

Sponsor Casework Operations
Vulcan House - Steel
PO Box 3468
Sheffield
S3 8WA

[address redacted]

Web: www.gov.uk/uk-visas-immigration

[date]

Sponsor licence application reference: [number]

Dear [name]

APPLICATION FOR SPONSOR LICENCE – WORKER

APPLICATION BY: [co name]

Thank you for your application to become a licensed sponsor under the points-based system.

In order to fully consider your application and make a decision, you **must** provide the following documents:

| Documents which must be provided | Checklist (for your own use) |
|---|------------------------------|
| Confirmation that you have read the published sponsor guidance relating to this sponsor application and you fully understand your role and responsibilities in terms of Monitoring Immigration Status, Maintaining Migrant Contact, Recruitment and Recordkeeping, and Migrant Tracking and Monitoring. | |
| A full Staff List confirming full name, date of birth, nationality and position held within the organisation | |
| A detailed Job Description for all roles you wish to fill through Sponsorship. This/these should be specific to the role and include: <ul style="list-style-type: none">- The duties and responsibilities of the role- The skills, qualifications and experience required for the role | |

| | |
|---|--|
| <ul style="list-style-type: none"> - SOC code and salary | |
| <p>A current or prospective 'Contract of Employment' and/or "Written Statement of Employment Particulars", between your organisation ('the sponsor') and the overseas national ('the worker'), which clearly sets out all of the following:</p> <ul style="list-style-type: none"> - The names and signatures of all parties involved - The work start and end dates - Details of the job, or work that the migrant has been employed to do - The hours and days the migrant will work - The location(s) at which the migrant will be required to work - How much and how often the migrant will be paid. | |

In addition, **you will need to evidence the processes you use/will use for all of the duties in the table below.** These documents must be what you currently use for your migrant worker staff if you employ any, or what you will use once employed.

This can be in the form of word documents, excel sheets and/or screenshots. Where applicable, please include examples of your systems 'in use'. Include recent records and the types of data you are recording.

N.B. If you are using HR software, please also provide the name of the system used.

| Process to provide evidence for (word doc/ excel/ screenshot) | Checklist (for your own use) |
|---|-------------------------------------|
| How you check that someone you wish to employ has the Right to Work in the UK. | |
| A record of Right to Work checks is retained (show format) | |
| How you monitor/will monitor visa expiry dates | |
| Contact details which are/will be kept for employees | |
| How you ensure that the contact details held for employees are correct and up-to-date | |
| What you do with any previous contact details held for employees | |

| | |
|--|--|
| Any attempts you have made to recruit from the settled work-force in respect of the roles you wish to fill through sponsorship | |
| If you already have a candidate in mind, why they are considered 'suitable' for the role | |
| How you intend to inform us if there are any 'significant changes' in the sponsored migrant's circumstances (including a time frame) | |
| How you record/will record absences for your employees/workers | |
| The conditions a sponsored migrant will be entitled to (such as holidays, sick pay, accommodation, allowances, pension, etc) | |
| Confirmation that the email address(es) you have provided are secure and can only be accessed by the named key personnel | |

Please Note.

Failure to provide the documents and process/supporting evidence for all the duties listed - may result in a negative outcome on your application. You should therefore ensure that your response is as complete as possible. If in the event you have not done so, or you fail to reply within the given timeline, we will make a decision based on the evidence provided.

You must send the above information/documents to us by **[date – one week]**. If you are sending information/documents by post you must ensure that these are posted to us within the deadline. You must also email us within the deadline to inform us that you have posted the information. Please also provide any postal reference or tracking numbers.

Please note that we cannot accept any information received after this date.

If we have not heard from you or you have not contacted us by **[date]** we will make a decision based on the information we have, which may result in your application for a sponsor licence being refused.

We may use the information that you provide to us when you apply for a licence or at any time throughout the period of your licence in accordance with the Home Office Personal Information Charter.

Further details of the circumstances in which we may pass details to other government departments and agencies, local authorities and fraud prevention agencies for immigration purposes can be found on our website at: www.gov.uk/government/collections/sponsorship-information-for-employers-and-educators#sponsorship-policy-guidance and the website: [Home Office Personal Information Charter](#).

Please contact us if you require further guidance or information, quoting the reference number above.

Yours sincerely

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