

CUSTOMS & IMMIGRATION SERVICE

Maritime House
La Route du Port Elizabeth
St Helier
Jersey
JE1 1JD
Tel: +44 (0)1534 447979



Email : workpermits@gov.je

Work Permit Application - L/V1

For Official use - please leave blank

FILE REF:		PERMIT NUMBER J	
Application received	/ /	Permit authorised	
W/I check		Permit signed by	

Note

Please complete this form in full. If a question is not relevant please write NONE, do not leave blank boxes

DETAILS OF THE PERSON TO BE EMPLOYED

1	Surname/family name			
2	Surname/family name at birth <i>(If different to box 1)</i>			
3	First names			
4	Date of birth	DD	MM	YYYY
5	Nationality			
6	Current address			
7	Specify full names, dates of birth and nationality of any dependants of the post holder who will accompany him/her to Jersey			
Note Dependants may only accompany the holder of a permit if the permit is issued for 12 months or more Dependants must obtain a visa / entry clearance abroad before travelling				
8	Has the person previously held a UK, Isle of Man or Guernsey work permit? If so, give details			

DETAILS OF EMPLOYERS IN JERSEY

9	Full name of Jersey employer	
10	Type of business	
11	Address in Jersey	
12	Name of person in your organisation who is dealing with this application	
	Address if different from that in box 11	
	Phone number	
	Email address	
	Position in organisation	

DETAILS OF EMPLOYMENT

13	Specify the duration of employment	
Note The maximum period for which work permits are granted is 3 years, except for medical doctors when work permits may be granted for up to 5 years		
14	When does the person intend to travel to take up the post in Jersey?	
Note The start date on the work permit should be the date on which the person intends to travel to take up the post, this is particularly important if the person requires a visa / entry clearance as it will be issued in accordance with the period of validity of the work permit		
15	Job title	
16	Describe the main duties and responsibilities of the post and what qualifications and/or skills are required. A full job description, references and CV may be requested	
17	How much will you guarantee to pay the person?	£ per hour / week / month / year (Delete as appropriate)

18	Provide details of accommodation	
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REASONS FOR EMPLOYING THE PERSON

19	Give details why you wish to employ this person	
20	<p>Is this a temporary transfer by an established overseas employee from the same organisation, with company-specific knowledge, who will:</p> <p>Undertake a project, or</p> <p>Undertake training or career development, or</p> <p>Fill a temporary skills gap, and</p> <p>Resume employment with the same overseas company at the end of the temporary transfer?</p>	<p>YES (<i>Complete Question 21</i>)</p> <p>NO (<i>Go to box 22</i>)</p>
<p>Note If yes, the post does not need to be advertised but please note that the application will be treated as an intra-company transfer which means that time spent in Jersey on this work permit will not lead to settlement (indefinite leave)</p>		
21	Explain why you are transferring the person to work in Jersey. Give details of why their experience with your company or group is essential	

<p>22 Give details and provide supporting evidence to show what advertising you have undertaken to recruit a resident worker to fill the post</p> <p>Specify where you have already advertised the post and dates of advertisement</p>	<p><i>(If the post has not been advertised go to box 28)</i></p>
<p>Note For the purposes of this application a resident worker is defined as a person who is a national of an EEA member state or has settled status within the meaning of the Immigration Act 1971</p> <p>See www.gov.ie: What to do before you apply for a Work Permit and Proof of Advertising (including at the Social Security Department)</p>	
<p>23 If you used a different recruitment method, give details and explain why you considered this to be more appropriate</p>	
<p>24 Specify how many persons applied for the post</p>	
<p>25 Specify how many were resident workers</p>	
<p>26 Specify how many resident workers were shortlisted</p>	
<p>27 Give specific reasons why you did not employ any resident worker</p>	

28	If you have not carried out a recruitment search and want us to waive this requirement, state why	
29	Give details of the person's knowledge of English	
<p>Note Original documents must be produced in support of the English language requirement</p> <p>See www.gov.je: English Language for work permit holders, which sets out ways this requirement can be met or an exemption granted</p>		

EMPLOYER'S DECLARATION

This declaration must be signed by the employer in Jersey or by an agent authorised to act on the employer's behalf:

- I am authorised to make this application on behalf of the employer
- I know of no suitable resident worker who will be displaced or excluded as a result of employing the person who is the subject of this application
- I am in compliance with Jersey Employment Law, including any requirements under the Control of Housing and Work (Jersey) Law 2012
- I agree to comply with the conditions governing the issue of work permits as determined by the Customs and Immigration Service
- I undertake to notify the Customs and Immigration Service if the person concerned does not take up their post or their work permit employment ends prematurely
- I undertake that the details given in this application are true and complete to the best of my knowledge and belief
- I understand that to knowingly fail to provide any relevant information or provide information which is false or misleading, the work permit will be invalidated
- I understand that the Customs and Immigration Service may carry out checks on the information given in this application

Signature	<input type="text"/>	<input type="text" value="Date"/>
Print name	<input type="text"/>	
Position	<input type="text"/>	
For and on behalf of the employer in Jersey	<input type="text"/>	

Notes

- For further guidance and information, including current application fees and required supporting documents, [work permits](#) of www.gov.je
 - Fees are payable on submission of the application form
 - Cheques should be made payable to the 'Treasurer of the States'
 - BACS- Sort Code: 40-25-34; Account number: 71212222; Account name: Revenue Jersey (In the payment reference please write **WP** followed by the applicants **SURNAME**, failure to do so may result in a delay in the application being processed)
 - Fees are non-refundable, even if the application is refused
 - Make sure that you have included everything which we need to process your application; we will return it to you if documents are missing
 - Applications and supporting documents may be posted to the address shown on page 1
 - Data Protection Notice: All information provided in connection with this application will be treated in confidence by the Customs and Immigration Service but it may be disclosed to other States departments, agencies and other bodies, where necessary, for immigration and nationality purposes or to enable them to carry out their functions
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Data Protection Notice:

<p>As a 'controller' under the Data Protection (Jersey) Law 2018 we process and hold your information in order to provide public services and meet our statutory obligations. We may not be able to provide you with a service unless we have enough information or your permission to use that information. Below, we explain what we collect; how we will use your information; and what your rights are.</p>		
<p>We have collected your personal details (name; address, contact details; and DOB) and we do this in order to carry out the service you have requested; to monitor and improve our performance; to ensure that we meet our legal obligations; to prevent and detect crime; to process financial transactions including grants or payment of benefits; to allow the statistical analysis of data so we can plan the provision of services; and where necessary, for our law enforcement functions; or to protect individuals from harm or injury.</p>	<p>We will endeavour to keep your information accurate and up to date and not keep it for longer than is necessary. Please see our published retention schedules for more detail about how long we retain your information. We will not pass any personal data on to anyone outside of the States of Jersey, other than those who either process information on our behalf, or because of a legal requirement, and we will only do so, where possible, after we have ensured that sufficient steps have been taken by the recipient to protect your personal data. We do not process your information overseas using web services that are hosted outside the European Economic Area. At no time will your information be passed to organisations for marketing or sales purposes or for any commercial use without your prior express consent.</p>	<p>You can ask us: to stop processing your information; to correct or amend your information; for a copy of the information we hold about you. You can also: request that the processing of your personal data is restricted; and withdraw your consent to the processing of your information.</p> <p>You can complain to us about the way your information is being used by contacting us at dataprotection2018@gov.je Alternatively you can complain to the Information Commissioner by emailing enquiries@oicjersey.org.</p>