



States of Guernsey Population Management

States of Guernsey
Population Management
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Applying for an 'in-policy' Short Term Employment Permit in the role of 'Au Pair'.

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

1. Login to the Portal <https://populationportal.gov.gg/> (Please ensure that you are registered as an employer before visiting the Population Portal. Please visit <https://gov.gg/pmguides> for guides on how to register.)
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 "Short Term Employment Permit (up to 12 months) & Seasonal Employment Permit (9 months on, 3 months off)"
 - b. Click "Apply"

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.
 - a. When you are asked for an 'Employer Assessment (EA) number', please enter "AU PAIR" (in capital letters). This is because you are exempt from needing to complete an Employer Assessment.
 - b. Click "Save & Next" at the bottom of the page.

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Apply for a permit Overview Employees Payments About You

A-0235-9836
Short Term Employment AIP

Overview Charges Outcome Print Delete

Begin Employer Assessment

There is no existing employer assessment associated with this account.

If the business already has an assessment which is applicable to this application on another account, you can specify the reference number below.

Employer Assessment (EA) number

A

If you do not have an employer assessment number then when you click on next you will be taken to the page to start the employer assessment process

Save & Next

5. "Find a post"
 - a. Search for 'Au Pair'.
 - b. Click "Next"

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Apply for a permit Overview Employees Payments About You

A-0235-9843
Short Term Employment AIP

Overview Charges

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

▼ Miscellaneous (pan-sector) (1)

☐ **Au Pair**

Living as part of a host family as a domestic assistant from a foreign country

Formal Qualifications Needed (indicative):N/A

Experience (indicative):N/A

B

Save & Next

6. 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 [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.
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"](#)
- d. Note: Job description should be in accordance with our 'employment permit policy' outline [here](#)
- e. Click "Save & Next"

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Apply for a permit Overview Employees Payments About You

A-0224-1256
Short Term Employment AIP
Cleaning Operative

Overview Charges Outcome Print Delete

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**

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
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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

☐ Yes
☐ No

Begin Employer Assessment

Next

Save & Next

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's a green header with the logo and navigation links: 'Apply for a permit', 'Overview', 'Employees', 'Payments', and 'About You'. Below this, a dark green bar contains the user's session information: 'Working as Test Company Limited' and a 'Logout' link. The main content area has a white background. On the left, a large green box displays the permit number 'P-0067-4917' with 'Short Term' and 'Employment Permit' below it. To the right of this box are four buttons: 'Overview', 'Charges', 'Outcome', and 'Delete'. The section title 'Select the employee' is followed by a button labeled 'Select the employee'. Below the title is a paragraph of instructions. A red box labeled 'A' highlights the form fields: 'Email address to send link to' (a text input), 'Nationality' (a dropdown menu), and a question 'Are you providing the person with accommodation which you own or lease?' with radio buttons for 'Yes' and 'No' (where 'No' is selected). At the bottom left, a red box labeled 'B' highlights the 'Next' button.

States of Guernsey
Population Management

Working as Test Company Limited Logout

Apply for a permit Overview Employees Payments About You

P-0067-4917 Short Term
Employment Permit

Overview Charges Outcome Delete

Select the employee [Select the employee](#)

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.

Email address to send link to

Nationality

Are you providing the person with accommodation which you own or lease?

☐ Yes

☒ No

Next **B**

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