

#### **EMPLOYMENT FORM (VAF2 OCT 2007)**

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

For official use only	

#### **▶ READ THIS FIRST**

This form must be completed in 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 7 – Additional Information.

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

It is better to explain why you do not have a document than to submit a false document in its place. If you submit a false document it will adversely affect your application and your details and the document may be passed to law enforcement agencies in your country.

#### Your photograph must be:

- 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
- 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.

Which type of Visa are you applying for? Put a cross (x) in  Work Permit Holder  Working Holiday Maker  Highly Skilled Migrant  Dependant of a person in an empty	Other (please specify)
Part 1 About you Read Guidance notes	, Part 1
1.1 Given name(s)	
1.2 Family name	
1.3 Other names	
1.4 Gender Put a cross (x) in the relevant box  Male Female	1.5 What is your marital status? Put a cross (x) in the relevant box  Single Married Partner Unmarried Partner
	Divorced Dissolved Partnership Widowed Separated
1.6 Date of Birth >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	1.7 Place of birth
D D M M Y Y Y Y	
1.8 Country of Birth >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	1.9 Nationality
1.10 Do you hold any other nationalities? >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	1.11 If 'Yes' please provide details
Yes No If 'No' go to part 2	

Part 2 Passport Information Read	d Guidance notes, 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
2.3 Issuing Authority	
2.4 Date of Issue >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	2.5 Date of expiry
D D M M Y Y Y Y	D D M M Y Y Y
<b>2.6 Is this your first passport?</b> >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	2.7 Please give details of previous passports covering the last 10 years
Yes No If 'Yes' go to Part 3	
2.8 Where are any previous passports?	
Part 3 Your Contact Details Read	Guidance notes, Part 3
3.1 Your full address and postal code >>>>>>>>>	3.2 How long have you lived at this address? Years Months
	3.3 Home (landline) telephone number
	3.4 Mobile telephone number
	3.5 Email address
O.C. Combook deboils if different from about	
3.6 Contact details if different from above	
	For help completing this form please see the guidance notes. If you require further guidance or information, your local British Embassy or High Commission will be able to assist you. More information can also be found on the UKvisas' website: www.ukvisas.gov.uk
Part 4 Your Family Read Guidance	e notes, Part 4
4.1 Full name of spouse/partner (If single go to 4.6)	
4.2 Spouse/partner's nationality >>>>>>>>>>>>	>>>>> 4.3 Spouse/partner's date of birth
4.4. Where is very an array front and a 2	D D M M Y Y Y Y
4.4 Where is your spouse/partner now?	
4.5 Will your spouse/partner be travelling with you? Pu	ut a cross (x) in the relevant box >>>>>>> Yes No

<ul><li>4.6 Do you have any chil</li><li>4.7 Where do these child</li></ul>	dren? Put a cross (x) in the relevant bodren live?	x>>>>>> Yes	No If 'No' go to 4.11
Name		Address	
4.8 Where are these child	dren now?		
4.9 Please provide full de	etails for each of your children who a	are under the age of 18	
Full name  4.10 Please list any of you	Date of Birth  our children who will be travelling wit	Place of birth th you to the UK?	Passport Number
	ren be travelling with you? Put a cros de full details about the child/childre		No If 'No' go to 4.15
Full name	Date of Birth	Place of birth	Passport Number
4.13 Please give the hon	ne address of all children listed abov	e	
Name	Address		
4.14 What is your exact	relationship to each of the children li	sted above and their parents	
Name	Relationship to Child	Relationship to the	eir Parents

4.15 Father's given name(s) >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	4.16 Father's family name
4.17 Father's date of birth >>>>>>>>>>>>>	4.18 Father's place and country of birth
D D M M Y Y Y Y	
4.19 Father's nationality/nationalities	
4.20 Mother's given name(s) >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	4.21 Mother's family name
4.22 Mother's date of birth >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	4.23 Mother's place and country of birth
D D M M Y Y Y Y	
4.24 Mother's nationality/nationalities	
If 18 or over please go to Part 5. If under 18 please go to 4.25	
ONLY TO BE COMPLETED BY APPLICANTS UNDER 18 (or pare	nt/guardian on behalf of applicants)
4.25 Please provide full details about your parent(s)/guardian(s) in	n your home country
Name Address Telep	phone Number Email Address Relationship
4.26 Will you be travelling to the UK alone? Put a cross (x) in the re	levant box
Yes No If 'No' please complete 4.27 and 4.28. If	'Yes' please go to 4.29
4.27 If accompanied, please provide full details of up to two adul	ts who will accompany you
1)	2)
4.28 What is your exact relationship to the adult(s) listed in 4.27?	
1)	2)
4.29 Please provide the address and telephone >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	4.30 Is this a private address?
number of where you will stay in the UK	Put a cross (x) in the relevant box
	Yes No If 'No' go to part 5
	For help completing this form please see the guidance
	notes. If you require further guidance or information, your local British Embassy or High Commission will be able to
	assist you. More information can also be found on the UKvisas' website: www.ukvisas.gov.uk

Name	National	ity	Relationship
ii) European Eco	named above is not a i) British C onomic Area Citizen, please give ssion they have to be in the UK		will you stay with this person?
Part 5	Previous Applications an	d Travel History Read (	Guidance notes, Part 5
TO BE COMPLE	TED BY ALL APPLICANTS		
1 Have you ever ut a cross (x) in the	r travelled outside your country o e relevant box	f residence, including to the UK	, in the last 10 years?
es No	If 'Yes' please provide details o	f any trips to the UK below	
			Donation
Date	Purpose		Duration
Date	Purpose		Duration
Date	Purpose		Duration
Date  2 Have you ever		ntry, including the UK?	Duration
	been refused a visa for any cou	ntry, including the UK?	Duration
2 Have you ever	been refused a visa for any cou		Duration
2 Have you ever ut a cross (x) in the	been refused a visa for any coul e relevant box		Reference number (for UK)
2 Have you ever tt a cross (x) in the	been refused a visa for any coule relevant box  If 'Yes' please provide details b	elow	
2 Have you ever tt a cross (x) in the	been refused a visa for any coule relevant box  If 'Yes' please provide details b	elow	
2 Have you ever tt a cross (x) in the	been refused a visa for any coule relevant box  If 'Yes' please provide details b	elow	
2 Have you ever a cross (x) in the s No	been refused a visa for any courter relevant box  If 'Yes' please provide details be Country	elow Reason	
2 Have you ever the a cross (x) in the s No Date	been refused a visa for any courter relevant box  If 'Yes' please provide details be Country	elow  Reason  years?	
2 Have you ever t a cross (x) in the S No Date  3 Have you beel t a cross (x) in the S No	been refused a visa for any courter relevant box  If 'Yes' please provide details be Country  In granted a UK visa in the last 10 per relevant box	elow  Reason  years?	
2 Have you ever t a cross (x) in the S No Date  3 Have you beel t a cross (x) in the S No	If 'Yes' please provide details be relevant box  Country  In granted a UK visa in the last 10 a relevant box  If 'Yes' please provide details be relevant box	elow  Reason  years? elow	Reference number (for UK)
2 Have you ever to a cross (x) in the s No Date  3 Have you beel to a cross (x) in the	If 'Yes' please provide details be relevant box  Country  In granted a UK visa in the last 10 a relevant box  If 'Yes' please provide details be relevant box	elow  Reason  years? elow	Reference number (for UK)

		relevant box	to the UK in the last 10 years?		
es	No	If 'Yes' please provide	details below		
Date		Reason			Reference number
		been deported, removed relevant box	d or otherwise required to leave	any country, including t	the UK in the last 10 years?
es	No	If 'Yes' please provide	details below		
Date		Country	Reason		Reference number (for UK)
		e an application to the Hardevant box  If 'Yes' please provide	ome Office to remain in the UK	( in the last 10 years?	
Date		Reason for application	Granted/Refused	Reason (if refused)	Reference number
7 Do yo	ou have a s (x) in the	UK National Insurance relevant box	number?		
es	No	If 'Yes' please provide	details below		
National	Insurance	number	Reas	on for getting a National Ir	nsurance number
		ny criminal convictions in relevant box  If 'Yes' please provide	n any country (including traffic of	offences)?	
Date		Country	Offer	rce	Sentence

	nces)? Put a cross (x) in the relevant b	OX	
Yes	No If 'Yes' please provide det	ails below	
Date	Country	Offence	
		ever been involved in, or suspected of involved in the remaining process (x) in the reals below	
	ii res piease provide del	alo bolow	
Date	Country	<i>Details</i>	
or given su		d, or encouraged terrorist activities in any cou een concerned in terrorism? Refer to the Gu rails below	
	iso peace prenas del		
	Country		Organisation
		expressed views that justify or glorify terroric Refer to the Guidance notes for definitions.	
Yes	No If 'Yes' please provide det	ails below	
Date	Country	Details	
	e you engaged in any other activities s (x) in the relevant box	that might indicate that you may not be con	nsidered a person of good character?
			nsidered a person of good character?

Part 6

# Employment Read Guidance notes, Part 6

Working holiday makers should complete Part 6.2. If you are a dependant wishing to accompany someone entering, or already in, the UK with an Employment visa please complete Part 6.3

in, the UK with an Employment visa please complete Part 6.3	
6.1 Work Permit and Highly Skilled Migrants	
To be completed by applicants applying for a Work Permit, Hi	ghly Skilled Migrant or Other Work Visas.
6.1.1 Do you have a job arranged in the UK? Put a cross (x) in the Yes No If 'No' go to 6.1.3  6.1.2 If 'Yes' how did you obtain this offer of employment?	relevant box
<ul> <li>6.1.3 Please give details of:</li> <li>any job offers or</li> <li>the type of job you hope to take in the UK</li> </ul>	
6.1.4 Please give details of all qualifications you have that are re	elevant to this type of work.
6.1.5 Please give details of all work experience you have that is	relevant to this type of work.
6.1.6 What English language qualifications do you hold?	
6.1.7 Where will you stay when you arrive in the UK? >>>>>   (Type of Accommodation, Name & Address)	<ul> <li>6.1.8 If you are applying as a Work Permit Holder please provide the following:</li> <li>Work permit number</li> <li>Date of Issue</li> <li>Length of permit</li> </ul>

<ul><li>6.1.9 If you are applying as a</li><li>Full Name</li><li>Landline telephone number</li><li>Email address</li></ul>	Work Permit Holder please provide  Address and postal code  Mobile telephone number  Website	the following details of your UK em	iployer:
Please go to 6.4 'Finances	and Employment' section .		
6.2 Working Holiday	Makers		
To be completed by applica	ants applying for a Working Holiday N	Maker Visa.	
6.2.1 How long do you intend	I to stay in the UK?		
6.2.2 What will you do in the	UK?		
6.2.3 Do you already have we	ork arranged? Put a cross (x) in the rele	evant box	
Yes No If	'Yes' please give details		
Employers Name	Company Name	Address	Dates
6.2.4 What holiday plans do	you have whilst in the UK? Please giv	e details	
6.2.5 Who will pay for your tr	avel to and around the UK?		
		6.2.7 What money is available to you for this visit?	
6.2.6 Who will pay your initia accommodation and food?	l expenses such as >>>>>>>>>	you for all o flott	
Please go to 6.4 'Finances	and Employment'.		

# 6.3 Dependants To be completed by dependants wishing to accompany those entering, or already in, the UK with Employment visas. YOUR SPONSOR IS THE PERSON THAT YOU WILL BE DEPENDENT ON IN THE UK. **6.3.1** Are you related to your sponsor? Put a cross (x) in the relevant box Yes No If 'Yes' please give exact relationship 6.3.3 Sponsor's family name 6.3.4 Sponsor's gender 6.3.5 Sponsor's date of birth Female Male 6.3.6 Sponsor's place and country of birth >>>>>>>>>> 6.3.7 Sponsor's normal country of residence 6.3.8 If your sponsor is living in the UK what permission do they have to stay there? 6.3.10 Sponsor's current passport or travel document number 6.3.12 Issuing authority 6.3.14 Date of expiry 6.3.16 Name of company where your sponsor is doing in the UK or going to do in the UK? working/will work? 6.3.17 Address of the company including postal code >>>>>> 6.3.18 Telephone number of the company including area code 6.3.19 When did/does your sponsor's job begin? >>>>>>>> 6.3.20 When is this job expected to finish?

6.4 Current finances and employment	
TO BE COMPLETED BY ALL APPLICANTS. Dependent children	should enter parents' details.
6.4.1 What is your present work or job or occupation? If unemplo	yed please state 'unemployed' and go to 6.4.11
6.4.2 Are you employed or self-employed?  Put a cross (x) in the relevant box  Employed full time	Employed part-time Self-employed
PLEASE COMPLETE ALL THE FOLLOWING QUESTIONS, EVEN	IF SELF EMPLOYED.
6.4.3 What is the name of the company you work for? >>>>>	6.4.4 When did you start this job?
6.4.5 What is your work address?	6.4.6 What are your employer's telephone numbers?
	6.4.7 What is your employer's email address?
6.4.8 Do you have any other source of income >>>>>>> from a second job or occupation?  Put a cross (x) in the relevant box	6.4.9 When did you start this job?
Yes No If 'Yes' please provide full details	
	6.4.10 What is your total monthly income from all sources of work or employment after tax?
6.4.11 Do you receive income from any other sources, including friends or family? Put a cross (x) in the relevant box	
Yes No If 'Yes' please provide full details	
6.4.12 Do you have savings, property or other income, for examp from stocks and shares?  Put a cross (x) in the relevant box	ole,
Yes No If 'Yes' please provide full details	
6.4.13 How much of your total monthly income is given >>>> to your family members and other dependants?	6.4.14 How much do you spend each month on living costs?

#### Part 8

# Supporting documents checklist

#### Ensure you submit all relevant documents

It is better to explain why you do not have a document than to submit a false document in its place. If you submit a false document it will adversely affect your application and your details and the document may be passed to law enforcement agencies in your country.

Please put a cross (x) in the relevant boxes to show that these documents will be submitted with your application.

All applicants A valid travel document or passport One passport sized photograph. This must not be more than 6 months old. (Please see photograph box at the beginning of the form for more details) ■ The appropriate fee Evidence to support the information you have given (see below for more details) Personal Details section ☐ Unless single, please provide evidence of your marital status e.g. marriage or civil partnership certificate ☐ You may be asked to present written notification from the child's parent or legal guardian that they consent to the child's visit ☐ The official record of any conviction(s), detailing the crime(s) you were convicted of and the sentence(s) you received **Employment** Work Permit Holder Evidence of your job offer and employer Evidence of qualifications relevant to the type of work you wish to do Evidence of your English language ability if English is not your first language Your work permit Highly Skilled Migrant ☐ Evidence of any job offers Evidence of qualifications relevant to the type of work you wish to do Evidence of your English Language ability if English is not your first language Working Holiday Maker ☐ A planned itinerary, if held Evidence of money available to you for your visit Dependant of a Worker Evidence of your sponsor's permission to live in the UK Evidence of the work your sponsor is doing or is going to do in the UK Finances and employment Evidence of your current employment/self employment/occupation/work Evidence of your total monthly income from all sources of employment or occupation after tax Evidence of any income from other sources e.g. friends, family, savings, property etc

## Part 9

## **Declaration**

You must now read the declaration below and sign it. This must be signed by the applicant personally and not by a representative or other person acting on his/her behalf. An application for a person under the age of 18 may be completed by the parent or legal guardian.

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 myself. 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 by the Nationality Immigration and Asylum Act 2002, to make a statement or representation to a person acting in execution of the Act which the maker knows to be false or does not believe to be true, or to obtain or seek to obtain leave to enter in the United Kingdom by means which include deception.

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 all information provided by me will be processed by UKvisas in accordance with the Data Protection Act 1998. I am aware that UKvisas is jointly controlled by the Foreign and Commonwealth Office and the Home Office, who are also the joint data controllers 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 UKvisas 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 declare that the information given on this form is correct to the best of my knowledge and belief and I also consent the processing of information provided by me by UKvisas.

Applicant's signature	Date
	D D M M Y Y Y

Have you used an agent or representative to complete this application?  Put a cross (x) in the relevant box
Yes No
If 'Yes' please give details of agent/representative's name and address below
What language did you communicate in with the agent/representative to complete the form?