



Applying for a Medium / Long Term Employment Permit (M/LTEP)

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

1. Login to the Portal <https://populationportal.gov.gg/>
2. Click "Apply for a Permit"

The screenshot shows the 'Test Company Limited' page in the Population Management portal. The 'Apply for a permit' button is highlighted in red. Below the navigation bar, there are tabs for 'View', 'Edit', 'Applications', 'Payments', 'Users', 'Merge', 'Delete', and 'Select'. The 'Applications' tab is active, displaying a table with the following data:

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 the permit you wish to apply for:
 - b. Click "Apply"

The screenshot shows the 'What type of permit are you applying for?' form. The 'Apply for a permit' button is highlighted in red. The form asks for the type of permit and provides three radio button options: 'Short Term Employment Permit — 12 months', 'Medium Term Employment Permit — 5 years', and 'Long Term Employment Permit — 8 years'. The 'Medium Term Employment Permit' option is highlighted with a red box and labeled 'A'. Below the options, there is a link to 'View all the employment policies'. At the bottom of the form, there is an 'Apply' button highlighted in red and labeled 'B'.

Please Note: If you have not completed an 'employer assessment' you will need to complete this at the same time as this application.

4. "Find a post"

- a. Search for 'in policy' roles
- b. Select the 'role' which applies (If you cannot find a post select "Make an out of policy application")
- c. Click "Next"

States of Guernsey
Population Management

Working as Test Company Limited Logout

Apply for a permit Overview Employees Payments About You

A-0067-5420
Medium Term Employment AIP

Overview Charges Outcome Delete

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

▼ **Accountancy** (2)

Advisory Partner / Director / Senior Manager **B**

Senior role; strategic importance to business; management responsibility

Formal Qualifications Needed (indicative): Undergraduate degree; holds relevant professional qualification e.g. ACA; ACCA; ICAS; ICAI; SAICA; CPA; MBA; CFA; CIMA

Experience (indicative): 5+ years' relevant experience

Next **C**

5. More information about the post:

- a. Complete all fields
- b. Note: Job description should be in accordance with our 'employment permit policy' outline [here](#)
- d. Click "Next"

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Apply for a permit Overview Employees Payments About You

A-0067-5420 Medium Term Employment AIP
Advisory Partner / Director / Senior Manager

Overview Charges Outcome Delete

More information about the Advisory Partner / Director / Senior Manager post

- Begin Employer Assessment
- Find a post
- **More information about the Advisory Partner / Director / Senior Manager post**
- Declaration

Job title * A

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
Years Months

When did/will the employee start working in the job linked to this application?

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) B

Upload a file
 Enter text

Next C

6. 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”

The screenshot shows the 'Declaration' step for permit A-0067-5420. The permit is for a 'Medium Term Employment AIP Advisory Partner / Director / Senior Manager'. The 'Declaration' section contains a checked checkbox for 'I declare that the information provided here is truthful and accurate.' Below this is a question: 'Do you want to apply for the permit for the employee now as part of your application?' with radio buttons for 'Yes' and 'No'. A 'Next' button is at the bottom. A sidebar on the right shows progress steps: 'Begin Employer Assessment', 'Find a post', 'More information about the Advisory Partner / Director / Senior Manager post', and 'Declaration' (which is highlighted). Red boxes and letters 'A' and 'B' highlight the declaration checkbox, the application question, and the 'Next' button respectively.

7. 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 'Select the employee' step for permit P-0067-5465. The permit is for a 'Medium Term Employment Permit'. The 'Select the employee' section contains instructions: '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.' Below the instructions are two input fields: 'Email address to send link to' and 'Nationality'. A 'Next' button is at the bottom. A sidebar on the right shows a progress step: 'Select the employee' (which is highlighted). Red boxes and letters 'A' and 'B' highlight the input fields and the 'Next' button respectively.

An email will now be sent to the employee with a link allowing them to complete their details.

When you apply, the documents you will require are:

- Photo ID (e.g. Passport, Driving licence)
- Employee's CV
- Details of previous residence in Guernsey (if applicable)
- Current Guernsey address & Property Owners details
- Details of any criminal records