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www.gov.gg/populationmanagement

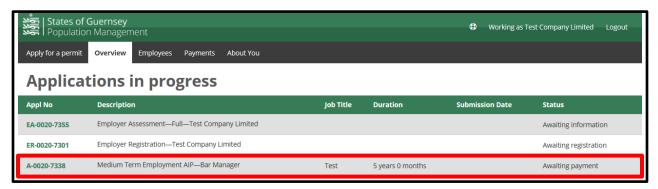
How to convert an employment related application to a Permit

When you are applying for an Employment Permit you are given the option to "apply for the permit for the employee now as part of your application". If you do not have the employee's information at the time of application and you select "No" you will need to convert this application for the employee's permit at a later date.

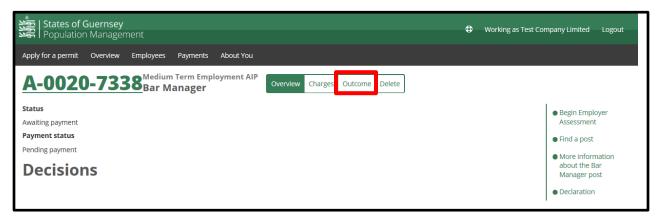
Please note if you are completing the online application on behalf of the employee they <u>must</u> be present at time of completion.

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

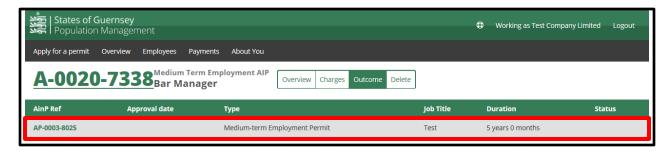
- 1. Login to the Portal https://populationportal.gov.gg/
- 2. Select the application you wish to convert to a permit



3. Click on "Outcome"



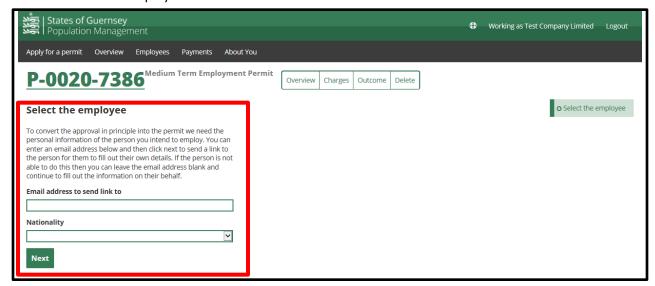
4. Select the Reference that you wish to convert



5. Select "Convert to permit"



6. Enter the Employee's details and click "Next"



their details. Please ensure they check their junk/spam folders and the email address provided is correct. Your email details have been provided to Guernsey's Population Management Office by Test Company Limited , because we have agreed that an Employment Permit can be issued for the post of Test, and you have been appointed to the post. Before we can issue your Employment Permit, we need to know your details. Please follow this link to provide the information we need. We will be asking you to provide photo ID. This can be uploaded as a scanned image or photo, but please remember to have your photo ID ready to upload. We will also be asking you to make a truthful declaration about whether you have any criminal convictions. Permit applications can be refused for people with serious criminal records. If you want to find out more, you can read our policy. Complete your details If you have any questions about this email, you can call Guernsey's Population Management Office on +44 (0)1481 715790. We want to reassure you that your personal information will processed in accordance with Data Protection legislation. We also want to let you know that some of your information will be used for Guernsey's Rolling Electronic Census, but this is in a format that does not allow the identification of individual people. Population Management Office. Please take a look at our website – $\underline{www.gov.gg/populationmanagement} \ if \ you \ want \ to$ find out more about the Population Management Law.

7. The employee will be sent an email and a link from "gov.gg" for them to follow and complete