

Application for a Work Permit for Spouse, Civil Partner or Cohabiting Partner

Control of Employment Act 2014

Please complete in BLOCK CAPITALS and in black ink.

Send completed form with the required fee to:

(For information on fees and methods of payment please see page 5)

Work Permit Office, JobCentre
Nivison House, 31 Prospect Hill
Douglas, Isle of Man, IM1 1ET

A copy of your Marriage Licence, Civil Partnership certificate or evidence required of cohabiting partners should also be included.

Further information, including a full 'Guide to Work Permits', is available and can be obtained from the address above or via our website <http://www.gov.im/categories/working-in-the-isle-of-man/work-permits/>. Please refer to this information prior to completing this application form.

Details of applicant

1. Title (Mr, Mrs, Ms, Miss, etc.)

Gender Male Female

Surname

First name(s)

Previous name(s) (if any)

Email address

Telephone number

2. Date of birth

Town of birth

Country of birth

UK/ EEA Citizen? Yes No

Nationality

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

If a non EEA National, do you have leave to enter and remain in the Island as defined within the Immigration Act, and are you permitted to work in the Island under that Act? Yes No

3. Address in the Isle of Man

Postcode

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

Postcode

For cohabiting partner applications, if you intend to rely on an alternative address (not supplied above) to demonstrate cohabitation, please list in the additional space provided on Page 6.

Details of applicant (continued)

5. Date of arrival in the Isle of Man
6. National Insurance Number - - - -
7. Are you: Married A Civil Partner A Cohabiting Partner
8. Have you previously been issued with a work permit? Yes No

If **Yes**, give details of the date of issue and work permit number.

9. Have you any criminal convictions in the Isle of Man or elsewhere (excluding a conviction in the United Kingdom or the Isle of Man for a road traffic offence for which disqualification was not ordered and not more than three penalty points were imposed)? Yes No

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. If in doubt refer to section 14, page 4.

If **Yes**:

What was the offence?

When did it occur?

Where did it occur?

What was the penalty?

(Please continue on page 6 if there is insufficient space)

Details of Spouse / Civil Partner / Cohabiting Partner

10. Title (Mr, Mrs, Ms, Miss, etc.)

Surname

First name(s)

11. Please supply details of your Spouse, Civil or Cohabiting Partner's work permit. If they are exempt, give details of exemption. In the case of Cohabiting partners of Isle of Man workers, please confirm under which category your partner qualifies.

Information on Isle of Man worker status can be found:

<https://www.gov.im/categories/working-in-the-isle-of-man/work-permits/definitions/isle-of-man-worker/>

Notes

Any person who makes a false statement in order to obtain a permit is guilty of an offence for which he/she may be imprisoned for up to 6 months, or fined up to £7,500 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 - <https://www.gov.im/categories/working-in-the-isle-of-man/work-permits/>

Details of intended employment or self-employment (if known)

12. Please complete this section only if you have already secured employment.

Name of employer

Business address

Postcode

Telephone number

Email address

Date of commencement

D	D	M	M	Y	Y		
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What is the salary or wage? £

Per: hour week month year

Are there to be additional bonuses or tips etc.? Yes No

If Yes, please give details of bonuses or tips.

What are the weekly hours of work? (e.g. 37.5)

Is accommodation provided? Yes No

If Yes, please give details including any charges made by the employer.

13. Please complete this section only if you intend to commence self-employment.

What is the nature of your proposed business?

Business name (if any)

Business address

Postcode

Projected income £ Per annum / Month / Week (delete as appropriate)

What specific work do you intend to carry out?

Date of commencement

D	D	M	M	Y	Y		
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Details of spent convictions

14. 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 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:

Sentence	Rehabilitation period
A sentence of custody for a term not exceeding 6 months.	7 Years
A sentence of custody for a term exceeding 6 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, except 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 penalty.	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 the longer).

(Rehabilitation periods for persons under the age of 17 at the time of their conviction will generally be half of those specified above)

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, and
- Rehabilitation of Offenders Act 2001 (Exceptions) (Amendment) Order 2005.

In case of doubt, you should seek your own legal advice.

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. If a permit is granted I undertake to inform the Department when I commence employment or self-employment, unless I have already done so within this application. I further undertake to inform the Department should such employment or self-employment subsequently cease within the duration of the permit. I understand that spouse, civil partner and cohabiting partner permits are only issued for 1 year at a time and I undertake to submit a renewal application prior to the expiry date if still required.

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 the Social Security and Income Tax Divisions of Treasury to confirm employment status and to the Immigration authorities to confirm my Immigration status, and also to the Police to confirm unspent criminal convictions are outstanding. I understand that the Department for Enterprise will process any such information in accordance with the Data Protection Act 2002.

Signature

Date

D	D	M	M	Y	Y	Y	Y
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Print name

Work Permit Fees

An application for the grant of a Spouse, Civil Partner or Cohabiting Partner work permit must be accompanied by a fee of **£60**. This fee is not refundable if your application is refused.

If approved, this fee will cover the issue of a Spouse, Civil Partner or Cohabiting Partner permit valid for 1 year.

Credit/Debit Card Payment

Visa
 MasterCard
 Maestro
 Delta
 Switch
 Solo

Amount to be charged to my account £

Name on card

Card number

Start date

Expiry date

Security code (3 digits on signature strip) Issue number (Switch only)

Card billing address if different to the address of the person applying

Postcode

Other Payment Methods

Cash should not be sent through the post, however, payment can be made in person at the public counter within the JobCentre, Prospect Hill, Douglas. Cheques should be made payable to **'Isle of Man Government'**.

