

## **Sponsorship Licence (Employer's Questionnaire)**

### **Questions to be answered by Employer**

1. Are you already on the register of sponsors?  
If yes, give your sponsor licence number (SLN): .....
2. Have you applied to join the register of sponsors before but been unsuccessful? ... If yes give the application number given.....
3. If your organization has traded under any other name in the last four years, give previous names starting with the most recent? Give name if it has.....
4. How many people do you employ?.
5. Are you a Limited Company, Sole Trader, or Partnership organization?.....(state)
6. How long has your organization been trading (months/years)?
7. Is your organization registered with Her Majesty's Revenue & Customs (HMRC) to pay PAYE, national insurance or VAT?  
  
PAYE reference number:.  
  
Accounts office reference number:  
  
VAT registration number:
8. Is your organisation employing migrant workers or sponsoring overseas students (non-EEA nationals) NOW? ... If yes, give the number: .....

**Please provide originals or certified copies of the document below for the application: -**

1. VAT Registration Certificate, if registered
2. Business unaudited accounts
3. The registration letter from HRMC PAYE Reference Number & Accounts Office Reference,
4. Evidence of business premises lease or title to the business premises
5. If the business is regulated, a letter from regulatory body

**Main contact of person responsible for the sponsorship license in your organization:**

Please provide the detail of main contact of person responsible for the sponsorship licence and application

Title: (If other, give the title):

First name(s):

Last name:

Address where employed:

Telephone number:

Email address:

Date of birth:

Country of nationality:

National Insurance number:

Please confirm whether you have any Convictions or penalties:

If yes, give details of the conviction or penalty and the date it was given.

Conviction or penalty details:

### **APPENDIX 3 - INFORMATION REQUIRED FROM ORGANIZATION**

1. Why are you applying for a sponsor licence?
2. What sector do you operate in?
3. What are your opening/operating hours during the week?
4. Please supply an up to date hierarchy chart detailing any owner, director, and board members. If you have 50 employees or fewer please also list all the people involved with the day-to-day running of your business.
5. What post(s) do you intend to assign a CoS for? This information must include:  
The job title(s) Store Manager

b. The duties of each post;

Job Description

Key Responsibilities and Accountabilities:

Position Description:

Requirements

c. The salary you would guarantee for the post, if it were vacant today;  
- GBP per annum: £

d. The skill, experience and qualifications required for each post.

6.. If you have identified someone already that you wish to employ via the sponsorship system, please provide evidence of how you identified this person. If you identified this person as a result of a recruitment process you should include copies of advertisements placed to recruit for the post, details of any applicants and why they were not suitable for the post of offer. Please confirm whether the person is already working for you.

7. If you have not advertised the post and the migrant is not currently working for you, please confirm how you identified that this person was the most suitable for the role.

8. If you have already identified a person and intend to assign a CoS shortly (this will include migrants already working for you), please provide the following details of the person

9. Security is important to us. Please provide confirmation that the email address supplied with your application is secure and can only be accessed by the Authorising Officer (This is the one person, who will be ultimately responsible for your recruitment and for ensuring that all of your sponsor duties are met

10. Please also provide a landline telephone number if you have one. If you do not have a landline please indicate this in your response.

Please return the above information to:

Vision Legal Services

Email: [visionlegalservices@hotmail.co.uk](mailto:visionlegalservices@hotmail.co.uk)

