



States of Guernsey Population Management

States of Guernsey
Population Management
Sir Charles Frossard House
P O Box 43, La Charroterie
St Peter Port, Guernsey
GY1 1FH
Telephone: +44 (0) 1481 225790
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"

The screenshot shows the States of Guernsey Population Management portal. The user is logged in as 'Working as Test Company Limited'. The 'Apply for a permit' button is highlighted in red. Below the navigation bar, there is a table of applications for 'Test Company Limited'.

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

The screenshot shows the 'What type of permit are you applying for?' section of the portal. The 'Short Term Employment Permit — 12 months' option is selected and highlighted with a red box. The 'Apply' button is also highlighted with a red box. Below this, there is a section for 'Open Market Live-in Employees' with three options: 'Open Market Employment Permit (Part A) — Private Family Homes', 'Open Market Employment Permit (Part B) — Hotels', and 'Open Market Employment Permit (Part C) — Nursing/Residential Homes'. The 'Apply' button for this section is also highlighted with a red box.

4. "Are you employed on a specific contract?"

- a. Select "Yes"
- b. Click "Next"

The screenshot shows the 'States of Guernsey Population Management' interface. The header includes the logo and navigation links: 'Apply for a permit', 'Overview', 'Employees', 'Payments', and 'About You'. The main content area displays the permit number 'A-0037-8854' and the title 'Short Term Employment AIP'. Below this, the 'State Contract Work' section is highlighted. A red box labeled 'A' encloses the question 'Are you employed on a specific contract?' with radio button options for 'Yes' (selected) and 'No'. A red box labeled 'B' encloses the 'Next' button. On the right, a sidebar shows a progress indicator with 'State Contract Work' as the current step, followed by 'Begin Employer Assessment' and 'Find a post'.

5. Information about your contract:

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

The screenshot shows the 'States of Guernsey Population Management' interface at the 'Supply information about the contract' step. The header and navigation are consistent with the previous screenshot. The main content area displays the permit number 'A-0037-8854' and the title 'Short Term Employment AIP'. A red box labeled 'A' encloses the form fields for: 'Name of Guernsey based entity employing you as a contractor', 'Nature of your business', 'Name of contract', 'Proposed length of contract' (with input fields for Years and Months), and 'Number of Permits' (with a note and an input field). A red box labeled 'B' encloses the 'Next' button. On the right, the sidebar shows 'State Contract Work' as the current step, followed by 'Supply information about the contract' and 'Find a post'.

6. "Find a post"

- Search for 'in policy' roles
- Select the 'role' which applies (If you cannot find the role please go to step 8)
- Select "Next"

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Working as Test Uk Company Logout

Apply for a permit Overview Employees Payments About You

A-0037-8854 Short 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** (10)
- **Actuarial Services** (2)
- ☒ **In House Finance Assistant** B

Junior / mid-level role

Formal Qualifications Needed (indicative): Undergraduate degree; holds or is training towards relevant professional qualification e.g. ACA; ACCA; CPA

Experience (indicative): N/A

Next C

- State Contract Work
- Supply information about the contract
- ☐ Find a post

7. Tick the "Declaration"

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

States of Guernsey
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Working as Test Uk Company Logout

Apply for a permit Overview Employees Payments About You

A-0037-8854 Short Term Employment AIP
Advisory Partner / Director / Senior Manager

Overview Charges Outcome Delete

Declaration

☐ I declare that the information provided here is truthful and accurate.

Do you want to apply for the permit for the employee now as part of your application?

- ☐ Yes
- ☒ No

Next

- State Contract Work
- More information about the Advisory Partner / Director / Senior Manager post
- Find a post
- ☐ Declaration

8. If you cannot find an “in policy” role:
 - a. Select “Make an ‘out of policy’ application”
 - b. Click “Next”

The screenshot shows the 'States of Guernsey Population Management' interface. At the top, there's a header with the logo and navigation links: 'Apply for a permit', 'Overview', 'Employees', 'Payments', and 'About You'. Below the header, the user is logged in as 'Working as Test Uk Company' with a 'Logout' button. The main content area displays the permit number 'A-0037-8854' and the title 'Short Term Employment AIP'. There are four tabs: 'Overview', 'Charges', 'Outcome', and 'Delete'. The 'Find a post' section is active, showing instructions: '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.' Below this, there are two radio button options: 'Select a post from the list' and 'Make an 'out of policy' application'. The second option is selected and highlighted with a red box and a red 'A' next to it. Below the radio buttons is a green 'Next' button, also highlighted with a red box and a red 'B' next to it. On the right side, there is a sidebar with three items: 'State Contract Work', 'Supply information about the contract', and 'Find a post', which is currently selected.

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

The screenshot shows the 'States of Guernsey Population Management' interface, continuing from the previous step. The header and navigation are the same. The main content area displays the permit number 'A-0037-8854' and the title 'Short Term Employment AIP'. The 'Advertising the post' section is active, showing instructions: 'Please tell us about how, when and where you've advertised to try and fill the post without needing an Employment Permit.' Below this is a text input field. Then, it says 'Please upload copies of adverts, or other information showing how you've tried to recruit.' Below this is a 'Choose file' button and a '+ Add another' link. Then, it says 'Please tell us how many people not needing an Employment Permit applied, and why they were not employed by you.' Below this is another text input field. At the bottom, there is a green 'Next' button, highlighted with a red box and a red 'A' next to it. On the right side, the sidebar now has four items: 'State Contract Work', 'More information about the post', 'Find a post', and 'Advertising the post', which is currently selected.

10. Tick the “Declaration”

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

The screenshot shows the 'States of Guernsey Population Management' interface. The header includes the logo, 'Working as Test Uk Company', and 'Logout'. The navigation bar has links for 'Apply for a permit', 'Overview', 'Employees', 'Payments', and 'About You'. The main content area is titled 'A-0037-8854 Short Term Employment AIP Advisory Partner / Director / Senior Manager'. It features tabs for 'Overview', 'Charges', 'Outcome', and 'Delete'. The 'Declaration' section contains a checkbox labeled 'I declare that the information provided here is truthful and accurate.' (marked with a red 'A') and 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' (marked with a red 'B'). A 'Next' button is at the bottom left. On the right, a sidebar lists 'State Contract Work', 'More information about the Advisory Partner / Director / Senior Manager post', 'Find a post', and 'Declaration' (which is selected).

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.

The screenshot shows the 'States of Guernsey Population Management' interface for a 'Short Term Employment Permit' with ID 'P-0067-4917'. The header and navigation bar are identical to the previous screenshot. The main content area is titled 'Select the employee' and includes a 'Select the employee' button on the right. Below the title, there is explanatory text about providing personal information. A red box (marked with a red 'A') highlights the 'Email address to send link to' input field, the 'Nationality' dropdown menu, and the 'Are you providing the person with accommodation which you own or lease?' section with radio buttons for 'Yes' and 'No' (marked with a red 'B'). A 'Next' button is at the bottom left.

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