name and address of referees

e) If in relation to any of the person(s) named in 2a any of the following applies, give particulars: **state** “NO” or “NONE” if appropriate:-

	Insert names	Details
i ) Any existing or previous interest in any other employment agency or employment business, whether or not required by law to be licenced. State nature of interest and name and address of the agency and/or business		
ii ) Any previous refusal of a licence or other permit required by law to carry on an employment agency or employment business or any revocation of such a licence or permit		
iii ) Any conviction or judgement in relation to any matter involving fraud or other dishonesty, or breach of a requirement imposed by law in relation to the conduct of employment agencies or businesses		

3) **PARTICULARS OF ANY PERSON(S) EMPLOYED IN A MANAGERIAL CAPACITY** (not being persons named in 2a) who are, or will be, concerned in the conduct of or the carrying on of the employment agency and / or employment business:

a) Enter the following particulars for each person:

Full name and any former surname	Private address	Nationality and Passport number
Mr / Mrs / Miss		
Mr / Mrs / Miss		

Give the following particulars in respect of each person named in 3a above:

b) Nature of occupation(s) during the 10 years immediately preceding date of application

Name	Dates From to	Name and address of employer	Position held

c) Any professional qualification(s) held as current membership of any professional body or trade association

Name	Name and address of body or association	Qualification or class of membership

d) Names and addresses of three suitable people from whom references may be obtained as to the suitability of the person(s) named to be associated with an employment agency and / or employment business of the class(es) in question. **THE REFEREES MUST NOT BE RELATIVES OR EMPLOYEES OF THE PERSON(S) NAMED AND AT LEAST TWO MUST BE NORMALLY RESIDENT IN THE ISLE OF MAN.**

Name	Name and addresses of referees

e) If in relation to any of the person(s) named in 3a any of the following applies, give particulars; **state “NO” or “NONE”** if appropriate:-

	(Insert names)	(Details)
i) Any existing or previous interest in any other employment agency or employment business, whether or not required by law to be licenced. State nature of interest and name and address of the agency and/or business		
ii) Any previous refusal of a licence or other permit required by law to carry on an employment agency or employment business or any revocation of such a licence or permit		
iii) Any conviction or judgement in relation to any matter involving fraud or other dishonesty, or breach of a requirement imposed by law in relation to the conduct of employment agencies or businesses		

#### 4) PARTICULARS OF THE MANAGER OF THE EMPLOYMENT AGENCY AND / OR EMPLOYMENT BUSINESS

a) State in column 1 the name of the person who manages or is to manage the employment agency / business. If this is not a person named at 2a or 3a, complete also columns 2 and 3:-

Full name and any former Surname 1	Private address 2	Nationality & Passport number 3
Mr / Mrs / Miss		

Give the following particulars in respect of the person named at 4a above if this is not a person named in 2a or 3a:

b) Nature of occupation(s) during the 10 years immediately preceding date of application

Dates From to	Name and address of employer	Position(s) held

- c) Any professional qualifications held or current membership of any professional body or trade association.

Name and address of body or Association	Qualification or Class of membership

- d) Names and addresses of the three suitable people from whom references may be obtained as to the suitability of the person named to be associated with an employment agency and / or employment business of the class(es) in question. **THE REFEREES MUST NOT BE RELATIVES OR EMPLOYEES OF THE PERSON NAMED, AND AT LEAST TWO MUST BE NORMALLY RESIDENT IN THE ISLE OF MAN.**

Names and addresses of three referees


- e) If in relation to the person named in 4a any of the following applies, give particulars: state “**NO**” or “**NONE**” if appropriate:

i ) Any existing or previous interest in any other employment agency or employment business, whether or not required by law to be licenced. State nature of interest and name and address of the agency and/or business	
ii ) Any pervious refusal of a licence or other permit required by law to carry on an employment agency and employment business or any revocation of such a licence or permit.	
iii ) Any conviction or judgement in relation to any matter involving fraud or other dishonesty or breach of a requirement imposed by law in relation to the conduct of employment agencies or businesses.	

**Part II****5) PARTICULARS OF THE EMPLOYMENT AGENCY AND / OR EMPLOYMENT BUSINESS**

- a) State the part or parts of the premises specified in this application which are used or are to be used for the purposes of the employment agency and / or employment business.

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- b) Give date(s) of registration and number(s) in the Register of Business Names of any business name(s) specified in this application.

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**6) NATURE OF PROPOSED ACTIVITIES**

- a) State class(es) of employment dealt with or to be dealt with, in accordance with the following list. In the case of a combined employment agency and employment business, state class(es) separately for the agency and the business:

CLASS	SAY "EMPLOYMENT AGENCY" OR "EMPLOYMENT BUSINESS"
(i) Professional, managerial and executive	
(ii) Medical, dental, persons without nursing qualification	
(iii) Secretarial, clerical, computer staffs etc	
(iv) Draughtsmen	
(v) Performers, producers, directors etc in the entertainment industry	
(vi) Fashion and photographic models	
(vii) Au - pairs	
(viii) Hotel and catering workers	
(ix) Domestic and cleaners	
(x) Construction Industry workers	
(xi) Engineering Industry workers	
(xii) Other employment (specify)	

b) In the case of an **employment agency**, state whether it offers, or proposes to offer, services for:

Delete inappropriate word

(i) persons normally resident in the Isle of Man or the United Kingdom seeking employment abroad

Yes	No
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(ii) persons normally resident abroad seeking employment in the Isle of Man or the United Kingdom

Yes	No
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(iii) persons normally resident abroad seeking employment outside the Isle of Man or the United Kingdom

Yes	No
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c) If the application relates to an **employment business**, state whether it sends or proposes to send workers in the employment of the business:

(i) from the Isle of Man or the United Kingdom to work abroad

Yes	No
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(ii) who are normally resident abroad to work outside the Isle of Man or the United Kingdom

Yes	No
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