



This application form is for undergraduate students wishing to participate in the 2024 Step Programme with a project placement based on the Isle of Man.

The Step Programme is administered on the Isle of Man by the Isle of Man Government’s Department for Enterprise.

Application forms should be returned by email to: [Step@gov.im](mailto:Step@gov.im) or by post to: **The Step Programme, Department for Enterprise, Enterprise Support Division, 1<sup>st</sup> Floor, St Georges Court, Upper Church Street, Douglas, Isle of Man, IM1 1EX.**

**General information**

<b>Surname</b>	
<b>Forename(s)</b>	
<b>Email Address</b> All correspondence will be via email.	
<b>Telephone Number</b>	
<b>Home address and postcode</b>	
<b>Term time address and postcode</b>	
<b>Would you require a work permit?</b>  Definitions of IOM Worker status can be found on the IOM Work Permits website. <a href="#">here</a>	<input type="checkbox"/> No – I don’t require an Isle of Man work permit  <input type="checkbox"/> Yes – I require an Isle of Man work permit
<b>If you answered ‘No’ to the above, please state the option that applies to you</b>	
<b>Do you hold a valid driving license?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>If yes, do you have access to a vehicle?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No

<p>Do you require any special assistance?</p> <p>If Yes please provide details</p>	<p><input type="checkbox"/> Yes   <input type="checkbox"/> No</p>
<p>How did you hear about the Step programme?</p>	
<p>Projects will take place strictly between Monday 1<sup>st</sup> July and Friday 23<sup>rd</sup> August 2024 inclusive.</p> <p>Please confirm whether or not you are available for the entirety of this period.</p> <p>If not, please state the dates that you are available.</p>	<p><input type="checkbox"/> Yes   <input type="checkbox"/> No</p>
<p>The Step final takes place on Friday 30<sup>th</sup> August 2024.</p> <p>Please confirm whether or not you are available to attend this key event.</p>	<p><input type="checkbox"/> Yes   <input type="checkbox"/> No</p>
<p>What type of project experience would you prefer if available?</p>	
<p>Important note - Step students are paid monthly in arrears.</p> <p>The first payment will be made on 23<sup>rd</sup> August and the final payment will be made on 25<sup>th</sup> September.</p> <p>Please confirm acceptance of this condition.</p>	<p><input type="checkbox"/> Yes   <b>(Mandatory)</b></p>

### Education

<b>University Name</b>	
<b>Course name</b>	
<b>How long is your degree course?</b>	
<b>What year are you currently in?</b>	
<b>Important Note – Eligible applicants must be in the 2<sup>nd</sup> or penultimate year of their undergraduate course.</b>	
<b>Which secondary school did you attend?</b>	
<b>Please list qualifications gained and grades (i.e. A Level English, Grade B):</b>	

### Work Experience / Work History

Job title	Organisation	Address	Dates
<b>Skills – Provide an over view of other skills here i.e. language, computer:</b>			
<b>Activities: Volunteer experience, sports, clubs, etc. as well as dates of involvement:</b>			

**Please ensure you complete all of the declarations on this page to ensure your application is accepted.**

## Declaration

I declare that to the best of my knowledge the information contained in this form and my C.V. are true and accurate. I understand that if any details I have given are found to be false, or that I have withheld relevant information, my application may be disqualified or, if already commenced, my placement terminated. **Mandatory.**

I understand that personal details about me will be held electronically and manually, in accordance with your rights under the Data Protection Act 2018, Data Protection (Application of GDPR) Order 2018 and GDPR and LED Implementing Regulations 2018 for a period of three months for non-successful applications or six years for those who complete the Step programme to comply with Isle of Man Financial regulations. **Mandatory.**

I understand and permit that the information that I have provided will be used by the Isle of Man Department for Enterprise to allow my application to be matched with potential host organisations. **Mandatory.**

I would like to obtain future information from the Department for Enterprise and Locate Isle of Man about events and updates about working on the Isle of Man. **Optional.**

I understand that should I be matched with a host and a project completed, details of the project including my presentation and report will be shared with a third party judge(s). **Mandatory.**

To view our Privacy Notice, please visit: -

<https://www.iomdfenterprise.im/policy/privacy-policy>

**Signature:**

**Print name:**

**Date:**

### Equal Opportunities

**There is no obligation** to complete this section but to assist us in monitoring the effectiveness of our equal opportunities policy, we would be grateful if you could please provide the information requested below.

This information is anonymous and automatically separated from your application. It is used only for aggregated statistical purposes and is not used at any stage of the selection process.

We are committed to promoting equal opportunities for all. We want to ensure that no applicant or employee receives less favourable treatment because of their race, colour, and nationality, ethnic or national origin; or on the grounds of their gender, marital status, disability, age, sexual orientation or religion.

<b>Gender</b>	<input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Non-binary <input type="checkbox"/> Prefer not to say If you prefer to use your own term please specify here: _____
<b>Marital Status</b>	<input type="checkbox"/> Divorced <input type="checkbox"/> Married/Civil Partnership <input type="checkbox"/> Partner <input type="checkbox"/> Prefer not to say <input type="checkbox"/> Separated <input type="checkbox"/> Single <input type="checkbox"/> Widow
<b>Do you consider yourself to have a disability or health condition?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Prefer not to say
<b>Nationality</b>	Please specify: _____
<b>What is your ethnicity?</b>	<input type="checkbox"/> Asian <input type="checkbox"/> Black – Caribbean <input type="checkbox"/> Black – African <input type="checkbox"/> Black – other <input type="checkbox"/> White <input type="checkbox"/> White & Asian <input type="checkbox"/> White & Black African <input type="checkbox"/> White & Black Caribbean <input type="checkbox"/> Prefer not to say
<b>What is your sexual orientation?</b>	<input type="checkbox"/> Bisexual <input type="checkbox"/> Gay man <input type="checkbox"/> Gay woman/lesbian <input type="checkbox"/> Heterosexual <input type="checkbox"/> Homosexual <input type="checkbox"/> Other <input type="checkbox"/> Prefer not to say If you prefer to use your own term please specify here _____

<b>What is your religious belief?</b>	<input type="checkbox"/> Buddhist <input type="checkbox"/> Christian <input type="checkbox"/> Hindu <input type="checkbox"/> Jewish <input type="checkbox"/> Muslim <input type="checkbox"/> No religion or belief <input type="checkbox"/> Other <input type="checkbox"/> Sikh <input type="checkbox"/> Prefer not to say
<b>Do you have responsibility for the care of a dependent?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Prefer not to say
<b>What is your current working pattern?</b>	<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Prefer not to say
<b>Age Range</b>	<input type="checkbox"/> 20 or under <input type="checkbox"/> 21-25 <input type="checkbox"/> 26-30 <input type="checkbox"/> 31-40 <input type="checkbox"/> 41-50 <input type="checkbox"/> 51-59 <input type="checkbox"/> 60-64 <input type="checkbox"/> 65+ <input type="checkbox"/> Prefer not to say