

Customs and Immigration Service

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NOTICE TO EMPLOYERS AND WORK PERMIT HOLDERS

This document sets out the conditions by which a work permit has been issued and must be shared by the employer with the work permit holder

Work permits for overseas nationals are issued in accordance with the Immigration (Work Permits) (Jersey) Rules 1995 made by the Minister for Home Affairs and are administered by the Customs and Immigration Service. Employers and employees should familiarise themselves with the [Jersey work permit policy](#) available on GOV.JE

In granting any work permit, the Minister for Home Affairs does so on the expectation that all employers give due consideration to the welfare of their employees both in and outside the workplace. In particular, the Minister for Home Affairs would expect all employees relocating to Jersey to live in accommodation of a standard which supports their health and wellbeing and, most importantly, that of their dependent children. The Minister expects employers holding work permits to take reasonable steps to ensure that their employees and their employees' dependents are suitably housed.

- During the period of employment, a work permit holder must only carry out the duties of the post for which the permit is obtained
- Should an employer wish to promote or otherwise move a work permit holder to another post then an application must be made for a new permit. The normal qualifying criteria will have to be met for the new post if the application is to succeed.
- The employer must notify the Customs and Immigration Service if the person does not take up the post or the employment of the work permit holder ends prematurely.
- The period of a contract is determined by the employer and may not extend to the full validity of the work permit, and should this end prematurely then the employee will be required to leave
- The work permit holder must notify the Customs and Immigration Service if their employment is terminated prematurely as it may be necessary to curtail their stay, and the stay of any dependents, in Jersey.
- The work permit holder cannot switch employment in the first 12 months of their work permit period. During this period should a migrant worker fail their probationary period or have their employment terminated prematurely they will not be able to switch employer; will have their leave to enter / remain cancelled; and will be required to leave the Common Travel Area (UK, Channel Islands, Isle of Man)

- The work permit holder must apply for an entry clearance online via the GOV.UK website or if already in the UK/Jersey, apply for further leave to remain online via the GOV.JE website.
- There is no free health care in Jersey beyond emergency treatment for the first six months of a work permit holders, and any dependants, time in Jersey, having adequate health insurance is strongly advised
- Dependents may only accompany the work permit holder if the work permit holder has been granted leave to enter or remain for more than 12 months. This does not apply to those on temporary work permit routes in Agriculture, Construction, Hospitality, and the Fishing industry.
- Dependents may take employment in Jersey without the need of a work permit however their employment is only permitted within the validity of the work permit issued to the holder.
- A work permit holder must not take employment other than that specified on the permit.
- Work permit holders in the Hospitality industry who have permits issued for up to nine months may, with the written consent of their employer, take similar part-time work in the hospitality sector.
- If a work permit has been issued on the basis of an Intra Company Transfer, then time spent in Jersey in this capacity does not count towards the qualifying period for indefinite leave to remain.
- An Intra Company Transferee is limited to a maximum of three years in Jersey; cannot move into other work permit employment; will resume employment for the same company outside of Jersey at the end of the transfer period; and cannot return to Jersey in this capacity unless there has been an absence of 12 months.
- Work permit holders employed on a temporary basis in the hospitality, agriculture and fishing industries are limited to a maximum period of 9 months; cannot switch employment into another temporary route; cannot bring dependants to the island; this route does not lead to settlement; and they must leave for a minimum period of 3 months on the expiry of the work permit
- Work permit holders employed on a temporary basis in the construction industry are limited to a maximum of 12 months but can be extended annually up to a maximum period of 4 years; work permits are issued in line with the duration of the specific project they are being employed on; this route does not lead to settlement; cannot bring dependants to the island; and they must leave for a period of time equivalent to the period of any permissions granted or the total of any consecutive periods