

Change of Employer – Practical Steps

A Change of Employer application can be submitted by either the Employee or Employer or Agent (if applicable).

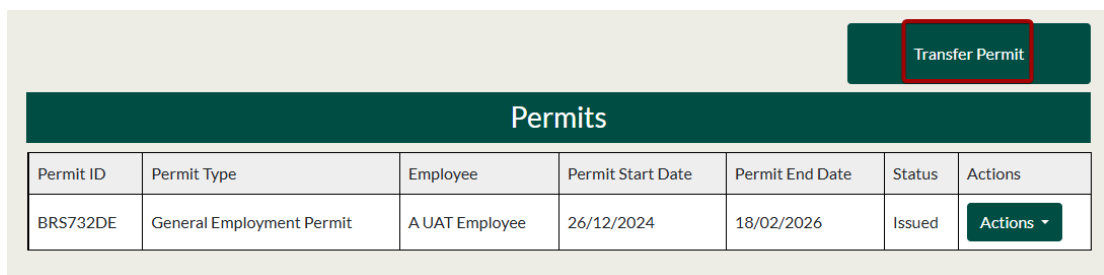
Like an employment permit application, the Change of Employer application is a **joint application**. Therefore, each party involved – the employer and prospective employee (as well as the appointed agent, if applicable) – must complete their respective parts.

The employee provides their own personal information, with the employer completing the fields relevant to them and uploading the required documentation. Where an agent is involved, the agent provides details for the party on whose behalf they are acting. The **application must be signed by all parties** involved using an e-signature. As such, the most efficient way of completing a Change of Employer application is where the employer initiates the application.

Once prepared the application will have a “draft” status until all parties to the application have completed their parts and signed the application form.

See images below for further guidance on initiating a Change of Employer request.

- For Employer Users, a ‘Transfer Permit’ button will be available above the Permits grid on the home page.



- For Employees a ‘Transfer’ action will be available under the ‘Action’ button on an eligible permit.

