

APPENDIX B: VISA SPONSORSHIP AGREEMENT FORM

Employee Personal Details:			
Employee Full Name:		Employee Number:	
Current Job Title:		Payroll: (Please Tick)	☐ Monthly (23 rd)
Service / Project / Dept.:			☐ Monthly (15 th)
Area:			☐ Monthly (LWD)
Current Hourly Rate:	£ per hour		☐ Weekly (Friday)
Cont. Start Date:			☐ Bank (Tuesday)
Current Cont. Hours:	h/w	Current T's&C's (e.g. CS 2020 / TUPE etc.):	
Line Manager Name:		Line Manager Job Title:	

Current Visa Details:			
Full (Legal) Name:			
Nationality:			
Current Visa Type:			(i.e. Tier 4 – Student Visa)
Visa Expiry Date:		Visa Start Date:	

Family Requirements	
Do you have a Partner, Spouse or Family Member who also <u>work</u> for Creative Support?	☐ Yes ☐ No
If Yes, Please Details Name(s) and Employee Number(s):	
Note: Having a Partner, Spouse or Family Member also working for Creative Support will not impact your application, Creative Support is obliged to declare any connections to the applicant as part of our Compliance checks. Important: If you <u>do not</u> declare to us that a Partner, Spouse or Family Member is also working for Creative Support your potential Certificate of Sponsorship could be revoked or suspended by the UKVI.	

Restriction for Care Workers' Dependants	
Effective from 11th March 2024, new regulations stipulate that care workers and senior care workers are no longer permitted to bring dependants (partner and children), unless specific conditions are met. These conditions include: - The care worker was employed in the UK and held a Skilled Worker Visa before 11th March 2024; or - The individual is either extending their current Skilled Worker Visa with the same employer or changing to a new job within the same occupation code while on a Skilled Worker Visa.	
Do you intend to support any dependant(s) through your Skilled Work Visa?	☐ Yes ☐ No
Finance Requirements	
If you have been in the UK for <u>less</u> than 12 months you will need a minimum of £1,270.00 in your Bank Account for a minimum period of 28 days before the of the sponsor application. If you intend to support dependants (partner/spouse and / or children) to join you or stay in the UK through your Skilled Work Visa and your dependants have been in the UK less than 12 months then you will need to have the following amount of money available in your bank account (in addition to the £1,270.00 for yourself if you have been in the UK for less than 12 months) to prove that you or they can support themselves whilst they're in the UK: £285.00 for your partner / spouse / £315.00 for 1st child / £200.00 for each additional child You - or your partner or child - will need to have had the money available for at least 28 days in a row. Day 28 must be within 31 days of you or them applying for this visa	
Have you been in the UK for 12 months or more?	☐ Yes ☐ No
What date did <u>you</u> enter the UK:	
If you have been in the UK for less than 12 months, can you provide evidence (Bank Statement) of sufficient funds in your Bank Account to support yourself and your dependants (if any)?	☐ Yes ☐ No ☐ N/A
Date Spouse / Partner Entered the UK:	Visa Type:
Date 1 st Child Entered the UK:	Current Age:
Date 2 nd Child Entered the UK:	Current Age:
Date 3 rd Child Entered the UK:	Current Age:

Level of English Requirements					
You must prove you can read, write, speak and understand English to at least level B1 on the Common European Framework of Reference for Languages (CEFR) scale. You can prove your knowledge of English by: • Passing a Secure English Language Test (SELT) - from an approved provider (allow 28 days to book, take and receive results). • Having a GCSE, A level, Scottish National Qualification level 4 or 5, Scottish Higher or Advanced Higher in English - gained through study at a UK school that you began when you were under 18. • Having a degree-level academic qualification that was taught in English - if you studied abroad, you'll need to apply through Ecctis (formerly UK NARIC) for confirmation that your qualification is equivalent to a UK bachelor's degree, master's degree or PhD. The cost to the applicant is £210.00 plus £42.00 VAT. The estimated processing time is 20 working days. In order to determine what test is required we have to consider the qualification / certificates / evidence submitted.					
Do you have certificates / evidence of the required qualifications to prove your Level of English to support a Skilled Worker Visa Application?	<table border="1"> <tr> <td>☐</td> <td>Yes</td> </tr> <tr> <td>☐</td> <td>No</td> </tr> </table>	☐	Yes	☐	No
☐	Yes				
☐	No				

Certificate of Sponsorship Agreement Details:		
Action:	Signature:	Date:
I have read and agree to abide by Creative Support Visa Sponsorship Policy (Version 3) .		
I have attended a Certificate of Sponsorship Interview with the HR Department.		
I consent to Creative Support accessing the UKVI Sponsorship Management System (SMS) to assign the Certificate of Sponsorship once the sponsorship application is authorised.		
I understand the Costs and Fees associated with the Visa Application process.		
I have provided all the required documents (originals) to support my Certificate of Sponsorship.		
I agree to keep the HR Department up to date regarding all Reportable Events (mandatory condition).		
I agree to work a minimum of 37.5 h/w in the sponsored job role / position.		
As my Certificate of Sponsorship is licensed to Creative Support I agree to work no more than 20 h/w in a 2 nd job.		
I will inform the HR Department as soon as I receive my Visa Application Outcome and will provide the new Share Code.		
Employee's Declaration:		
I confirm the above is true and acknowledge that false information will result in disciplinary action and the potential loss of my Certificate of Sponsorship.		
Date of Signature:		
Employees Signature:		

CS Representative (Level 1 User) Authorisation:	
I can confirm the Employee has attended their CoS Interview and provided all required CoS Documentation.	
CS Representative:	
Date of Confirmation:	
CS Representative Signature:	

Key Contact Authorisation:	
I can confirm the Employee has attended their CoS Interview and provided all required CoS Documentation.	
I can confirm that I hereby authorise a Certificate of Sponsorship to be issued to the above employee.	
Key Contact Name:	Julie Cooke
Date of Authorisation:	
Key Contact Signature:	