



Immigration & Nationality

Committee for Home Affairs WORK PERMIT APPLICATION FORM

Changes are happening to the way an Employment Permit and Work Permit are applied for in Guernsey. This is following a political review of both the Population Management and Immigration regimes and how they support our community, economy and business needs, now and in the future.

The Committee for Home Affairs, who are responsible for both Population Management and Immigration, have agreed a single joint policy which covers both an Employment Permit and Work Permit and will be referred to as the 'Employment Permit Policy'. This means that the same job roles will be available to all nationalities, providing clear guidance to employer and individuals. The policy along with further information can be found on our website: www.gov.gg/immigration

Application process for EEA/Swiss nationals: (This form is not needed)

* All steps can be completed at the same time*

- Employer applies for an Employment Permit through the [Population Portal](#).
- Employee [applies for a visa online](#) directly with the Home Office.
- Once the visa has been approved and issued, the employee can arrive in Guernsey. **DO NOT BOOK TRAVEL BEFORE VISA APPROVAL**

Application process from 3rd April 2023 for Rest of the World nationals:

All steps can be completed at the same time

- Employer applies for an Employment Permit through the [Population Portal](#).
- Employer makes Work Permit application directly with the Guernsey Border Agency (Immigration) on this form. Once complete this should be emailed to immigration@gba.gov.gg
- Employee [applies for a visa online](#) directly with the UK Home Office. Guidance on how to complete the visa application form can be found here: [Visa guidance for Employment Permit Holders](#)
- Once the visa has been approved and issued, the employee can arrive in Guernsey. **DO NOT BOOK TRAVEL BEFORE VISA APPROVAL**

Guidance notes for employers

These guidance notes are to help you, the employer, apply for a work permit in order to employ a non-European Economic Area (EEA)/Swiss national who needs permission to work in the Bailiwick of Guernsey. This form must be completed by the employer.

If you are applying to employ a person who is already in the Bailiwick of Guernsey as the holder of an approved work permit, and that person is currently employed elsewhere, please note that the person does not have permission to start employment with you until a decision on this application has been made.

PLEASE READ ALL THE FOLLOWING NOTES BEFORE COMPLETING THE APPLICATION.

- Only an employer based in the Bailiwick of Guernsey can apply for a work permit. The work permit application should be in respect of a named person to do a specific job on a full-time basis.
- Work permits will not be considered for those who are in the United Kingdom, Channel Islands or Isle of Man at the time of application, and who have an employment prohibition on their stay (e.g: visitor). Such persons must be outside the United Kingdom, Channel Islands and Isle of Man before any application is made, and must remain so whilst it is being considered.
- Work permits made valid for periods of 9 months or less will not be extended unless the permit holder otherwise qualifies for a work permit under this policy. This includes fully satisfying the advertising and English language requirements. A period of at least 3 months must be spent outside the United Kingdom and Islands before another such short term permit can be considered for the same person.

ENGLISH LANGUAGE REQUIREMENT

In all cases, the potential work permit holder must have an adequate command of the English language:

Long term work permit holders:

Must meet the English language requirement by either:

- Passing an approved English language test. See [Appendix 3](#) on page 15;
- Holding academic qualification at Bachelor's or masters that was taught in English – see [Appendix 2](#) on page 15;
- Being national of a majority English speaking country as set out in [Appendix 1](#) on page 15, below.

Short term work permit holders:

Must have the ability to communicate and exchange information in the English language so as to be able to deal with day to day and work situations.

REFERENCES - REQUIRED FOR ALL APPLICATIONS

- If applying for a short term work permit employers are advised that applications which come through a recognised and established sourcing route where a robust criteria is demonstrated are likely to take less time to be processed.
- References are required to be produced in support of this application. They should be in English where possible and must be on business letter headed paper and show the dates the employment started and ended and the title, duties and responsibilities of the job(s) held. Where it is not possible for a reference to be in English, it must be accompanied by a notarised translation. References not complying with these requirements will be rejected. PDF versions are acceptable.
- Applications will be refused or work permission withdrawn where any checks to confirm the veracity of references are unsuccessful for whatever reason, eg: where a previous employer fails to respond or an establishment no longer exists. This may also include circumstances where we are unable to establish the *bona fides* of a particular reference or establishment.

PASSPORTS

- You must enclose or attach a copy of the biodata (photo page) of the prospective employee's passport, and that of any dependant included in this form.
- If the prospective employee is in the United Kingdom, Bailiwick of Jersey or Isle of Man you must provide a copy of their current visa or Biometric Residency Card (BRP), including that of any dependant included in this form.

POPULATION MANAGEMENT (Guernsey based employers only)

- Please note that work permit holders and any dependants still need to comply with The Population Management (Guernsey) Law, 2016. If you have not already done so, we would strongly recommend that you contact the States of Guernsey Population Management Office – telephone: 01481 225790 or e-mail: population@gov.gg

VISAS / ENTRY CLEARANCES

- A work permit holder requires a valid entry clearance (visa) for entry in this capacity where they hold a work permit valid for more than 6 months, regardless of nationality. However, please note that some nationalities require a visa for entry to the United Kingdom, Channel Islands and Isle of Man for whatever purpose, including circumstances where a work permit may have been issued for 6 months

or less. A work permit does not replace the necessity for a visa regardless of its validity. The relevant entry clearance application must be made [online](#) directly with the UK Home Office. We would strongly advise that no travel arrangements are made until the issue of such an entry clearance has been authorised and placed in the prospective employee's passport.

- Any accompanying dependants (eg: spouse/durable partner/children) must hold a valid entry clearance for entry in this capacity. The relevant entry clearance application must be made [online](#) directly with the UK Home Office. We would strongly advise that no travel arrangements are made until the issue of the visa has been authorised and placed in the passport. **Please note work permit dependants are not permitted for short term work permit holders (STEPS) in employment for 12 months or less.**

OVERSEAS CRIMINAL RECORD CERTIFICATES AND OTHER INFORMATION

- This form must be accompanied by a Criminal record declaration form ([form CR1](#)) and an overseas criminal record certificate from the last or current country that the prospective employee has lived/worked in for more than 12 months. (except where they have lived in the UK, Ireland, Channel Islands or Isle of Man). For guidance on the processes of each country please see www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants
- Work permits will not be issued to those who have an adverse immigration record or who pose a security, criminal or immigration threat to the United Kingdom or Islands (Bailiwicks of Guernsey and Jersey and the Isle of Man).
- The prospective employee will need to have a tuberculosis (TB) test if they are coming to the Bailiwick of Guernsey for more than 6 months and are resident in any of the countries listed on the UK Home Office website. More information on the TB test and the list of countries can be found here: <https://www.gov.uk/tb-test-visa/overview>
- If the prospective employee is in the Bailiwick of Guernsey, the UK, Jersey or the Isle of Man in a different immigration category, that permits employment, they will need to apply to vary and/or extend their existing immigration permission to that of a work permit holder. Any such application will attract a statutory fee.

How long will it take to consider the application?

There will be cases where we will need to obtain further information from within the Bailiwick or from establishments overseas. When you submit the application we should be able to give you an estimate as to how long it will take. Travel should not be booked until a decision on this application has been made. There is no guarantee that a permit will be issued just because an application has been made. **FOR THE REASONS SET OUT ABOVE PLEASE ALLOW A MINIMUM OF 6 WEEKS BEFORE CONTACTING THIS OFFICE WITH REGARD TO THE PROGRESS OF SUBMITTED APPLICATIONS.**

Where do I submit the completed application form?

By email (preferred) to: immigration@gba.gov.gg

please ensure that you attach all the supporting documents with your application and title your email "Work Permit application".

By post to

Immigration & Nationality, GBA, White Rock, St Peter Port, Guernsey, GY1 2LL

Cost of work permit applications & payment methods

<ul style="list-style-type: none">• Work permit valid for a period of nine months or less (Seasonal Employment Permit (SEP))	<ul style="list-style-type: none">• £100
<ul style="list-style-type: none">• Short term Work permit valid for a period of up to 12 months (STEP)	<ul style="list-style-type: none">• £100
<ul style="list-style-type: none">• Change of employment where the work permit first issued was for a period exceeding 2 years.	<ul style="list-style-type: none">• £75
<ul style="list-style-type: none">• Work permit valid for 3 years (LTEP) (Note that LTEPs can be extended up 8 years)	<ul style="list-style-type: none">• £300

What type of work permit are you applying for:

Please tick relevant box:

- SEP Short term work permit (9 months)
- STEP New work permit (12 months)
- LTEP New work permit (3 years – can be extended up to 8 years)
- Change of employment (for persons currently in the Bailiwick of Guernsey as the holder of an approved work permit that was issued for 2 years or more)

BAILIWICK OF GUERNSEY WORK PERMIT APPLICATION

Details of person to be employed:

Title (delete as appropriate): Mr / Mrs / Miss / Ms/ other

1. Surname / Family Name (as it appears on their passport)	2. First Names
3. Name at birth, if different, plus any other name by which the person has been known	
4. Sex (Male or Female)	5. Date of Birth
6. Place of Birth	7. Nationality
8. Passport Number	9. Passport issuing Authority
10. Date of Issue	11. Date of Expiry
12.a Email address:	
12.b Current residential address	
13. Where will they reside in Guernsey?	

14. Have you made an application for an Employment Permit under the Population Management Law on the Population Management Portal in respect of the above named? (Guernsey applications only)

YES Please provide the "P" reference number P ____ - ____

NO – You are advised to do this as soon as possible. Visit the [Population Management website](#) for more information

15. Is the person currently in the Bailiwick of Guernsey, Jersey, United Kingdom or Isle of Man?

NO

YES – please provide details below:

Date of arrival into the United Kingdom and Islands: _____

Current immigration permission (eg, Guernsey/Jersey work permit holder, UK Skilled Worker visa etc) please include expiry date of any such permission

You must enclose copies of the prospective employee’s passport and any related visa pages as described in the passport section of the guidance notes

16. Has the prospective employee *ever* worked or lived in the United Kingdom and Islands (Bailiwicks of Guernsey and Jersey, and the Isle of Man)?

NO

YES: Please give details below

Previous immigration permission in UK and Islands: _____

Date of departure from UK and Islands: _____

You may be asked to provide evidence of the prospective employee’s previous date of departure from the UK & Islands.

17. Will the person be accompanied by any dependants (Long Term Employment Permits only)
 (Please note children have to be under 18 at the time of the application)

NO

YES (please give details below)

Full Name	Date of Birth	Nationality	Relationship to Employee	*Population Management Family Resident permit no (if over 16yrs)

*If you would like to know about Family Member Residence permits please contact Population Management

EMPLOYER'S DETAILS

18. Full name of employer in Bailiwick of Guernsey	
19. Full business address in the Bailiwick of Guernsey	20. Establishment where prospective employee will be based if different to that given in 19.
21. Name of contact in organisation who is dealing with this application Mr / Mrs / Miss / Ms (delete as appropriate) Full name: _____	
22. E-mail address	

23. Telephone Number	24. Position in organisation
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DETAILS OF EMPLOYMENT

25. How long do you need to employ the person in the Bailiwick of Guernsey?

for _____ months OR for _____ years

26. What will their job title be?

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27. Please describe the main duties and responsibilities of the post - further details can be submitted by letter if necessary

--

28. What will their normal hours of work be?

_____ Hours per week

29. Please give details of remuneration package (including any benefits such as accommodation and health cover)

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QUALIFICATIONS AND EXPERIENCE

30. Please give details of the persons higher education, vocational, or professional qualifications and membership – this can be submitted by letter if necessary

Qualifications & Date	Subject	Awarding Body / Place of Education

31. Please give relevant details of the prospective employee’s employment over **the last 6 years**. This can be submitted by letter if necessary

From Month and Year	To Month and Year	Name and address of employer	Type of business	Job Title

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32. If the prospective employee is currently unemployed please provide an explanation as to what they have been doing since their last date of employment.

33. Has the employee been provided with a written statement of the proposed terms and conditions of employment?

YES

NO

If you have answered NO, your attention is drawn to the Conditions of Employment (Guernsey) Law 1985(as amended), which lays a duty on employers to give employees a written statement of particular specified terms of employment.

English Language Requirement

Short term and seasonal work permit holders

The prospective employee must have the ability to communicate and exchange information in the English language so as to be able to deal with day to day work and social situations.

[Go to question 34](#)

Long term work permit holders

Prospective employees are required to show that they can speak and understand English. If they are not a national of a majority English speaking country (see [Appendix 1](#) below) they will need to pass an acceptable English language test with a test provider approved by the Lieutenant Governor for this purpose (see [Appendix 3](#) below), or to produce specified evidence that they have an academic qualification which is deemed to meet the recognised standard of a Bachelor's degree in the UK (see [Appendix 2](#) below). Master's degrees and PhDs are also acceptable.

[Go to question 35](#)

34 . SHORT TERM AND SEASONAL PERMIT APPLICANTS: I confirm that the prospective employee has the ability to communicate and exchange information in the English language so as to be able to deal with day to day work and social situations:

Yes No (please tick)

35. LONG TERM PERMIT APPLICANTS: Please confirm how the prospective employee meets the English Language requirement (please tick relevant box):

- Approved English language test ([see Appendix 3](#))
- Degree taught in English (See [Appendix 2](#))
- National of a majority English speaking country ([see Appendix 1](#))

CHECKLIST

- Have you made an application to Population Management for an employment permit?
- Does the prospective employee meet the English language requirements? (where appropriate)
- Have you provided the necessary evidence to support the English language knowledge of the prospective employee? – (where appropriate)
- Have you enclosed the necessary employment references and/or CV?
- Have you enclosed copies of the photo page of the prospective employee's passport and that of any dependants included in this form?
- If the prospective employee (and their dependents) is/are currently in the United Kingdom and Islands, have you enclosed evidence of their status in that jurisdiction?
- Have you enclosed the application fee?
- Have you enclosed CR1 form signed by the prospective employee?
- Have you enclosed the overseas criminal record certificate?
- Have you signed the declaration on the next page?

Employer Declaration and Indemnity Agreement

This declaration must be signed by the employer in the Bailiwick of Guernsey, whose name appears on this application (“the Employer”).

Name of person you wish to employ: _____

- The Employer warrants that the person signing this Agreement is duly authorised by the Employer to make this application and to sign this Agreement on the Employer’s behalf.
- The Employer hereby applies to the States of Guernsey Committee *for* Home Affairs for permission to employ the person named on this application
- The details given in this application are true and complete to the best of the Employer’s knowledge and belief. The Employer understands that if the Employer knowingly fail(s) to provide any relevant information, or the Employer provide(s) information which is false or misleading, the matter may be referred to the appropriate authorities.
- The Employer knows of no suitable ‘resident worker’ who will be displaced or excluded as a result of the employment of the person who is the subject of this application.
- The Employer understands that the Guernsey Immigration and Nationality Division (“the Division”) may carry out any necessary checks on additional paperwork submitted in support of this application.
- The Employer understands that all the information provided with this application will be treated in confidence but agrees that it may be disclosed to the other States Departments and relevant authorities to enable them to carry out their functions.
- The Employer understands that the States of Guernsey may contact any Government authority, including police, judicial and State authorities in all countries in which the person has resided, to seek the release to the insular authorities of all records and information they may possess on the person’s behalf concerning investigations, arrests, charges, trials, convictions and sentences.
- **The Employer hereby promises and undertakes to pay the States of Guernsey on demand firstly all monies which are due to the States of Guernsey from the employee and which are unpaid by or on behalf of the employee on the date of demand, and which fall due in the period starting on the date of commencement of the employee’s employment with the Employer and ending on the date of issue by the Division to another employer of a work permit in respect of the employee; and secondly all costs of repatriating the employee.**
- The Employer also promises and undertakes to effect and maintain medical health insurance in respect of the employee during the period set out above.

Your name and position in company _____

If completing paper form:


Sign here

_____ Date _____

If completing the form online:

Check this box to declare that all of the information submitted in respect of this application is correct to the best of my knowledge and belief.

For and on Behalf of _____
(the employer in the Bailiwick of Guernsey)

 The Committee for Home Affairs will process any personal data which you provide, via this form, in accordance with the Data Protection (Bailiwick of Guernsey) Law, 2017. Further information about how your personal data is processed by the States of Guernsey can be found at [Immigration and Nationality Fair Processing Notice](#) and www.gov.gg/GBA Immigration and Nationality Fair Processing Notice.

For Official Use Only:

	YES	NO	COMMENTS
ENGLISH LANGUAGE			
REFERENCES			
W			
P			
T and N			
CRS and CID			

PERMIT DETAILS:

Authorised Refused Date _____

REFUSAL DETAILS:

Date of refusal: _____

Reasons for refusal:

IO _____

Authorising SO (if refusal) _____

Appendix 1 – Majority English speaking countries - Nationality

If the employee is a national of a majority English speaking country, they are exempt from meeting the English language requirement.

The Immigration & Nationality Division of the Guernsey Border Agency considers the following countries to be majority English speaking countries;

Antigua and Barbuda; Australia; The Bahamas; Barbados; Belize; Canada; Dominica; Grenada; Guyana; Jamaica; New Zealand; St Kitts and Nevis; St Lucia; St Vincent and the Grenadines; Trinidad and Tobago; United States of America

Appendix 2 – Academic Qualifications

Academic qualifications taught in majority English Speaking countries:

If they hold an academic qualification equivalent to a Bachelor's degree in the UK which was taught in English, they will not be required to take the English Language test.

They will need an Academic Qualification Level Statement (AQUALS) from Ecctis stating that is the equivalent to a UK Bachelor's degree, master[’s degree of PhD:

<https://www.ecctis.com/visasandnationality>

Academic qualifications taught in English in non-majority English language countries:

Qualifications awarded outside of the UK must be recognised by Ecctis (formerly UK Naric) as equivalent to a UK Bachelor's degree.. They will need an Academic Qualification Level Statement (AQUALS) from Ecctis: <https://www.ecctis.com/visasandnationality>

They will also need [an English Language Proficiency Statement \(ELPS\) from Ecctis](#) confirming the degree was taught in English.

Doctors, dentists, nurses, midwives or vets do not need to prove your knowledge of English if they have already passed an English Language assessment that is accepted by the relevant regulated professional body.

Appendix 3 – English Language tests

The employee can prove their knowledge of English by passing a Secure English Language Test (SELT) from a Home Office [approved provider](#)

More information

A list of English language tests that have been approved by the Home Office for English language requirements for limited leave to enter or remain under the Immigration Rules can be found here: <https://www.gov.uk/government/publications/guidance-on-applying-for-uk-visa-approved-english-language-tests>

Please refer to the link below for links to Ecctis (formerly UK NARIC)

<https://www.gov.uk/english-language/degrees-in-english>