



States of Guernsey Population Management

States of Guernsey
Population Management
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Applying for a Medium / Long Term Employment Permit (M/LTEP)

Always check who you are "Working as" before applying for anything.

1. Login to the Portal <https://populationportal.gov.gg/>
2. Click "Apply for a Permit"

Appl No	Description	Job Title	Duration	Submission Date	Status
ER-0020-7301	Employer Registration—Test Company Limited			22/08/2017	Registered
RC-0020-9294	Reconversion			23/08/2017	Completed
A-0033-5413	Short Term Employment AIP—Cleaning Operative	test	1 year 0 months		Awaiting payment
A-0020-9124	Short Term Employment AIP—Kitchen Porter	Test	1 year 0 months	23/08/2017	Approved
P-0020-9327	Short Term Employment Permit		1 year 0 months		

3.
 - a. Select the permit you wish to apply for:
 - b. Click "Apply"

What type of permit are you applying for?

Short Term, Medium Term or Long Term Employment permit

☐ Short Term Employment Permit — 12 months

☒ Medium Term Employment Permit — 5 years **A**

☐ Long Term Employment Permit — 8 years

Not sure what to apply for? [View all the employment policies](#)

Apply **B**

Open Market Live-in Employees

☐ Open Market Employment Permit (Part A) — Private Family Homes

☐ Open Market Employment Permit (Part B) — Hotels


☐ Open Market Employment Permit (Part C) — Nursing/Residential Homes

Apply

Please Note: If you have not completed an 'employer assessment' you will need to complete this at the same time as this application.

4. "Find a post"

- a. Search for 'in policy' roles
- b. Select the 'role' which applies (If you cannot find a post select "Make an out of policy application". It is advisable to contact the Population Management Office for advice prior to submitting an Out of Policy application.)
- c. Click "Next"

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Population Management

Working as Test Company Limited Logout

Apply for a permit Overview Employees Payments About You

A-0067-5420

Medium Term Employment AIP

OverviewChargesOutcomeDelete

Find a post

● Begin Employer Assessment

○ Find a post

You can select from the list below if your vacant post fits the description. If you can not find a post that is a good fit for your vacancy, you will need to make an 'out of policy' application, which has a higher administration fee.

☒ Select a post from the list

☐ Make an 'out of policy' application

▼ Accountancy (2)

☐ Advisory Partner / Director / Senior Manager

Senior role; strategic importance to business; management responsibility

Formal Qualifications Needed (indicative): Undergraduate degree; holds relevant professional qualification e.g. ACA; ACCA; ICAS; ICAI; SAICA; CPA; MBA; CFA; CIMA

Experience (indicative): 5+ years' relevant experience

Next

5. More information about the post:

- a. Complete all fields
- b. Note: Job description should be in accordance with our 'employment permit policy' outline [here](#)
- d. Click "Next"

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Working as Test Company Limited Logout

Apply for a permit Overview Employees Payments About You

A-0067-5420 Medium Term Employment AIP
Advisory Partner /
Director / Senior Manager

Overview Charges Outcome Delete

More information about the Advisory Partner / Director / Senior Manager post

Job title *

Number of Permits

You can apply for more than one permit if you have more than one vacancy for the same type of post.

1

Duration

Years 5 Months 0

When did/will the employee start working in the job linked to this application?

day month year

Salary

☒ Hourly rate of pay
☐ Annual salary

£

Standard hours per week

Job description for the post (this should include the skills/qualifications needed)

☐ Upload a file
☒ Enter text

Next

Begin Employer Assessment

Find a post

More information about the Advisory Partner / Director / Senior Manager post

Declaration

6. Tick the “Declaration”

- a. If you know the details of the employee select “Yes”, if not leave “No” (see ‘converting to a permit’ guide for future reference)
- b. Click “Next”

The screenshot shows the 'States of Guernsey Population Management' interface. The user is logged in as 'Working as Test Company Limited'. The main header includes navigation links: 'Apply for a permit', 'Overview', 'Employees', 'Payments', and 'About You'. The current page is for a 'Medium Term Employment AIP' with ID 'A-0067-5420', titled 'Advisory Partner / Director / Senior Manager'. There are buttons for 'Overview', 'Charges', 'Outcome', and 'Delete'. The 'Declaration' section contains a checkbox labeled 'I declare that the information provided here is truthful and accurate.' which is checked. Below it is a question: 'Do you want to apply for the permit for the employee now as part of your application?' with radio buttons for 'Yes' and 'No'. A red box labeled 'A' highlights the 'No' option. At the bottom left is a green 'Next' button labeled 'B'. On the right, a sidebar shows a progress list: 'Begin Employer Assessment', 'Find a post', 'More information about the Advisory Partner / Director / Senior Manager post', and 'Declaration' (which is highlighted).

7. Select the employee:

- a. Enter the Employee’s details
- b. click “Next”

Note: you can leave the email address section blank and this will allow you to complete the employee’s personal information on their behalf.

The screenshot shows the 'States of Guernsey Population Management' interface. The user is logged in as 'Working as Test Company Limited'. The main header includes navigation links: 'Apply for a permit', 'Overview', 'Employees', 'Payments', and 'About You'. The current page is for a 'Medium Term Employment Permit' with ID 'P-0067-5465'. There are buttons for 'Overview', 'Charges', 'Outcome', and 'Delete'. The 'Select the employee' section contains a text box labeled 'Email address to send link to' and a dropdown menu labeled 'Nationality'. A red box labeled 'A' highlights both the email address and nationality fields. At the bottom left is a green 'Next' button labeled 'B'. On the right, a sidebar shows a progress list: 'Select the employee' (which is highlighted).

An email will now be sent to the employee with a link allowing them to complete their details.

When you apply, the documents you will require are:

- Photo ID (e.g. Passport, Driving licence)
- Employee's CV
- Details of previous residence in Guernsey (if applicable)
- Current Guernsey address & Property Owners details
- Details of any criminal records