

States of Guernsey
Population Management
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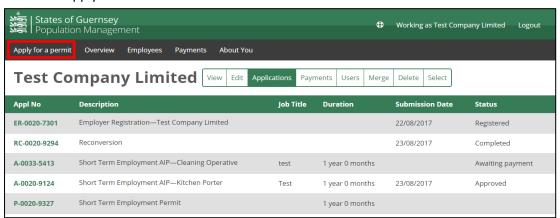
E-mail: population@gov.gg

www.gov.gg/populationmanagement

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

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

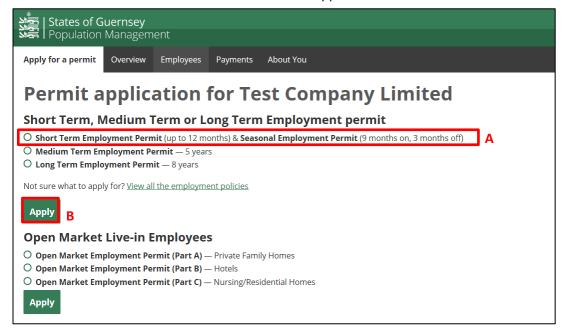
- 1. Login to the Portal <a href="https://populationportal.gov.gg/">https://populationportal.gov.gg/</a>
- 2. Click "Apply for a Permit"



3.

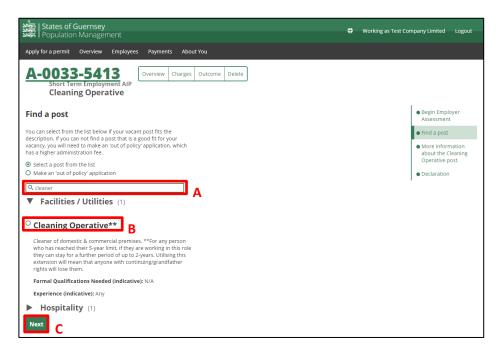
- a. Select "Short Term Employment Permit (up to 12 months) & Seasonal Employment Permit (9 months on, 3 months off)"
- b. Click "Apply"

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



## 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")
- c. Click "Next



- 5. More information about the post:
  - a. Complete all fields
  - b. Select the required duration/Permit.

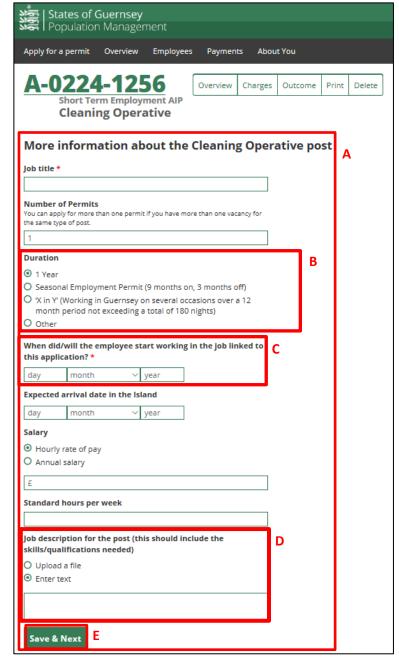
To check an individual's eligibility to hold the types of Permit/duration below, please click here to use our <u>STEP eligibility checker</u>.

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	This type of Permit can be issued for up to 9 months (9 months
(9 months on, 3 months off)	can only be selected, but you are able to cancel the Permit should
	you only require this for a shorter period).
	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.
'X in Y' (Working in Guernsey	Should an individual be living outside of Guernsey but is visiting
on several occasions over a 12	Guernsey to undertake employment within your business. They
month period not exceeding	are able to be in Guernsey for up to 180 nights within a 12 month
180 nights)	period. They will not be considered 'ordinarily resident' which
	means this type of Permit can be renewed upon expiry and
	undertaken indefinitely.

#### Other

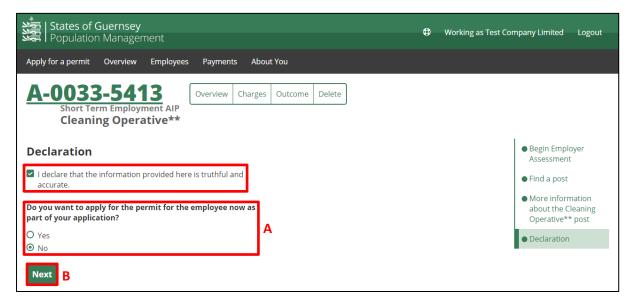
Should you require a Short Term Employment Permit for someone living and working in Guernsey and not undertaking the 'Seasonal Employment Permit' working pattern, you can apply for another preferred duration for up to 1 year. This can be re-applied for until an individual reaches a combined period of 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.

- 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"
- Note: Job description should be in accordance with our 'employment permit policy' outline here
- e. Click "Save & Next"



## 6. Tick the "Declaration"

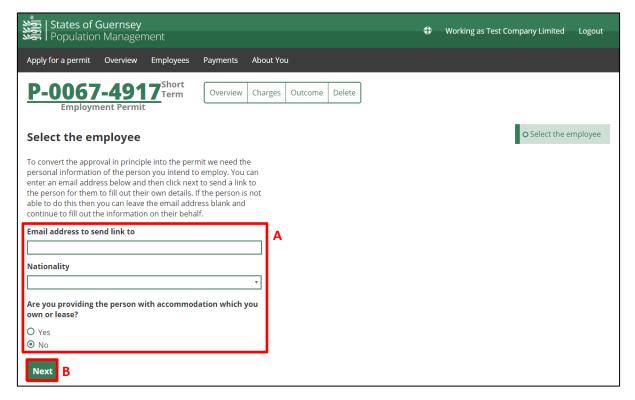
- a. If you know the details of the employee select "Yes", if not leave "No" (see 'converting to a permit' guide for future reference)
- b. Click "Next"



## 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.



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