



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 'Test Company Limited' page in the Population Management portal. The 'Apply for a permit' button is highlighted with a red box. Below the navigation bar, there are buttons for 'View', 'Edit', 'Applications', 'Payments', 'Users', 'Merge', 'Delete', and 'Select'. A table lists several applications:

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?' form. The 'Apply for a permit' button is highlighted with a red box. The form asks for the type of permit and lists three options: 'Short Term Employment Permit — 12 months', 'Medium Term Employment Permit — 5 years', and 'Long Term Employment Permit — 8 years'. The first option is selected and highlighted with a red box and a red 'A'. Below the options, there is a link to 'View all the employment policies'. At the bottom, there is an 'Apply' button highlighted with a red box and a red 'B'.

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

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

States of Guernsey
Population Management

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

State Contract Work

Are you employed on a specific contract? **A**

Yes
 No

Next **B**

- State Contract Work
- Begin Employer Assessment
- Find a post

5. Information about your contract:

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

States of Guernsey
Population Management

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

Supply information about the contract **A**

Name of Guernsey based entity employing you as a contractor

Nature of your business

Name of contract

Proposed length of contract
Years Months

Number of Permits
You can apply for more than one permit if you have more than one vacancy for the same type of post.

Next **B**

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

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"

States of Guernsey
Population Management

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

States of Guernsey
Population Management

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”

States of Guernsey
Population Management

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**

Next **B**

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

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

States of Guernsey
Population Management

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

Advertising the post

Please tell us about how, when and where you've advertised to try and fill the post without needing an Employment Permit.

Please upload copies of adverts, or other information showing how you've tried to recruit.

Choose file

+ Add another

Please tell us how many people not needing an Employment Permit applied, and why they were not employed by you.

Next **A**

- State Contract Work
- More information about the post
- Find a post
- Advertising the post
- Declaration

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. At the top, there is a navigation bar with the logo, 'States of Guernsey Population Management', and user information 'Working as Test Uk Company Logout'. Below this is a secondary navigation bar with links: 'Apply for a permit', 'Overview', 'Employees', 'Payments', and 'About You'. The main content area displays the permit ID 'A-0037-8854' and the role 'Short Term Employment AIP Advisory Partner / Director / Senior Manager'. There are four tabs: 'Overview', 'Charges', 'Outcome', and 'Delete'. The 'Declaration' section contains a checkbox labeled 'A' for the statement '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 'B' for 'Yes' and 'No'. A 'Next' button is located at the bottom left. On the right side, there is a sidebar with a list of links: 'State Contract Work', 'More information about the Advisory Partner / Director / Senior Manager post', 'Find a post', and 'Declaration' (which is highlighted).