HANDBOOK TO DO LIST

This gives a list of caseworker check procedures, in order of completion.

To do list

- Check all details input onto glOBE are correct
- Check pre-sift comments.
- Check if the application is for a Bulgarian or Romanian national
- Check the employer is established
- Check the representative is OISC compliant
- Check job meets skills criteria
- Check worker has adequate qualifications required for the post and skills criteria.
- Check worker has experience required for the post and skills criteria.
- Check the advertising meets the criteria.
- Check a genuine vacancy exists.
- Check that the pay and conditions are same as those given to resident workers
- Check relevant case working bulleting
- Check documents are genuine
- Check whether CVT have done, or need to do, a pre- or post issue check
- Check extension applications meet criteria
- Check change of employment applications meet the criteria
- Check changes made by employer meet technical change of employment criteria
- Check if application meets Intra Company Transfer (ICT) criteria
- Check contracts
- Check application meets secondment criteria
- Check shareholders are not self employed
- Check application meets board level post criteria
- Check application meets inward investment criteria
- Check application meets the shortage criteria
- Check application meets sponsored researcher criteria
- Check application meets transitional arrangements for Postgraduate Doctors and Dentists
- Check correct letter has been produced
- Check application meets European Agreement
- Check application meets criteria for previous TWES permit holders
- Check application meets criteria for MEWPS
- Check details received meet Reviews criteria