Skilled Worker Certificate of Sponsorship application form

**Instructions**

Please complete the following questions and submit this form together with the supporting documents to [Immigration@BarCouncil.org.uk](mailto:Immigration@BarCouncil.org.uk) or Services, The General Council of the Bar, 289-293 High Holborn, London WC1V 7HZ. You will have to scan or send the final page of the application which requires a signature.

Please complete the following tables with your details:

1. **Personal details**

|  |  |
| --- | --- |
| **Family Name (Surname)** |  |
| **Given Name (First name)** |  |
| **Other name/s** |  |
| **Nationality** |  |
| **Place of Birth** |  |
| **Country of Birth** |  |
| **Date of Birth (dd/mm/yy)** |  |
| **Gender** |  |
| **Country of Residence** |  |

1. **Passport details**

|  |  |
| --- | --- |
| **Passport number** |  |
| **Issue Date (dd/mm/yy)** |  |
| **Expiry Date (dd/mm/yy)** |  |
| **Place of issue of passport** |  |

1. **Contact details**

|  |  |
| --- | --- |
| **Current home address** |  |
| **City/Town** |  |
| **County, district area or province** |  |
| **Postcode/ZIP code** |  |
| **Country** |  |
| **Email address** |  |
| **Telephone number (with international code)** |  |

1. **UK ID/worker details (if applicable)**

|  |  |
| --- | --- |
| **UK ID Card number (if applicable)** |  |
| **UK National Insurance number (if applicable)** |  |
| **National ID Card number (if applicable)** |  |
| **Employee Number (if applicable)** |  |

1. **Work details**

|  |  |
| --- | --- |
| **Current type of visa (specifying the tier) and expiry date, if applicable.** |  |
| **Work start date (dd/mm/yy)** |  |
| **Work end date (dd/mm/yy)** |  |
| **Total weekly hours of work** |  |
| **Main work address whilst in UK**  **(include chambers name, street name and number, city and postcode)** |  |
| **Other regular work/placement addresses whist in the UK (if applicable)**  **(include chambers name, street name and number, city and postcode)** |  |
| **Job title** |  |
| **Summary of job description (*Full description up to 1000 characters*)** |  |
| **Please confirm if you fulfil the new entrant criteria** |  |
| **Projected yearly earnings in Pounds sterling including any allowances and guaranteed bonuses**  **(This must be an accurate estimate that will be met and would stand up to scrutiny by the UK Border Agency if they were to carry out a spot check)** |  |
| **Summary of all allowances and guaranteed bonuses (include full description and value)** |  |
| **Bar Council membership number** |  |
| **PhD level qualification that’s relevant to your job** |  |

1. **Terms and Conditions of Sponsorship**

Please tick and sign the statement below by which you indicate your agreement to the following terms and conditions of the sponsorship offered by the Bar Council under Tier 2 (General).

1. I am eligible for a skilled worker visa;
2. I confirm that my annual projected earnings estimation is correct, and I will be able to evidence this level of earnings if required at any point during my stay in the UK, as is sometimes required by the UK Border Agency;
3. I will meet all other UK Border Agency requirements for entry clearance and leave to enter;
4. I will within a week of their arrival in the UK attend in person the Bar Council offices and allow the Bar Council to make copies of the following documents:
   * Passport (including evidence of my leave to remain in the UK)
   * UK biometric card (if applicable)
   * National Insurance card or National Insurance number notification letter from HMRC or the Department for Works and Pensions
   1. I will inform the Bar Council of my residential address and mobile telephone number.
   2. Any study I undertake must not interfere with my ability to carry out my job;
   3. I will not own more than 10 per cent of my sponsor's shares;
   4. I will have no access to state benefits or other public funds.
   5. The only work that I can do is:
   * The job described in my certificate of sponsorship; and
   * A supplementary job in the same sector and at the same professional level as the work for which the COS was assigned, for up to 20 hours per week, taking place outside normal working hours; and
   * Voluntary work
5. I will notify the Bar Council immediately, in writing, under the following circumstances:
   1. I do not wish to use the certificate of sponsorship once it has been issued.
   2. I do not turn up for my first day of work, or do not attend regularly or at all;
   3. If my tenancy is terminated (including where I resign);
   4. I move to another set of chambers.
   5. My conditions of work change.
   6. My earnings fall below the figures I have stated in my application form.
   7. I take a period of unpaid which is not covered by the exceptions in S4.10 to S4.13 of the [Guidance for sponsors](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/946055/2020-12-17_Sponsor-guidance-Part-2-sponsor-a-worker-12-20_v1.0.pdf)
   8. I begin a supplementary job (defined in S8.9 – S8.14 of the Tier 2 Guidance for sponsors).
   9. I begin secondary employment (defined in S8.15 – S8.17 of the Tier 2 Guidance for sponsors).
   10. There are changes to my contact details whilst in the UK (including residential address, telephone number and mobile telephone number)
   11. If my leave to remain or entry clearance lapses.
   12. If I am granted further leave to remain with a different sponsor or in another immigration category.
   13. If there are any significant changes to my circumstances, for example:
       * + A promotion or change in job title/core duties, other than those which require a change of employment application.
         + A change of earnings from the level stated on the certificate of sponsorship, other than changes due to annual increments, bonuses or a change of employment application being made;
         + A change of earnings from the level stated on the certificate of sponsorship due to a period of maternity, paternity or adoption leave, or a period long-term sick leave that lasted for one month or longer.
         + The location of employment changes, or if the duration of the tenancy is shortened.
         + If there are any significant changes in chambers own circumstances, for example, if all or part of the business is sold, ceases trading, becomes insolvent, the nature of the business substantially changes, is involved in a merger, is taken over or goes into administration. Such changes would need to be reported within 28 calendar days and in the case of going into administration, who has been appointed as the administrator would have to be detailed.

I confirm that statements 1 to 5.13 inclusive are accurate and true and that I will comply with all the duties outlined.

|  |  |
| --- | --- |
| Signature |  |
| Date |  |

Please see link to our privacy statement - <https://www.barcouncil.org.uk/useful-information/privacy-statement.html>