



Applying for an 'in-policy' Short Term Employment Permit/Seasonal Employment Permit (STEP)

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"

States of Guernsey

Population Management

Working as Test Company Limited

Logout

Apply for a permit

Overview

Employees

Payments

About You

Test Company Limited

View

Edit

Applications

Payments

Users

Merge

Delete

Select

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 "Short Term Employment Permit (up to 12 months) & Seasonal Employment Permit (9 months on, 3 months off)"
 - b. Click "Apply"

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

States of Guernsey
Population Management

Apply for a permit Overview Employees Payments About You

Permit application for Test Company Limited

Short Term, Medium Term or Long Term Employment permit

☒ Short Term Employment Permit (up to 12 months) & Seasonal Employment Permit (9 months on, 3 months off) **A**

☐ Medium Term Employment Permit — 5 years

☐ 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

4. “Find a post”

- Search for ‘in policy’ roles
- Select the ‘role’ which applies (If you cannot find a post select “Make an out of policy application”)
- Click “Next

States of Guernsey
Population Management

Working as Test Company Limited Logout

Apply for a permit Overview Employees Payments About You

A-0033-5413
Short Term Employment AIP
Cleaning Operative

Overview Charges Outcome Delete

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

A

▼ Facilities / Utilities (1)

☒ **Cleaning Operative**** **B**

Cleaner of domestic & commercial premises. **For any person who has reached their 5-year limit, if they are working in this role they can stay for a further period of up to 2-years. Utilising this extension will mean that anyone with continuing/grandfather rights will lose them.

Formal Qualifications Needed (indicative): N/A

Experience (indicative): Any

► Hospitality (1)

Next **C**

● Begin Employer Assessment
● Find a post
● More information about the Cleaning Operative post
● Declaration

5. More information about the post:

- Complete all fields
- Select the required duration/Permit.

To check an individual's eligibility to hold the types of Permit/duration below, please click here to use our [STEP eligibility checker](#).

1 Year	This type of Permit is issued for a 1 year period for an individual to live and work in Guernsey. Renewable for up to a combined total residence of 5 years in Guernsey in a lifetime.
Seasonal Employment Permit (9 months on, 3 months off)	<p>This type of Permit can be issued for up to 9 months (9 months can only be selected, but you are able to cancel the Permit should you only require this for a shorter period).</p> <p>The individual must take a minimum of 3 months away from Guernsey once the 9 months has been reached or should the Permit be cancelled. This type of Permit can be held indefinitely.</p>
'X in Y' (Working in Guernsey on several occasions over a 12 month period not exceeding 180 nights)	Should an individual be living outside of Guernsey but is visiting Guernsey to undertake employment within your business. They are able to be in Guernsey for up to 180 nights within a 12 month period. They will not be considered 'ordinarily resident' which means this type of Permit can be renewed upon expiry and undertaken indefinitely.

	<p>Other Should you require a Short Term Employment Permit for someone living and working in Guernsey and not undertaking the 'Seasonal Employment Permit' working pattern, you can apply for another preferred duration for up to 1 year. This can be re-applied for until an individual reaches a combined period of 5 years residence in Guernsey within their lifetime. Please be advised that 'unrecognised breaks in residence' from Guernsey will count towards this 5 year limit.</p>
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- c. Note: Surcharges are applied to Employment Permit applications that are not submitted on time. You can find out more by reading about ["Employment Permit Application Made After Employment Starts"](#)
- d. Note: Job description should be in accordance with our 'employment permit policy' outline [here](#)
- e. Click "Save & Next"

States of Guernsey
Population Management

Apply for a permit Overview Employees Payments About You

A-0224-1256 Overview Charges Outcome Print Delete
Short Term Employment AIP
Cleaning Operative

More information about the Cleaning Operative post **A**

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 **B**

☒ 1 Year
☐ Seasonal Employment Permit (9 months on, 3 months off)
☐ 'X in Y' (Working in Guernsey on several occasions over a 12 month period not exceeding a total of 180 nights)
☐ Other

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

day month year

Expected arrival date in the Island

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) **D**

☐ Upload a file
☒ Enter text

Save & Next **E**

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 header includes the logo, 'States of Guernsey Population Management', and user information 'Working as Test Company Limited' with a 'Logout' link. A navigation bar contains 'Apply for a permit', 'Overview', 'Employees', 'Payments', and 'About You'. The main content area displays the permit ID 'A-0033-5413' and title 'Short Term Employment AIP Cleaning Operative**'. Below this is a 'Declaration' section with a checkbox 'I declare that the information provided here is truthful and accurate.' which is checked. Below the checkbox 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 highlights the checkbox and the question area, with a red 'A' next to it. Below the question is a 'Next' button, also highlighted with a red box and a red 'B' next to it. On the right side, there is a vertical progress bar with four steps: 'Begin Employer Assessment', 'Find a post', 'More information about the Cleaning Operative** post', and 'Declaration', which is currently selected.

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 header includes the logo, 'States of Guernsey Population Management', and user information 'Working as Test Company Limited' with a 'Logout' link. A navigation bar contains 'Apply for a permit', 'Overview', 'Employees', 'Payments', and 'About You'. The main content area displays the permit ID 'P-0067-4917' and title 'Short Term Employment Permit'. Below this is a 'Select the employee' section with a button 'Select the employee'. Below the button is a text box for 'Email address to send link to' and a dropdown menu for 'Nationality'. Below these is a question 'Are you providing the person with accommodation which you own or lease?' with radio buttons for 'Yes' and 'No'. A red box highlights the text box, the dropdown menu, and the question area, with a red 'A' next to it. Below the question is a 'Next' button, also highlighted with a red box and a red 'B' next to it.

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

When they complete the Permit section, the documents they will require are:

- Photo ID (e.g. Passport, Driving licence)
- Latest travel documents (showing the individual's departure from and arrival to Guernsey (where applicable))
- Details of previous residence in Guernsey including the dates of residence and address/postcode (if applicable)
- Current Guernsey address & Property Owners details
- Details of any unspent criminal convictions