



STATES OF ALDERNEY

PO Box 1001, Alderney, Channel Islands GY9 3AA

EMPLOYMENT PERMITS – GUIDANCE NOTES

- Under the Employment Permits (Alderney) Law, 1975, all citizens of the EU (this includes Guernsey, Sark and Jersey residents), are required to apply for and be granted an Employment permit before commencing employment on Alderney, unless they are exempted under the aforementioned Law. Please enquire at the office of the Chief Executive for further details on these exemptions.
- Citizens of a non-EU country must apply to the British Consulate in their country of origin for a working visa prior to travelling.
- Some categories of employment are exempt from the requirement of an Employment permit, a list of these exempted categories is provided below*.

EMPLOYERS

Please take into consideration when tendering for contracts on Alderney that employment permits will be required for workers who are not resident on the island.

- The positions of work, for which employment permits are to be applied for, are required to be advertised for at least seven days, to enable resident tradesmen/workers the opportunity to apply for the positions advertised, prior to an employment permit application form being completed and received by the States Office.
- Permits are issued for a maximum period of 12 months and are renewable.
- We aim for the Employment permit process to be completed within 5 working days, reliant upon the application form being correctly and honestly completed.

Under no circumstances should employment commence before employees are in possession of valid employment permits.

POTENTIAL EMPLOYEES

If you require an employment permit under the Law, you will need to complete an application form in full and have this countersigned by your employer.

Please note: You will be required to disclose and give details of every offence of which you have ever been convicted, however minor, including traffic offences or offences committed whilst a juvenile. "Spent" convictions and cautions must also be shown.

Any queries please contact the Chief Executive's office for clarification (01481 822816). All enquiries will be dealt with confidentially.

- Once the application form is completed, please submit the application with the correct fee payable to the States of Alderney, Office of the Chief Executive, PO Box 1001, Alderney, GY9 3AA.
- Please note that you will be required to produce photographic identification with a first application – please do not send original documents such as passports and driving licences through the post with your application, a clean photocopy of the original document will suffice.

We aim for the Employment permit process to be completed within 5 working days, reliant upon the application form being correctly and honestly completed.

*** Exempted categories**

- *Employee of the Corporation of Trinity House of Deptford Stroud*
- *Employee of Lloyds TSB Offshore Limited; HSBC Bank plc; NatWest Bank*
- *Advocate of the Royal Court of Guernsey*
- *Medical Practitioner; Dentist or Veterinary Surgeon*
- *Air crew or Aircraft maintenance staff*
- *Sales representatives of a firm of wholesale suppliers*
- *Principal or technical employee of a firm of Accountants; Architects; Chartered Engineers or travel Agents*
- *Representatives of the Press or of a Broadcasting or Television company*
- *Crew of ships – other than fishing vessels*

If there is any doubt as to whether your category of employment is exempt, please contact the office of the Chief Executive (01481 822816) for assistance and guidance.