

## FORM Q

### IMMIGRATION ORDINANCE, 2011

(Regulation 17(1))

#### APPLICATION FOR: IMMIGRANT EMPLOYMENT CERTIFICATE

*NOTE: This form should be completed by employers who wish to employ immigrants in St. Helena*

1. Surname:	2. Forenames:
-------------	---------------

3. Business Address:

Tel:..... E-mail:.....

4. Nature of business or profession:

5. Number of immigrants you wish to employ, wage and type of work:

	Job title	No. of immigrants you wish to employ	Wage per month
1			
2			
3			
4			
5			

6. Expenses: Who will pay for each immigrant's

Accommodation	<input type="checkbox"/> Employer	<input type="checkbox"/> Employee
Medical Expenses / Insurance	<input type="checkbox"/> Employer	<input type="checkbox"/> Employee
Repatriation	<input type="checkbox"/> Employer	<input type="checkbox"/> Employee

*NOTE: It is the employer's responsibility to ensure that employees are adequately accommodated and maintained for the duration of their stay including medical expenses and repatriation at the end of or during their contract. If an immigrant cannot afford an expense for which they are liable the employer shall be responsible.*

7. Declaration(please tick):

☐ *I declare that to the best of my knowledge and belief all particulars supplied by me are correct and complete.*

8. Signature	9. Date (dd/mm/yyyy)
--------------	----------------------

**NOTES:**

1. *It is unlawful for a person to take up employment in St. Helena unless authorised by either a work permit or an immigrant employment certificate or he or she has St. Helenian status, or is engaged in work which is exempt from the requirement to obtain permission. A work permit is the appropriate form of permission for self-employment. The work which is exempt from employment control is;*
  - (a) *Work done by a person who has been present in St. Helena for less than 183 days in the period of one year preceding the day on which the work is done; or*
  - (b) *Work done by a person employed in the service of the Crown or in fulfilment of the provisions of a contract entered into on behalf of Her Majesty (whether in right of Her Government of the United Kingdom or in right of Her Government of St. Helena) whereby goods or services are provided to Her Government of St. Helena.*
2. *Separate restrictions apply in relation to permission to enter and as to land ownership by immigrants*
3. *It is a criminal offence to give false information*
4. *An Immigrant Employment Certificate may authorise employment of one or more immigrants to do more than one type of work but each must be listed at question 5 overleaf.*
5. *The maximum duration for a work permit is 5 years and will usually be granted in line with any entry permit. It may be renewed thereafter.*