



Immigration & Nationality

WORK PERMIT APPLICATION – 6 MONTHS OR LESS FOR:

EU/EEA, Swiss and Non-Visa Nationals

This application form is to be used by an employer in the Bailiwick of Guernsey to employ, **for 6 months or less**,* a national from the European Union, European Economic Area, Switzerland, or nationals from non-visa countries under the Committee for Home Affairs' Employment Permit Policy, which can be found at www.gov.gg/immigration.

A list of countries that are **not eligible** for this route can be found on page 7 of this document, if in doubt please check: <https://www.gov.uk/check-uk-visa>

Those registered under the EU Settlement Scheme do not need work permits, provided that they have not been absent from the UK and islands for more than 2 years.

Documents to submit with the completed application form:

- Photocopy of applicant's passport. ID cards are not acceptable.
- References to support a minimum two years doing the same type of job full-time
- A completed criminal declaration (CR1 Form) by the employee – scanned copies are acceptable. *This must accompany the completed application form. CR1 form available [here](#) and within the download document list at www.gov.gg/immigration*
- A local Police check (from the country in which they are residing)

Where to submit the completed application form? It is recommended that you email the application, wherever possible to immigration@gba.gov.gg Alternatively, post the application and supporting documents to:

Guernsey Border Agency, Immigration and Nationality, New Jetty, White Rock, St Peter Port, GY1 2LL

Fees: There is currently no fee for this application type.

Dependents: Persons issued a short term employment permit are not able to be accompanied by dependent relatives unless that dependent relative qualifies for a work permit in their own right.

* This application form is for employers who are seeking to employ EEA/Swiss and non-visa nationals for 6 months or less only and therefore not routinely requiring an entry clearance (visa) on entry. Six month work permits will not be extended. **The employee is required to leave the UK and islands for a 3 month period before a new permit can be issued.**

Application process stages:

1. Employer applies for Employment Permit through the [Population Portal](#). (e.g. Short-Term Employment Permit, Seasonal Employment Permit);
2. Employer completes this form to and emails to immigration@gba.gov.gg enclosing the criminal declaration form, References, CR1 and Local Police check;
3. Immigration work permit is issued and sent to employer;
4. Employee travels, presenting immigration work permit on arrival into the UK/Guernsey;
5. After arrival into Guernsey, employee attends Immigration & Nationality with their passport for records to be updated.

Processing times: We aim to process applications of this type within 3 weeks. 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.

If an Immigration Work Permit has been granted, the employee is able to arrive into Guernsey even if a decision has not been issued on Population Management Employment Permit application. The employee is covered by the Population Management (Guernsey) Law, 2016 to live and work in the island of Guernsey, as long as an application has been submitted through the Population Portal.

SECTION 1 – Employee details

Title (Mr, Mrs, Ms, Miss, Other): _____

Surname / Family name (as it appears on their passport): _____

Forename(s) (as it appears on their passport): _____

Any other names by which they have been known: _____

Date of birth: Day _____ Month _____ Year _____

Gender: Male _____ / Female _____ (please tick)

Nationality: _____ Passport Number: _____

Date of issue: _____ Date of expiry: _____

Current address: _____

Telephone Number: _____

E-mail address: _____

SECTION 2 - Employee arrival in the United Kingdom (UK) and Islands and residence history

1. Expected date and place of arrival in the UK and Islands, or INTENDED date of travel.

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

NO

YES: Please give details/dates: _____

If YES, please confirm if the employee has lived in the island of Guernsey for more than a combined period of 5 years over their lifetime. Yes _____ No _____

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

SECTION 3 – Employment details

Full name of employer: _____

Address of Employer: _____

Name of contact in organisation who is dealing with the application:

Telephone no: _____ Email address: _____

Length of employment contract: _____ Employee Job title: _____

Please give relevant details of the prospective employee's employment over the last 6 years. This can be submitted by letter if necessary. References must be supplied showing at least 2 years' experience in a similar standard establishment doing the job full time for which the permit is sought. See the [Employment Permit Policy](#) for further details.

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

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

SECTION 4 – Population Management details

Have you applied for a Population Management Employment Permit?

Yes - Population Management Permit application number (P-XXXX-XXXX):

Have you applied under an “in policy” (pre-approved roles) post listed in the Employment Permit Policy? Yes _____ No _____

No - Please note that work permit holders 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 States of Guernsey Population Management – telephone: 225790 or e-mail: population@gov.gg

Further information can be found at www.gov.gg/populationmanagement
If you already have an existing employer account with the Population Portal (populationportal.gov.gg), you can make an Employment Permit application through your account. To find out which roles attract an Employment Permit in Guernsey, visit www.populationportal.gov.gg/policies

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 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 understands that the Guernsey Immigration and Nationality 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:

	Done	COMMENTS
W		
P		
N		
T		
CRS and CID		
PM approved		

PERMIT DETAILS:

Number: _____ Date of issue: _____

Duration of permit: _____

IO _____

**NATIONALS OF COUNTRIES LISTED BELOW ARE NOT ELIGIBLE TO APPLY FOR A 6 MONTH OR LESS VISA
WAIVER WORK PERMIT**

<ul style="list-style-type: none"> • Afghanistan • Albania • Algeria • Angola • Armenia • Azerbaijan • Bahrain • Bangladesh • Belarus • Benin • Bhutan • Bolivia • Bosnia & Herzegovina • Burkina Faso • Burundi • Cambodia • Cameroon • Cape Verde • Central African Republic • Chad • China (People's Republic of) • Comoros • Congo • Congo Dem. Republic • Cyprus (northern part of) • Djibouti • Dominica • Dominican Republic • Ecuador • Egypt • El Salvador • Equatorial Guinea • Eritrea • Eswatini (Swaziland) • Ethiopia • Fiji • Gabon 	<ul style="list-style-type: none"> • Gambia • Georgia • Ghana • Guinea • Guinea-Bissau • Haiti • Honduras • India • Indonesia • Iran • Iraq • Ivory Coast • Jamaica • Jordan • Kazakhstan • Kenya • Korea (Dem. People's Republic) • Kosovo • Kuwait • Kyrgyzstan • Laos • Lebanon • Lesotho • Liberia • Libya • Madagascar • Malawi • Mali • Mauritania • Moldova • Mongolia • Montenegro • Morocco • Mozambique • Myanmar (Burma) • Namibia • Nepal • Nigeria 	<ul style="list-style-type: none"> • North Macedonia • Oman • Pakistan • Palestinian Territories • Philippines • Qatar • Russia • Rwanda • Sao Tome e Principe • Saudi Arabia • Senegal • Serbia • Sierra Leone • Somalia • South Africa • South Sudan • Sri Lanka • Sudan • Surinam • Syria • Taiwan • Tajikistan • Tanzania • Thailand • Timor-Leste • Togo • Tunisia • Turkey • Turkmenistan • Uganda • Ukraine • United Arab Emirates • Uzbekistan • Vanuatu • Venezuela • Vietnam • Yemen • Zambia • Zimbabwe
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