#### **EMPLOYMENT (VAF2 DEC 2008)**

This form is for use outside the UK only. This form is provided free of charge.



#### ► READ THIS FIRST

This form must be completed in English. You may use blue or black ink.

Please follow the guidance notes carefully and complete all questions as indicated. If you run out of space, please use Part 9 – Additional Information.

The UK Border Agency may take a decision on your application based on the information contained here without interviewing you. Therefore please ensure you submit all relevant original documents (please see supporting documents guidance).

It is better to explain why you do not have a document than to submit a false document. Your application will be automatically refused and you may be banned from coming to the UK for 10 years if you use a false document, lie or withhold relevant information. You may also be banned if you have breached immigration laws in the UK.

YOU SHOULD COMPLETE THIS FORM IF YOU WISH TO COME TO THE UK TO WORK OR YOU ARE APPLYING UNDER UK ANCESTRY

| What is the main purpose of your visit to the UK?   | How long do you intend to stay in the UK?   |
|---|---|
|   |   |
| Travel Dates On which date do you wish to travel to the UK? >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>                     | On which date will you leave the UK?  MMMYYYYY                                      |
| Part 1 About You Read Guidance, Part 1  |   |
| 1.1 Given name(s) (as shown in your passport) >>>>>>>   | 1.2 Family name (as shown in your passport)   |
| 1.3 Other names (including any other names you are known >>> by and/or any other names that you have been known by) | 1.4 Sex Put a cross (x) in the relevant box  Male Female                            |
| 1.5 Marital status?  Put a cross (x) in the relevant box  Single  Divorced/Dissolved Partnership                    | Married/ Civil Partner Unmarried Partner  Separated Widowed/Surviving Civil Partner |
| 1.6 Date of Birth >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>  | 1.7 Place of Birth  |
| D D M M Y Y Y   |   |
| 1.8 Country of Birth >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>   | 1.9 Nationality   |
|   |   |
| 1.10 Do you hold, or have you ever held, any other nationality or   | nationalities? Put a cross (x) in the relevant box                                  |
| Yes No If 'Yes' please provide details >>>>>>>>>>   |   |

# Passport Information Read Guidance, Part 2 Part 2 Enter details of the passport or travel document that you will use to travel to the UK. 2.1 Current passport or travel document number >>>>>>>> 2.2 Place of Issue 2.4 Date of Issue 2.6 Is this your first passport? Put a cross (x) in the relevant box Yes No If 'Yes' go to Part 3 2.7 Please give details of any previous passports, covering the last 10 years, including where these passports are now. Your Contact Details Read Guidance, Part 3 Part 3 3.2 How long have you lived at this address? 3.3 Home (landline) telephone number 3.4 Your mobile telephone number 3.6 Contact details if different from those given in question 3.1 Your Family Read Guidance, Part 4 Part 4 4.2 Father's family name 4.4 Father's place and country of birth 4.6 Mother's given name(s) 4.8 Mother's date of birth 4.10 Mother's place and country of birth 4.11 Full name of spouse/partner (If single go to 4.16) >>>>>> 4.12 Spouse/partner's nationality/nationalities

|   | Put a cross (x) in the relevant box   |
|---|---|
| Yes No If 'No', please provide full details of where your spouse currently lives.   | Yes No No   |
|   | 4.16 Do you have any children? Put a cross (x) in the relevant box  |
|   | Yes No If 'No', please go to question 4.20  |
| 4.17 Please provide full details for each of your >>>>>>> dependant children  | 4.18 Do all your children currently live with you at the address given in Question 3.1? Put a cross (x) in the relevant box   |
| Name Date of Birth  | Yes No children currently live.   |
| 4.19 Please list any of your children who will be travelling >>>> with you to the UK?   | 4.20 Will any other children be travelling with you?  Put a cross (x) in the relevant box  Yes If 'Yes' go to 4.21 No If 'No' go to Part 5.   |
| 4.21 If yes please provide full details about the child/children  Full Name, Date of Birth, Passport Number, Address, Place of Birth, No.   |   |
|   |   |
|   |   |
|   |   |
| Please note: If a child is travelling without their parents, he/sh or legal guardian that they consent to the child's visit.  | e should present written notification from the child's parent   |
|   |   |
| or legal guardian that they consent to the child's visit.   | auidance, Part 5  |
| or legal guardian that they consent to the child's visit.  Part 5 Finances and Employment Read G  | Guidance, Part 5<br>n should enter parents' details.  |
| or legal guardian that they consent to the child's visit.  Part 5 Finances and Employment Read G  TO BE COMPLETED BY ALL APPLICANTS - Dependent children  | Guidance, Part 5<br>n should enter parents' details.  |
| or legal guardian that they consent to the child's visit.  Part 5 Finances and Employment Read G  TO BE COMPLETED BY ALL APPLICANTS - Dependent children  5.1 What are your current personal circumstances? Put a cross (x)   | Suidance, Part 5  In should enter parents' details.  In the relevant box  Retired, please go to 5.9  Supported by spouse / partner / other family member, please give full details in the box, including their relationship                           |
| or legal guardian that they consent to the child's visit.  Part 5 Finances and Employment Read G  TO BE COMPLETED BY ALL APPLICANTS - Dependent children  5.1 What are your current personal circumstances? Put a cross (x  Employed full time, please go to 5.2  | Suidance, Part 5  In should enter parents' details.  I) in the relevant box  Retired, please go to 5.9  Supported by spouse / partner / other family member, please give full details in the box, including their relationship to you; then go to 5.9 |
| or legal guardian that they consent to the child's visit.  Part 5 Finances and Employment Read G  TO BE COMPLETED BY ALL APPLICANTS - Dependent children  5.1 What are your current personal circumstances? Put a cross (x)  Employed full time, please go to 5.2  Employed part-time, please go to 5.2   | Suidance, Part 5  In should enter parents' details.  In the relevant box  Retired, please go to 5.9  Supported by spouse / partner / other family member, please give full details in the box, including their relationship                           |
| or legal guardian that they consent to the child's visit.  Part 5 Finances and Employment Read G  TO BE COMPLETED BY ALL APPLICANTS - Dependent children  5.1 What are your current personal circumstances? Put a cross (x)  Employed full time, please go to 5.2  Employed part-time, please go to 5.2  Self-employed, please go to 5.2  | Suidance, Part 5  In should enter parents' details.  I) in the relevant box  Retired, please go to 5.9  Supported by spouse / partner / other family member, please give full details in the box, including their relationship to you; then go to 5.9 |
| or legal guardian that they consent to the child's visit.  Part 5 Finances and Employment Read G  TO BE COMPLETED BY ALL APPLICANTS - Dependent children  5.1 What are your current personal circumstances? Put a cross (x)  Employed full time, please go to 5.2  Employed part-time, please go to 5.2  Self-employed, please go to 5.2  Unemployed, please go to 5.9  Student, please give details of the course and institution you  | Suidance, Part 5  In should enter parents' details.  I) in the relevant box  Retired, please go to 5.9  Supported by spouse / partner / other family member, please give full details in the box, including their relationship to you; then go to 5.9 |
| Part 5 Finances and Employment Read G  TO BE COMPLETED BY ALL APPLICANTS - Dependent children  5.1 What are your current personal circumstances? Put a cross (x)  Employed full time, please go to 5.2  Employed part-time, please go to 5.2  Self-employed, please go to 5.2  Unemployed, please go to 5.9  Student, please give details of the course and institution you attend in the box provided; then go to 5.2  | Suidance, Part 5  In should enter parents' details.  I) in the relevant box  Retired, please go to 5.9  Supported by spouse / partner / other family member, please give full details in the box, including their relationship to you; then go to 5.9 |
| Part 5 Finances and Employment Read G  TO BE COMPLETED BY ALL APPLICANTS - Dependent children  5.1 What are your current personal circumstances? Put a cross (x  Employed full time, please go to 5.2  Employed part-time, please go to 5.2  Self-employed, please go to 5.2  Unemployed, please go to 5.9  Student, please give details of the course and institution you attend in the box provided; then go to 5.2  Employment  5.2 What is your present work or job or occupation? >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>> | Suidance, Part 5  In should enter parents' details.  I) in the relevant box  Retired, please go to 5.9  Supported by spouse / partner / other family member, please give full details in the box, including their relationship to you; then go to 5.9 |

| 5.5 What is your work a  | ddress? >>>>>          | >>>>>                   | 5.6 What are your            | r employer's telephone                     | e numbers?           |            |
|--|------------------------|-------------------------|------------------------------|--|----------------------|------------|
|  |                        |                         | 5.7 What is your a           | employer's email addr                      | Acc?                 |            |
|  |                        |                         | o.r what is your             | chipioyer 3 chian addi                     |                      |            |
| 5.8 Please give details of   | of any additional      | job(s) or occupation(s) | you have                     |  |                      |            |
|  |                        |                         |                              |  |                      |            |
| 5.9 Have you ever work   | ed for any organi      | sation of a type (state | or non-state) listed b       | elow? Put a cross (x) in                   | the relevant b       | OX         |
| Armed forces (including na   | tional service)        | Yes No                  | Media                        |  | Yes                  | No         |
| Government (central or loc   | al)                    | Yes No                  | Public or civil admir        | nistration                                 | Yes                  | No         |
| Judiciary  |                        | Yes No                  | Security (including parties) |  | Yes                  | No         |
| If you have ticked 'yes' to a list. Include name of organ                            |                        |                         |                              |  |                      | in the     |
| Income and Expenditur  | re                     |                         |                              |  |                      |            |
| 5.10 What is your total rof employment or occup                                      |                        | rom all sources >>>     |                              |  |                      |            |
| 5.11 Do you receive including friends or famil                                       |                        |                         |                              |  |                      |            |
| Yes No If 'Ye  | es' please provide ful | I details >>>>>>>       |                              |  |                      |            |
| 5.12 Do you have saving from stocks and shares)?                                     | Put a cross (x) in the | e relevant box          |                              |  |                      |            |
| Yes No If 'Ye  | es' please provide ful | I details >>>>>>        |                              |  |                      |            |
| 5.13 How much of your your family members and  |                        |                         |                              |  |                      |            |
| 5.14 How much do you   | spend each mon         | th on living costs? >   |                              |  |                      |            |
| Part 6 Previ   | ous Applicat           | ions And Travel H       | istory Read Gu               | uidance, Part 6                            |                      |            |
| <b>6.1 Have you travelled t</b> Put a cross (x) in the releva                        |                        | ast 10 years?           | Yes No                       | If 'Yes' please provide of trips to the UK | letails of any       |            |
| Date De.   | stination              | Purpose                 |                              | Dur  | ration               |            |
|  |                        |                         |                              |  |                      |            |
| 6.2 Have you travelled o excluding to the UK, in the Put a cross (x) in the relevant | ne last 10 years?      | try of residence,       | Yes No                       | If 'Yes' please provide d                  | letails of these tri | ips        |
| Date De.   | stination              | Purpose                 |                              | Dur  | ration               |            |
|  |                        |                         |                              |  |                      |            |
| 6.3 Have you ever been including the UK? Put a                                       |                        |                         | Yes No                       | If 'Yes' please provide f                  | ull details          |            |
| Date Co  | untry                  | Reason                  |                              | Ref  | erence number        | r (for UK) |
|  |                        |                         |                              |  |                      |            |

|                                     | n the relevant box  | is in the last 10 years?                      | Yes            | No           | If 'Yes' please provide details   |
|-------------------------------------|---|---|----------------|--------------|---|
| Date                                | Purpose   |   |                | Du           | ration Reference number   |
|                                     | been refused entry on arr   |   | Yes            | No           | If 'Yes' please provide details   |
| Date                                | Reason  |   |                |              | Reference number  |
| required to leav                    | ever been deported, remove any country, including a cross (x) in the relevant bo                              | the UK in the last                            | Yes            | No           | If 'Yes' please provide details   |
| Date                                | Country   | Reason  |                |              | Reference number (for UK)   |
| remain in the U                     | made an application to the in the last 10 years? In the relevant box  | ne Home Office to                             | Yes            | No           | If 'Yes' please provide details   |
| Date                                | Reason for Applica  | tion  |                |              | Granted/Refused If refused give reason Reference number                   |
|                                     | ve a UK National Insuran<br>on the relevant box   |   | Yes            | No           | If 'Yes' please provide details   |
| National Insurar                    | nce number  | Reason for                                    | r getting a Na | ational Insu | irance number   |
|                                     | ve any criminal convictio<br>c offences)? Put a cross (   |   | Yes            | No           | If 'Yes' please provide details   |
| Date                                | Country   | Offence                                       |                |              | Sentence  |
| criminal offence                    | ever been charged in ar<br>for which you have not<br>c offences)? Put a cross (                               | yet been tried in court                       | Yes            | No           | If 'Yes' please provide details   |
| Date                                | Country   | Offence                                       |                |              |   |
| involved in, or s                   | of either peace or war has<br>suspected of involvement<br>ty or genocide? Put a cro                           | in, war crimes, crimes                        | Yes            | No           | If 'Yes' please provide details in Part 9, Additional Information         |
| encouraged ter<br>been a member     | ever been involved in, surrorist activities in any cour of, or given support to, ad in terrorism? Put a cross | intry? Have you ever an organisation that has | Yes            | No           | If 'Yes' please provide details in Part 9, Additional Information         |
| views that justi<br>encourage other | ever, by any means or noify or glorify terrorist violences to terrorist acts or other (x) in the relevant box | ence or that may                              | Yes            | No           | If 'Yes' please provide details in Part 9, Additional Information         |
| indicate that yo                    | u engaged in any other ac<br>ou may not be considere<br>a cross (x) in the relevant                           | d a person of good                            | Yes            | No           | If 'Yes' please provide details in <b>Part 9</b> , Additional Information |

Part 7

### Travellers under the age of 18 Read Guidance, Part 7

# ONLY TO BE COMPLETED BY APPLICANTS UNDER 18 (or parent/guardian on behalf of applicant) 7.1 Please provide full details about your parent(s)/guardian(s) in your home country Telephone Number If 'No' please complete 7.3. If 'Yes' please Yes No go to 7.4 Put a cross (x) in the relevant box 7.3 If accompanied, please provide full details of up to two adults who will accompany you, including their passport numbers and your exact relationship to them 7.4 Is the address you will be staying at a private address? > If 'No' go to Part 8 Yes No Put a cross (x) in the relevant box 7.5 Please provide full details about the person you >>>>>> 7.6 If the person named in 7.5 is not a British Citizen or will be staying with European Economic Area Citizen, please give details about what permission they have to be in the UK 7.7 How long will you stay with this person?

PLEASE NOTE: If a child is travelling without their parents, he/she should present written notification from the child's parent or legal guardian that they consent to the child's visit.

# Employment/UK Ancestry Information Read Guidance notes, at the end of this form

|   | g, or already in, the UK with an Employment visa please go to 8.12  |
|---|---|
| 1 Do you have a job arranged in the UK? >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>   | Yes No If 'No' go to 8.3  |
| .2 If 'Yes' how did you obtain this offer of employment? >>   |   |
| <ul> <li>Please give details of: &gt;</li></ul> |   |
| 4 Please give details of all qualifications you have that are rele  | evant to this type of work.   |
| .5 Please give details of all work experience you have that is re   | elevant to this type of work.   |
|   |   |
| .6 What is your English Language ability? >>>>>>>>>   |   |
| .7 Where will you stay when you arrive in the UK?  Type of Accommodation Name   | Address   |
| 8 What money is available to pay for your initial expenses suc  | h as accommodation and food for yourself and any dependants If you are applying for UK Ancestry please go to 8.11 |
| .9 If you are applying as a Work Permit Holder please provide th  |   |
| Vork permit number  | Date of Issue  M M Y Y Y Y  |
| ength of permit   |   |
| .10 If you are applying as a Work Permit Holder please provide ull Name   | the following details of your UK employer:  Landline telephone number   |
| ddress and postal code  | Mobile telephone number   |
|   |   |
|   | Email address   |
|   | Email address  Website  |
|   |   |

| To be completed by dependants wishing to accompany their sp<br>Employment/UK Ancestry visa. YOUR SPONSOR IS THE PERSO                                      |  |
|--|--|
| 8.12 Are you related to your sponsor? Put a cross (x) in the relevant box  | Yes No If 'Yes' please give exact relationship   |
| 8.13 Sponsor's given name(s) >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>  | 8.14 Sponsor's family name   |
| 8.15 Sponsor's sex Put a cross (x) in the relevant box >>>>>  Male Female   8.17 Sponsor's place and country of birth >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>> | 8.16 Sponsor's date of birth >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>  |
| 8.19 If your sponsor is living in the UK what permission do they I   | have to stay there?  |
| 8.20 Sponsor's nationality >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>  | 8.21 Sponsor's current passport or travel document number  |
| 8.22 Place of issue >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>  | 8.23 Issuing authority   |
| 8.24 Date of issue >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>   | 8.25 Date of expiry  D D M M Y Y Y Y  r going to do in the UK?   |
| 8.27 Name of company where your sponsor is working/will work   | ?  |
| 8.28 Address of the company including postal code >>>>>>   | 8.29 Telephone number of the company including area code  8.30 Business/Organisation email address in the UK   |
| 8.31 When did/does your sponsor's job begin?  D D M M Y Y Y Y  | 8.32 When is this job expected to finish?  D D M M Y Y Y Y  If you are applying as dependent of someone who has UK Ancestry please go to Part 9 Additional Information |
| 8.33 If you are applying as a Work Permit Dependant please provided work permit number  Length of permit   | ide the following: Date of Issue  MMM YYYY Y   |

# Additional Information Read Guidance, Part 9 Part 9 9.1 Is there any other information you wish to be considered as part of your application? If you run out of space please use additional sheets of paper to provide us with all the relevant information required as part of your application. Part 10 **Declaration** I hereby apply for an entry clearance to the United Kingdom. The information I have given is complete and true to the best of my knowledge. I also declare that the photograph submitted with this form is a true likeness of me. I confirm that if, before this application is decided, there is a material change in my circumstances or new information relevant to this application becomes available, I will inform the United Kingdom Diplomatic Mission handling my application. I am aware that it is an offence under the Immigration Act 1971 (as amended) to make a statement which I know to be false, or not believe to be true, in order to obtain a visa/entry clearance to the UK. I am also aware that my application will be automatically refused and I may be banned from going to the UK for 10 years if I use a false document, lie or withhold relevant information. I may also be banned if I have breached immigration laws in the UK. I am further aware that should I use a false document, lie or withhold relevant information my details may be passed to law enforcement agencies. I declare that the documents that I have supplied with this application are genuine and the statements I have made with this application are truthful. I understand that UK Border Agency (or a trusted third party) may make reasonable checks to confirm the accuracy and authenticity of evidence I have provided and documents I have submitted with this application. I further understand that UK Border Agency (or a trusted third party) may also make reasonable checks on any sponsors to my application to verify statements contained in the application and establish that I will comply or have complied with the terms of any visa granted. I understand that I may be required to provide a record of my fingerprints and a photograph of my face ("biometric data") as part of my application. If I refuse to do so, my application may be treated as invalid and, if so, will not be considered further. (See Statutory Instrument 2006 No 1743 - The Immigration (Provision of Physical Data) Regulations 2006, Regulation 7(1)). I understand that UK entry clearance applications may be handled by British Missions in other locations, including outside the country in which I have applied for entry clearance and that this may involve the transferring of my application and supporting documents to and from another Mission. I understand that the UK Border Agency will be responsible for transferring my application and supporting documents safely. I understand in these circumstances my application will still be handled in line with UK Border Agency published customer service standards. I understand that all information provided by me will be processed by the UK Border Agency in accordance with the Data Protection Act 1998. I am aware that the UK Border Agency is the data controller in relation to the information provided by me in this application form. I am aware that the information I provide, including biometric data, will be treated in confidence, but it may be disclosed to other government departments, agencies, local authorities, foreign governments, and other bodies, to enable the UK Border Agency or those bodies to perform their functions. Any disclosures will be in accordance with the Data Protection Act 1998. I also understand that the information provided by me may also be used for staff training purposes. I also understand that the information provided by me, or information made available to UK Border Agency during the processing of my application, may be shared with my sponsor(s) or any person(s) acting on their behalf or any applicant linked to my application (for example to my spouse / partner if we apply for visas for a trip together) for the sole purpose of considering my application. I am aware that if there is any information I do not want you to disclose to them I will tell you by enclosing a letter with my supporting documentation. If such requests prevent you from making legitimate inquiries, my application may be refused. I declare that the information given on this form is correct to the best of my knowledge and belief. I also consent to the processing of information provided by me by the UK Border Agency. Applicant's signature **Date**

If 'Yes' please give details of >>>>>>>>

agent/representative's name and address

Have you used an agent or representative to complete this

application? Put a cross (x) in the relevant box

No

Yes

#### Part 11

All applicants

### Supporting documents checklist

Please ensure you submit all the relevant original documents that you want the Entry Clearance Officer to see when considering your application. The list below is for guidance only. It is not a list of documents that you should or must supply. The UK Immigration Rules make it clear that it is your responsibility to satisfy the Entry Clearance Officer that you are genuinely seeking entry to the UK for the purpose and duration that you have stated. Submission of particular documents does not guarantee that your visa will be issued. It is your decision how you satisfy the Entry Clearance Officer that your intentions are as you state in your application. It is your choice which documents you submit.

It is better to explain why you do not have a document than to submit a false document. Your application will be automatically refused and you may be banned from coming to the UK for 10 years if you use a false document, lie or withhold relevant information. You may also be banned if you have breached immigration laws in the UK.

Finances and employment

| ☐ A valid travel document or passport  | ☐ Evidence of your current employment/self employment/   |
|--|--|
| One passport sized colour photograph. This must not be more than 6 months old. (Please see photograph box below for full details)  | occupation/work/studies/other means of support  Evidence of your total monthly income from all sources of employment or occupation after tax |
| ☐ The appropriate fee  | ☐ Evidence of any income from other sources e.g. friends, family,  |
| If you are not a national of the country in which you are applying, evidence of your permission to be in that country e.g. a residence permit, visa, green card  | savings, property etc  Employment/UK Ancestry  |
| Evidence to support the information you have given (see below for more details)  | ☐ Your Work Permit. This should be the original and not a photocopy  |
| Previous passport(s)   | Evidence of any English language ability or qualifications e.g.  |
| ☐ Evidence of how your trip is to be funded  | IELTS or TOEFL   |
| Personal Details section   | <ul><li>Evidence that you can support yourself and any dependants<br/>e.g. bank statements showing your savings</li></ul>                    |
| Unless single, please provide evidence of your marital status e.g. marriage or civil partnership certificate, divorce certificate,   | <ul><li>Evidence of any intended employment in the UK e.g. contract,<br/>job offer</li></ul>   |
| death certificate  | $\hfill \Box$ Evidence to support your claim to UK Ancestry e.g. copies of   |
| You may be asked to present written notification from the child's parent or legal guardian that they consent to the child's visit (including evidence from your legal guardian to support their claim to be your legal guardian) | birth certificates, passports  |
| ☐ The official record of any conviction(s), detailing the crime(s) you were convicted of and the sentence(s) you received  |  |

#### Your photograph must be:

- Colour
- Passport style and size (45mm high x 35mm wide)
- A recent and true likeness, showing full face, with no hat, helmet or sunglasses, although you can wear everyday glasses
- Original that is not digitally or optically altered (for example it must not be 'photoshopped' or 'touched-up')
- Taken against an off-white, cream or light grey background so that your features are clearly distinguishable against the background
- Printed on low-gloss, plain-white photo-quality paper (with no watermarks or embossing)

Photographs that do not conform to these standards will be rejected and may cause a delay in processing your application.

### Advisory:

"To know your Customs obligations when travelling to the UK, please consult Notice 1, found at www.hmrc.gov.uk. To know what controls exist for bringing your belongings and private motor vehicles into the UK, please consult Notice 3."

### **Guidance for Part 8: Your Trip**

## 8.1 Do you have a job arranged in the UK?

Answer Yes/No.

#### 8.2 If 'Yes' how did you obtain this offer of employment?

Please give full details of how you were offered this job and who by. Please provide documentary evidence to support this e.g. letter from employer.

### 8.3 Please give details of:

- any job offers including salary
- the type of job you hope to take in the UK

Please give details of your job including job title and main responsibilities.

If you are applying as a contract seamen/or to join ship, please state name of ship, the port you are leaving from and your job title e.g. ship's cook

# 8.4 Please give details of all qualifications you have that are relevant to this type of work.

Please provide details as requested.

# 8.5 Please give details of all work experience you have that is relevant to this type of work.

Please provide details as requested.

### 8.6 What is your English language ability?

If English is your first language please state this. Otherwise, please tell us of your ability in the English language. If you have any English language qualifications e.g. IELTS or TOEFL please give full details and provide supporting documentary evidence.

### 8.7 Where will you stay when you arrive in the UK?

Please provide details as requested e.g. rented property, hotel, stay with friends etc. Please say who you will stay with and give the full address and postcode. If you are applying as a contract seamen/or to join ship, please give contact details of shipping line that is arranging your contract. Please include company name, address, telephone number and email address.

# 8.8 What money is available to pay for your initial expenses such as accommodation and food for yourself and any dependants?

Please state how much money you have available for living expenses (e.g. house rental, food, transport) before you start receiving your salary. Please state which currency e.g. US Dollars or UK Pounds Sterling.

# 8.9 If you are applying as a Work Permit holder, please provide the following:

- Work permit number
- Date of Issue
- · Length of permit

The work permit number can be found near the top of the form and is in the format 123456

# 8.10 If you are applying as a Work Permit Holder please provide the following details of your UK employer:

- Full Name
- Address and postal code
- Landline telephone number
- Mobile telephone number
- Email address
- Website

Please note your UK employer may be contacted to confirm your employment details.

#### 8.11 Please explain how you qualify for UK Ancestry

You should explain why you think you qualify for UK Ancestry e.g. details of your grandparents, nationality, date of birth, place of birth

#### 8.12 Are you related to your sponsor?

Answer Yes/No. If 'Yes' please explain your exact relationship

#### 8.13 Sponsor's given name(s)

Include all your sponsors' given names, but not their family/ surname. Please do not use titles such as Mrs, Snr or Esq.

#### 8.14 Sponsor's family name

Your sponsor's family, last or surname.

#### 8.15 Sponsor's sex

Put a cross (x) in the relevant box

#### 8.16 Sponsor's date of birth

In DD/MM/YYYY format.

### 8.17 Sponsor's place and country of birth

This should include the state/province/city/town/village/country.

#### 8.18 Sponsor's normal country of residence

Please provide details as requested.

# 8.19 If your sponsor is living in the UK what permission do they have to stay there?

Please provide supporting evidence of this by supplying a copy of their bio data page from their passport (the page with their photograph) and their visa (if they have one) or other permission to be in the UK.

#### 8.20 Sponsor's nationality

Please provide details as requested.

### 8.21 Sponsor's current passport or travel document number

As it appears in their passport. If they hold a 1951 Convention travel document please provide the document number.

#### 8.22 Place of issue

Include the city and country that issued the passport.

### 8.23 Issuing authority

This is the National Authority that issued the passport. Their full details can be found in the passport or travel document.

#### 8.24 Date of issue

In DD/MM/YYYY format.

#### 8.25 Date of expiry

In DD/MM/YYYY format.

# 8.26 What job or employment is your sponsor doing in the UK or going to do in the UK?

Please give their full job title.

# 8.27 Name of company where your sponsor is working/will work?

Please provide details as requested.

#### 8.28 Address of the company including postal code

Please provide details as requested.

# 8.29 Telephone number of the company including area code

Please provide details as requested.

### 8.30 Business/Organisation email address in the UK

Please provide details as requested

### 8.31 When did/does your sponsor's job begin?

In DD/MM/YYYY format.

### 8.32 When is this job expected to finish?

In DD/MM/YYYY format.

# 8.33 If you are applying as a Work Permit Dependant please provide the following

- Work Permit number
- Date of Issue
- · Length of Permit

The work permit number can be found near the top of the form and is in the format 123456