Information required for a certificate of sponsorship

Please read the guidance notes on employing non-EEA Nationals available at: http://www.sheffield.ac.uk/hr/policies/recruitment/appointment/eligibility.html **before completing this form.**

Name of person to be employed:

SECTION A – Personal & Immigration Status

1. Nationality: ………………………………………………….

2. Date of birth: ………………………………………….

3. Male: ☐   Female: ☐

4. What is the individual's current visa status?

Work permit ☐   Student ☐   Dependant ☐

Highly Skilled Migrants Programme ☐   Science & Engineering Graduate Scheme ☐

Permit free (Trainee Doctor) ☐   Other ☐

If other please give details: ……………………………………………………………………………………………

Expiry date: ……………………………………………………

5. Is this person currently in the UK?   YES / NO *(if no proceed to question 8).*

6. If this person is on a student visa and has not previously held a UK Work Permit, have they obtained a degree from a UK Higher Education Institution?   YES / NO

If no, please provide an approximate date of when the degree will be awarded, or in the case of PhDs, the viva will be held?

………………………………………………………………………………………

(Please note people currently on a student visa who have not yet gained a degree qualification from a UK Higher Education Institution will not be able to switch to worker status until they have been awarded their degree. For further advice about this matter please contact your customary HR Assistant).

7. Are you aware of any plans to travel outside the UK the individual has made within the next two months?

Please provide dates of travel: ……………………………………………………………

SECTION B – Recruitment Process

8. Name and date of publication in which post was advertised:

   ....

9. No of respondents: .... 10. How many were EEA nationals: ....

11. Number shortlisted: .... 12. How many of were EEA nationals: ....

13. Reasons why each EEA applicant was considered unsuitable

14. Description of the post - main duties, levels of responsibility and skills required

15. Why are you unable to train or transfer an existing employee to do this job?

16. Why do you need to employ the overseas national?

SECTION B - Continued

17. What special qualifications, skills or experience does the person have which makes them uniquely qualified to do the job? (Please continue on a separate sheet if necessary)

SECTION C – Points Awarded (must score minimum of 70 points)

Criteria	What points are awarded for	Points Available	Points Awarded
Sponsorship	If the job is on the shortage occupations list/named researcher	50	
	If the job meets the resident labour market test	30	
Qualifications	S/NVQ level 3	5	
	Bachelor's or master's degree	10	
	PhD	15	
Prospective earnings	£17,000 - £19,999	5	
	£20,000 - £21,999	10	
	£22,000 - £23,999	15	
	£24,000+	20	
Maintenance	£800 if the migrant is applying from inside the UK or £800 if the migrant is applying from outside the UK and £533 for each dependant	**10** **NB Must score 10 points**	
English language skills	If the migrant is a national of a majority English speaking country or If the migrant has passed an English language test or If the migrant has a degree taught in English	**10** **NB Must score 10 points**	
	TOTAL POINTS		

SECTION D

Please enclose the following information and tick the relevant box to indicate the material has been attached:

    a. Copy of CV ☐

    b. Copies of academic/professional qualifications ☐

    c. Two references from employers for the last 2 years, which should include: ☐
- start and end dates
- type of employment, including specific relevant experience

    d. Copy of passport/immigration document (front cover, personal details pages, ☐
expiry dates page and any pages with UK immigration information)

    e. Copy of advertisement showing name and date of publication or ☐
evidence of named researcher on grant (e.g. award letter)

    f. Evidence of English language skills ☐
(certificate from English language test recognised by UK Border Agency,
copy of qualification delivered in English or passport/immigration documents from
majority English speaking country)

    g. Evidence of maintenance funds (copies of bank statements showing deposits ☐
to the value specified in the points table – covering previous 3 months)

Name: ……………………………………………… Department: ………………………………………………

Signed: ……………………………………………… Date: ………………………………………………