

FIRST APPLICATION FEE £40.00  
RENEWAL OF PERMIT FEE £20.00



RECEIPT NUMBER

PERMIT NUMBER

**APPLICATION FOR EMPLOYMENT PERMIT BY A NATIONAL OF THE EUROPEAN UNION (EU)**  
The Employment Permits (Alderney) Law, 1975 and 1981  
States of Alderney Policy and Finance Committee

PLEASE COMPLETE THIS FORM IN BLOCK CAPITALS

**WARNING: IT IS AN OFFENCE TO START WORK BEFORE A PERMIT HAS BEEN GRANTED**

ALL APPLICANTS TO COMPLETE SECTIONS 'A' TO 'E' INCLUSIVE. PROSPECTIVE EMPLOYERS TO COMPLETE SECTION 'F'.

All sections of this form **MUST** be completed as fully as possible. **Section B** is of the utmost importance and should you have any doubts as to any criminal offences you may have committed. Police stations around the country will provide you with a complete printout for the fee of £10.00.

FIRST APPLICATION  RENEWAL  Expired Permit Number .....

**SECTION A** (You will be required to produce some form of photographic identification with a first application e.g. Passport or Driving Licence)

Surname..... Forename(s) (in full) .....  
All Former Surnames (including Maiden Name) ..... Marital Status S / M / D / W  
Date of Birth ..... Town and Country of Birth..... Sex M / F  
Local Address .....  
.....Telephone No. ....  
Previous Permanent Address .....  
.....  
E-mail.....Nationality.....

**SECTION B**

Have you ever been convicted of any offence in any Court, anywhere in the world, at any time? Please include fixed penalty notices and cautions. (If Yes, please give details below.) **YES / NO**  
**Please note that you are required to disclose and give details of EVERY offence of which you have ever been convicted, however minor it may appear to you, including traffic offences, cautions (written or otherwise) or offences committed whilst a juvenile; and not withstanding any legislation or rule of the country or territory where the conviction was recorded under which it may be treated there as 'spent' for any purpose.**  
**Please use a separate sheet if necessary.**

DATE	COURT	OFFENCE	SENTENCE

**SECTION C**

I certify that the information given by me is true.  
I understand that it is an offence under section 7 of the Law knowingly to furnish any information which is false in a material particular and that if I do so, either in this form or otherwise in connection with this application, I may be prosecuted and/or the application may be refused and/or any permit issued in consequence of it may be revoked.

I consent for the purpose of the Data Protection (Bailiwick of Guernsey) Law, 2017 and of any other enactment for the time being in force, to the disclosure in connection with this application of any information about my antecedent history, including any criminal record, held by or under the authority of the Chief Officer of the Police of the Island of Guernsey, to the Committee and its officers and servants. Details of our Data Processing Notice and how we look after your data see: [www.alderney.gov.gg/dp](http://www.alderney.gov.gg/dp).

Signature of applicant ..... Date .....

Witness to signature .....Relationship to Applicant .....

**SECTION D** (This section must be completed in full)

**Date of Arrival in Alderney** .....

**If an Employment Permit is granted, when do you propose to start work?** .....

*(A minimum of two weeks must be allowed to process the application.)*

**Type of work or position you are seeking**.....

**Name, address and contact number of prospective employer** (unless self employed).....

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Relevant qualifications *(The Committee may require proof of diplomas etc.)* .....

Further information you may wish to put before the Committee in support of your application:

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Give details of all accompanying dependants .....

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(please be aware that the granting of a permit to you does not signify the automatic granting of any permit to your dependants).

**SECTION E  
SELF-EMPLOYED APPLICANTS**

Address of business premises .....

Are you the owner, tenant or lessee of the above premises .....

If tenant/lessee please give date of expiry of lease .....

Name & address of a Bank from which a Bankers reference may be obtained .....

.....

Trading name of business .....

**SECTION F**                      **YOUR ATTENTION IS DRAWN TO THE WARNING OVERLEAF**

**FOR COMPLETION BY THE EMPLOYER (except Self-employed)**

I hereby certify that the post has been advertised locally and that this applicant has been offered employment by me as described in Section D.

Date and place of advertisement .....

Period for which employment is offered .....Renewal.....

Employers signature .....Print Name.....

**CONTRACT WORK** on the Island

I hereby certify that this applicant has been offered employment by me on a contract basis as described in Section A

Name and address of Company/Contractor .....

Period of contract ..... Nature of contract .....

Employers signature .....Print Name.....

**FOR OFFICIAL USE ONLY**

Received ..... Approved/Not Approved/ Committee .....

Police ..... Cleared ..... Period .....