

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 bulletin](#)
- [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](#)