

States of Guernsey
Population Management
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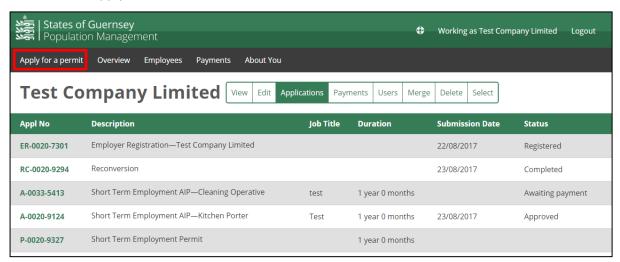
E-mail: population@gov.gg

www.gov.gg/populationmanagement

Applying for a Short Term Employment Permit (STEP) Non-Guernsey

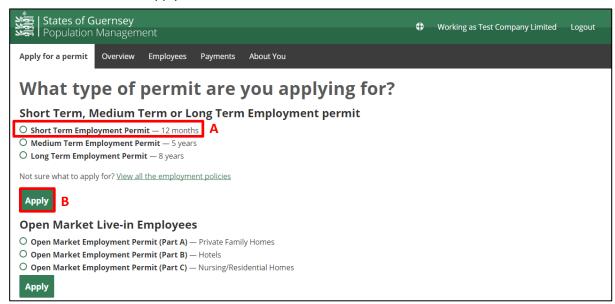
Always check who you are "Working as" before applying for anything.

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

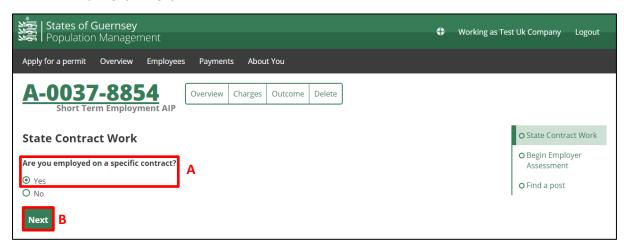


3.

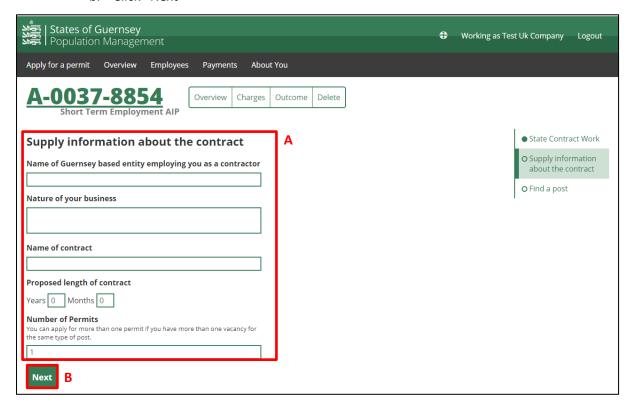
- a. Select "Short Term Employment Permit"
- b. Click "Apply"



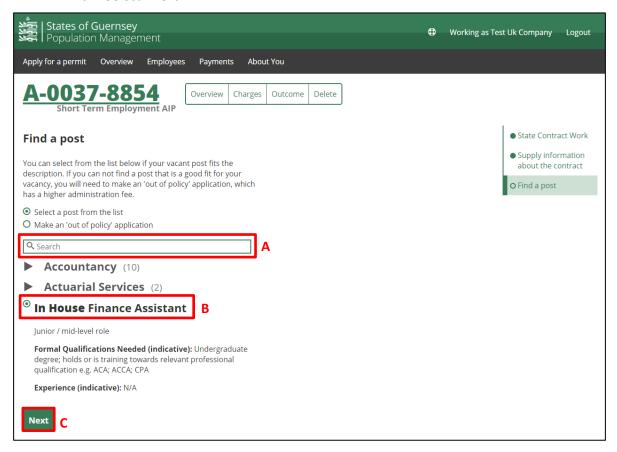
- 4. "Are you employed on a specific contract?"
 - a. Select "Yes"
 - b. Click "Next"



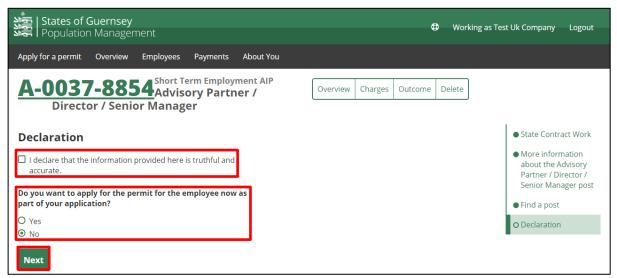
- 5. Information about your contract:
 - a. Complete the information about your contract
 - b. Click "Next"



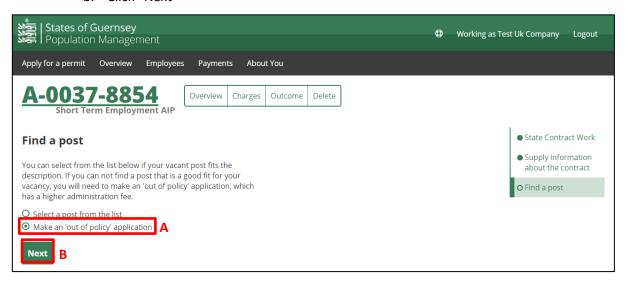
- 6. "Find a post"
 - a. Search for 'in policy' roles
 - b. Select the 'role' which applies (If you cannot find the role please go to step 8)
 - c. Select "Next"



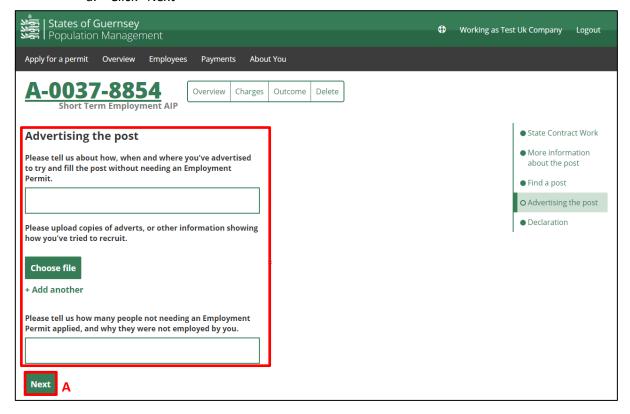
- 7. Tick the "Declaration"
 - a. If you know the details of the employee select "Yes", if not leave "No"
 - b. Click "Next"



- 8. If you cannot find an "in policy" role:
 - a. Select "Make an 'out of policy' application"
 - b. Click "Next"

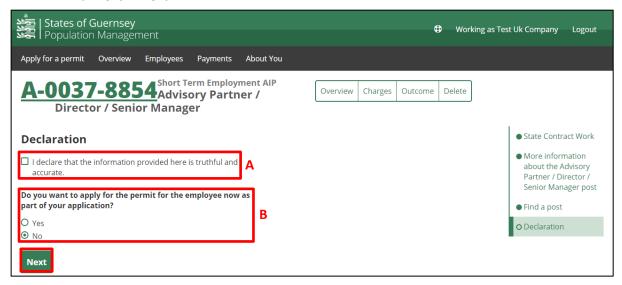


- 9. Complete the information requested and upload document
 - a. Click "Next"



10. Tick the "Declaration"

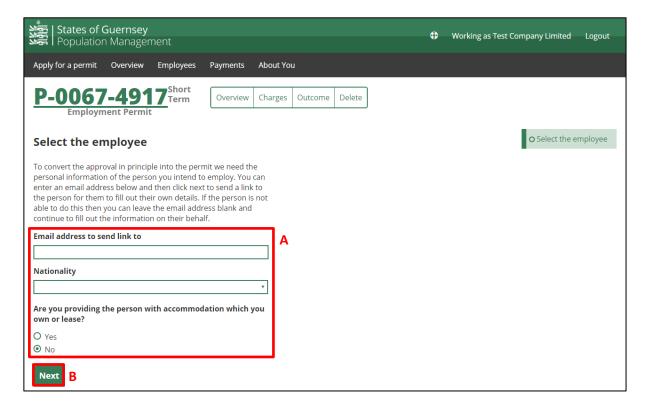
- a. If you know the details of the employee select "Yes", if not leave "No"
- b. Click "Next"



11. 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.



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)
- Latest travel documents (showing the individual's departure from and arrival to Guernsey (where applicable))
- Details of previous residence in Guernsey (if applicable)
- Current Guernsey address & Property Owners details
- Details of any criminal records