

The three stage residency and nationality check to complete before offering employment in Jersey

Check one

Do you have a business licence issued by the Government of Jersey (this lists your business activity and the residential and employment status of the staff that you are permitted to employ)

No

You must apply for a business licence from the Business Hub at Customer & Local Services before you can employ staff in Jersey. You can find out more at the 'Apply for a business licence' webpage on gov.je

Apply for business licence webpage

<https://www.gov.je/Industry/BusinessAdviceHub/StartingABusiness/Pages/home.aspx>

Residential status webpage

<https://www.gov.je/Working/Contributions/RegistrationCards/Pages/ResidentialStatus.aspx>

Employing staff webpage

<https://www.gov.je/working/contributions/registrationcards/pages/businessstafflicences.aspx>

Work permit webpage

<https://www.gov.je/Working/WorkPermits/EmployersApplications/Pages/WorkPermitsMakeAnApplication.aspx>

Application approved

Check two

Does your potential employee have a registration card showing they have 'entitled' or 'entitled for work' residential and employment status? You can find out more about residential statuses at the 'Residential status' webpage on gov.je

No

If the person does not have this status, they will either have 'registered' or 'licensed' status or they do not yet live in Jersey. You need to check if you have a spare registered or licensed permission on your business licence that could be used for this person in this role

If you do not hold a spare registered or licensed permission, you need to apply and be granted the permission before you can employ this person. You can find out more at the Employing staff webpage on gov.je

Application refused

You have the right of appeal. Details of this will be provided in the letter you are sent detailing the reasons for refusal

Spare permission or application approved

Check three

Does the person have Immigration permission to live and work in Jersey? (You can ask this in your job application form). People who have Immigration permission and do not need a work permit are listed on the Work permit webpage on gov.je

British and Irish nationals and EU nationals with Settled or Pre-settled status all have Immigration permission to live and work in Jersey

No

You need to apply and be granted a work permit by Immigration before you can employ this person.

You can find out more about the jobs that are eligible for a work permit, the cost and how to apply at the work permit webpage on gov.je

In your application you will be asked to declare that you have a spare registered or licensed permission on your business licence for the role

work permit granted

You can employ the person without requiring any further permissions. You should take a copy of their registration card and photo ID and return both to them

