



## Applying for a Short Term 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"

The screenshot shows the 'Test Company Limited' page in the Population Management portal. The 'Apply for a permit' button is highlighted in red. Below the navigation bar, there are buttons for 'View', 'Edit', 'Applications', 'Payments', 'Users', 'Merge', 'Delete', and 'Select'. A table lists several applications with columns for 'App'l No', 'Description', 'Job Title', 'Duration', 'Submission Date', and 'Status'.

App'l 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"
  - b. Click "Apply"

The screenshot shows the 'What type of permit are you applying for?' form. The 'Short Term Employment Permit — 12 months' radio button is selected and highlighted with a red box and labeled 'A'. Below it, there are radio buttons for 'Medium Term Employment Permit — 5 years' and 'Long Term Employment Permit — 8 years'. A link 'View all the employment policies' is provided. An 'Apply' button is highlighted with a red box and labeled 'B'. Below this, there is a section for 'Open Market Live-in Employees' with three radio button options and an 'Apply' button.

**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"

The screenshot displays the 'States of Guernsey Population Management' interface. At the top, there is a navigation bar with 'Working as Test Company Limited' and a 'Logout' link. Below this is a secondary navigation bar with links for 'Apply for a permit', 'Overview', 'Employees', 'Payments', and 'About You'. The main content area features a header for job 'A-0033-5413' with sub-headers 'Short Term Employment AIP' and 'Cleaning Operative'. A row of buttons includes 'Overview', 'Charges', 'Outcome', and 'Delete'. The 'Find a post' section contains instructions and two radio button options: 'Select a post from the list' (selected) and 'Make an 'out of policy' application'. A search bar with the text 'cleaner' is highlighted with a red box and labeled 'A'. Below the search bar, a dropdown menu shows 'Facilities / Utilities (1)' and 'Hospitality (1)'. The 'Facilities / Utilities' section is expanded, showing a radio button next to 'Cleaning Operative\*\*', which is highlighted with a red box and labeled 'B'. Below this, there is a description of the role, followed by 'Formal Qualifications Needed (indicative): N/A' and 'Experience (indicative): Any'. At the bottom of the 'Facilities / Utilities' section, a 'Next' button is highlighted with a red box and labeled 'C'.

5. More information about the post:

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

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

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

**Job title \*** A

**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: 1 Months: 0

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

01 January 2018

**Expected arrival date in the Island**

01 January 2018

**Salary**

Hourly rate of pay  
 Annual salary

10

**Standard hours per week**

35

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

Upload a file  
 Enter text

**Next** D

6. Some applications will need to complete the “Advertising the post” section as well:
  - a. Complete all fields in detail
  - b. Upload copies of adverts, or other information showing how you've tried to recruit.
  - c. 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

Overview Charges Outcome Delete

**Advertising the post** **A**

Please tell us about how, when and where you've advertised to try and fill the post without needing an Employment Permit.

Please upload copies of adverts, or other information showing how you've tried to recruit.

**Choose file** **B**

+ Add another

Please tell us how many people not needing an Employment Permit applied, and why they were not employed by you.

**Next** **C**

- Begin Employer Assessment
- Find a post
- More information about the post
- Advertising the post**
- Declaration

7. 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”

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

**Declaration**

I declare that the information provided here is truthful and accurate.

Do you want to apply for the permit for the employee now as part of your application? **A**

Yes

No

**Next** **B**

- Begin Employer Assessment
- Find a post
- More information about the Cleaning Operative\*\* post
- Declaration**

8. 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. At the top, there is a navigation bar with 'Apply for a permit', 'Overview', 'Employees', 'Payments', and 'About You'. The main header displays 'P-0067-4917 Short Term Employment Permit' and buttons for 'Overview', 'Charges', 'Outcome', and 'Delete'. A 'Select the employee' button is visible on the right. The main content area is titled 'Select the employee' and contains the following text: 'To convert the approval in principle into the permit we need the personal information of the person you intend to employ. You can enter an email address below and then click next to send a link to the person for them to fill out their own details. If the person is not able to do this then you can leave the email address blank and continue to fill out the information on their behalf.'

The form fields are:

- Email address to send link to:** A text input field, highlighted with a red box and labeled 'A'.
- Nationality:** A dropdown menu.
- Are you providing the person with accommodation which you own or lease?:** Radio buttons for 'Yes' and 'No' (selected).
- Next:** A button, highlighted with a red box and labeled 'B'.

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)
- Latest travel documents (showing the individual's departure from and arrival to Guernsey (where applicable))
- Details of previous residence in Guernsey (if applicable)
- Current Guernsey address & Property Owners details
- Details of any criminal records