

## CHAPTER 5: SECTION 1 - WORK PERMIT EMPLOYMENT

Please note that this IDI does not contain up-to-date information and will be updated shortly. Details of the rules relating to work permit employment can be found in the [Immigration Rules](#).

### ANNEX B: - SINGLE POINT OF CONTACT – WORK PERMITS (UK)

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## 1. SINGLE POINT OF CONTACT

Work Permits (UK) of the Home Office administer the work permit scheme. The scheme is administered through a "**Single Point of Contact**". Under this arrangement **all** applications by overseas nationals for approval of work permit employment are to be made directly to Work Permits (UK). This applies equally to applicants who are abroad and to those who are already in the United Kingdom.

## 2. THE TWO-PART SYSTEM

Applications to Work Permits (UK) are split into two parts, in order to separate:

- those which can be approved without requiring the employer to advertise the post beforehand in the EEA; from
- those which must be subjected in full to the resident labour test.

### 2.1. Part 1 - Applications where approval may be given without advertisement of the post

Applications for jobs where it is accepted that a search of the local labour market would be either unproductive or inappropriate are dealt with under Part 1. Such applications will mainly be:

- transfers within multinational companies or groups of companies;
- senior board level postings;
- posts involving substantial inward investment; and
- those where the occupation is regarded by Work Permits (UK) as being in acute national short supply.

### 2.2. Part 2 - Applications where the post must be advertised

Applications dealt with under Part 2 must include full supporting documentation, with evidence that the employer has searched the EEA labour market.

Where Work Permits (UK) approves an application submitted by the employer while the employee is still abroad, they issue a work permit. The permit is sent to the employer in the United Kingdom for onward

transmission to the employee abroad. Work permits specify a limited period of employment (normally three or four years).

Where Work Permits (UK) receives an application for a person who is already in the United Kingdom, they make a recommendation to IND (Immigration).

### **3. APPLICATION FORMS USED BY WORK PERMITS (UK)**

The forms used by Work Permits (UK) are:

WP1 used for the majority of work permit applications. It is accompanied by the explanatory leaflet 'Guide for Employers';

WP3 used for sportspersons, entertainers and models; and

The prospective (or current) employer should obtain the relevant form by telephoning 08705 210224 and should complete and return it to Work Permits (UK) in Sheffield for consideration. ***If an application on a Work Permits (UK) form is made direct to IND (Immigration), it should be forwarded immediately to Work Permits (UK), Sheffield.***

### **4. ACTION BY WORK PERMITS (UK) ON RECEIPT OF AN APPLICATION**

Work permits specify approval of employment for a limited period (up to 5 years). The responsibility of Work Permits (UK) extends only to deciding the work permit application, which they do in accordance with the criteria of the work permit scheme.

### **5. WORK PERMITS (UK) CONSIDERATION OF "SWITCHING" APPLICATIONS**

Any recommendations by Work Permits (UK) to allow applicants in categories to switch where not permitted in the Immigration Rules must be agreed at not less than SEO level.

### **6. CHANGES IN EMPLOYMENT**

Work permit holders may change jobs if Work Permits (UK) gives its approval. In general, approval will be given only for work of the same kind as that for which the original work permit was issued. Permission is also required if the person wishes to undertake a significant change of job within the original company.