



New Employment Permit Application

Recent Passport
Photograph
X2

This form should be used by both employers and employees who wish to apply for:

- a first Employment Permit.
- an Employment Permit to re-employ staff who were previously employed with the same employer on foot of an Employment Permit, but regarding whom there was a break in employment.
- an Employment Permit for a foreign national currently employed by a different employer on foot of an Employment Permit.
- a change in the type of Employment Permit held by the foreign national.

Before completing this form, please read, and follow, the relevant Guidance Notes which are available on our website: www.entemp.ie. Complete ALL parts of this form as required in BLOCK CAPITALS. The employer, the proposed employee and the agent (if applicable), must sign the declaration at the end of the form.

INCOMPLETE FORMS WILL BE RETURNED.

Please print
employee's name on
back of photograph
and staple here.

What type of Employment Permit is required?

Work Permit

Green Card

Spousal/Dependant

If this is an application under the Graduate Scheme, please tick this box

Who is the applicant?

*In accordance with Employment Permits Act 2006, the fee must be paid by the applicant.
This section MUST be completed for all applications.*

Employer

Employee

Part One

Employer Details

1. Employer Registered Number:

Obtained from the Revenue Commissioners

2. Company Registered Number
(if applicable):

Obtained from the Companies Registration Office

3. If the Employer is a Charity, please
supply the Charity Number:

Obtained from the Revenue Commissioners

***If the Employer is not a Registered Company, please complete Questions 4, 5 and 6.
If the Employer is a Registered Company, please proceed to Question 8.***

4. If the Employer is not a registered company, please indicate what type of entity it is:

Sole Trader

Partnership

Other (please
specify):

BLOCK CAPITALS

5. Please state the full name of the person who is registered as the Employer:

BLOCK CAPITALS

6. Please state the nationality of the person who is registered as the
Employer:

BLOCK CAPITALS

7. If a person registered as the Employer is not an EEA citizen, do they hold appropriate permission to operate a business in the
State?

Yes

No

Not applicable

If Yes, please
specify:

BLOCK CAPITALS

If yes, you must enclose copies of supporting documentation for business permission or your application will be returned (see Part 6).

8. Registered name of business:

BLOCK CAPITALS

9. Trading name of business (if different):

BLOCK CAPITALS

10. Nature of business:

BLOCK CAPITALS

11. Business Address:

Address 1:

BLOCK CAPITALS

Address 2:

BLOCK CAPITALS

Town::

BLOCK CAPITALS

County::

BLOCK CAPITALS

Country::

BLOCK CAPITALS

12. Telephone Number:

13. Fax:

14. Mobile Phone Number:

15. E-mail:

16. Website:

17. Number of EEA* and/or Swiss nationals (including Irish) employed:

18. Number of non-EEA nationals employed:

*The EEA comprises the Member States of the European Union together with Iceland, Norway & Liechtenstein.

You must now attach the documents outlined in Part Six under "Employer Requirements."

Part Two

Employee Details

1. Passport Number:

2. Expiry Date:

D D M M Y Y

3. Nationality:

BLOCK CAPITALS

4. First Name:

BLOCK CAPITALS

5. Middle Name(s):

BLOCK CAPITALS

6. Last Name:

BLOCK CAPITALS

7. Date of Birth:

D D M M Y Y

8. Male:

9. Female:

Enter these details exactly as they appear on the proposed employee's passport.

10. Current Address (foreign address required if residing outside the State):

| | |
|------------|----------------|
| Address 1: | BLOCK CAPITALS |
| Address 2: | BLOCK CAPITALS |
| Town: | BLOCK CAPITALS |
| County: | BLOCK CAPITALS |
| Country: | BLOCK CAPITALS |

11. Telephone No.: 12: Mobile Phone No.:

13. Please provide the proposed Employee's PPS Number if available:

14. Is the proposed Employee resident in the State? Yes No

If 'Yes' on what basis are they resident in the State, please describe:

15. Has the proposed Employee made an application for asylum in the State? Yes No

15. Has the proposed Employee sought permission to land in the State on a previous occasion? Yes No

If 'Yes' please describe on what basis the permission was sought and indicate whether or not permission was granted:

17. Has the proposed Employee been in the State on a previous occasion without permission to land? Yes No

18. Is the proposed Employee currently employed in the State? Yes No

If 'Yes' please describe on what basis they are employed:

19. Has the proposed Employee been employed in the State previously? Yes No

If 'Yes' please describe on what basis they were employed:

20. Does the proposed Employee hold an existing Employment Permit? Yes No

If 'Yes' please give details:

21. Is the proposed Employee married to an Irish or EEA national? Yes No

If 'Yes' what nationality is their spouse?

22. Is the proposed Employee married to the holder of an Employment Permit or to the holder of any other type of permission to work in the State? Yes No

You must now attach the documents outlined in Part Six under "Employee Requirements."

Work Permit applicants (except Medical applicants) must complete all questions.

Green Card, Spousal and Medical applicants should start at Question 3

1. FÁS/EURES Employment Network Reference Number (Work Permits only):

2. Date Advert Posted:

| | | | | | |
|---|---|---|---|---|---|
| D | D | M | M | Y | Y |
|---|---|---|---|---|---|

3. Title of Job:

4. Place at which the employment concerned is to be carried out:

5. Proposed Period of Employment Permit* (6 months to 2 years): (For information on Employment Permit Fees, please refer to the Schedule of Fees in Part 6)

** Please note that all Employment Permit applications should be submitted to this Department at least 12 weeks before the proposed start date of employment.*

6. Gross Annual Salary: € (Gross remuneration should not include overtime or premium payments)

7. Gross Weekly Wage: € 8. Hourly Rate of Pay: €

9. Deductions from Gross Weekly Wage: € Please specify:

10. Benefits in kind: € Please specify:

11. Number of hours of work per week:

12. What are the main functions of this job:

13. Please detail the qualifications, skills or experience required for this job:

14. Please detail the relevant qualifications of the proposed Employee:

Certified copies of the proposed employee's relevant qualifications should be attached to this form.

15. Please detail the relevant skills or experience of the proposed Employee:

16. Did you use an Agent/Recruitment Agency to recruit the proposed Employee? Yes No

If 'Yes' please provide name and address of the Agent/Recruitment Agency:

If 'No' please provide details of the recruitment method:

BLOCK CAPITALS

BLOCK CAPITALS

17. Reasons for employing a non-EEA national:

BLOCK CAPITALS

BLOCK CAPITALS

BLOCK CAPITALS

18. Details of plans to train an Irish/EEA national to fill this position in the future:

BLOCK CAPITALS

BLOCK CAPITALS

BLOCK CAPITALS

IMPORTANT NOTE: IF REASONABLE EFFORTS HAVE NOT BEEN MADE TO RECRUIT AN IRISH OR EEA NATIONAL, YOUR APPLICATION FOR AN EMPLOYMENT PERMIT MAY BE REFUSED.

You must now attach the documents outlined on Part Six under "Requirements for Supporting Documentation"

Part Four

Payment Details

If no payment is due, please proceed to Part Five

Contact Details of Payer

1. Please indicate who made the payment:

Employer:

Employee:

Other:

2. Title:

Mr

Mrs

Miss

Ms

Other (please state)

3. Name:

BLOCK CAPITALS

4. Address:

Address 1:

BLOCK CAPITALS

Address 2:

BLOCK CAPITALS

Town:

BLOCK CAPITALS

County:

BLOCK CAPITALS

Country:

BLOCK CAPITALS

5. Telephone Number:

6. Fax Number:

7. Mobile Phone Number:

8. E-mail:

Payment Details

9. Method of Payment:

Cheque

Bank Draft

Postal Order

10. Cheque No.

| | | | | | | | |
|--|--|--|--|--|--|--|--|
| | | | | | | | |
|--|--|--|--|--|--|--|--|

11. Payment enclosed:

€

Payer's Declaration

I, the undersigned, agree that in the case of a refund of fees all payments will be made payable to the Applicant specified on Page 1.

Payer's Signature:
(Original signature required)

Date:

| | | | | | |
|---|---|---|---|---|---|
| D | D | M | M | Y | Y |
|---|---|---|---|---|---|

Part Five Acceptance of Terms & Conditions

Employee's Declaration

I, the undersigned, agree to undertake employment on the above basis and I understand that, while in employment in Ireland, I will be entitled to the full benefit of all the relevant Irish Employment Rights Legislation.

I hereby solemnly declare that the details given in this application are true to the best of my knowledge and belief.

Employee's Signature:
(Original signature required)

Name (in BLOCK CAPITALS):

Date:

| | | | | | |
|---|---|---|---|---|---|
| D | D | M | M | Y | Y |
|---|---|---|---|---|---|

Your employment permit will normally be posted to you at your employer's address.
Tick this box if you want your permit to be posted to you at your current address as in Part 2 of this Form.

If you want the permit to be issued to a third party (e.g. Agency) you must submit a signed letter of authorisation.

Employer's Declaration

I, hereby solemnly declare that the particulars given in this application are true to the best of my knowledge and belief. I further declare that the full benefit of all the relevant Irish Employment Rights Legislation as mentioned above will be applied to this Employee.

I understand and accept that, in accordance with Section 23 of the Employment Permits Act 2006, I may not make any deductions from the remuneration of, or seek to recover from, the holder of the employment permit concerned any charge, fee or expense arising out of or concerning one or more of the following:

- the application for the employment permit or the renewal of the permit or any matter relating to or concerning such an application or the grant or renewal of the permit;
- the recruitment of the holder for the employment in respect of which the application was made; or
- any amount previously paid to the holder in respect of travelling expenses incurred by the holder in connection with taking up the employment in the State.

I further understand that neither I, nor a person acting on my behalf, shall keep any personal document belonging to a holder of an employment permit.

Employer's Signature:
(Original signature required)

Name (in BLOCK CAPITALS):

Position Held:

Date:

| | | | | | |
|---|---|---|---|---|---|
| D | D | M | M | Y | Y |
|---|---|---|---|---|---|

Agent's Declaration

Please tick as appropriate:

1. Sources Employees and completes administrative work on behalf of an Employer/Employee

2. Only completes the administrative work on behalf of an Employer/Employee

I understand that neither I, nor a person acting on my behalf, shall keep any personal document belonging to a holder of an employment permit.

Agent's Signature:
(Original signature required)

Name (in BLOCK CAPITALS):

BLOCK CAPITALS

Date:

| | | | | | |
|---|---|---|---|---|---|
| D | D | M | M | Y | Y |
|---|---|---|---|---|---|

Address for Correspondence:

Address 1:

BLOCK CAPITALS

Address 2:

BLOCK CAPITALS

Town:

BLOCK CAPITALS

County::

BLOCK CAPITALS

Country::

BLOCK CAPITALS

Employment Agency Licence No.
(if applicable):

Part Six

Requirements for Supporting Documentation

Employer Requirements

New Employers

All employers who have not previously applied for, and been issued with, an Employment Permit **MUST** submit clear copies of the following documentation:

- Copy of current or most recent completed P30
- A copy of the letter from the Revenue Commissioners confirming your registration as an employer

Business Permission

If you have indicated that you are a foreign national operating a business in the State, you are required to submit copies of documentary evidence clearly demonstrating your status within the State and your entitlement to operate a business.

Additional documentation

The Employment Permits Section may request additional documentation from existing or new customers as the need arises.

Employee Requirements

For all proposed Employees

- Clear, legible **colour** copy of the personal details pages of the proposed employee's passport, including the signature page.
- Certified copies of all relevant qualifications in respect of the qualifications, skills or experience that are required for the employment (if the original documentation is not in English, a certified translation is also required), **or**
- In the case of medical professionals, a copy of the registration with the appropriate medical body or a validation of qualifications from the Department of Health and Children.

For all proposed Employees resident in the State

- Clear, legible **colour** copy of all visas
- Clear, legible **colour** copy of all residency stamps issued to proposed Employee
- Clear, legible **colour** copy of the proposed Employee's GNIB Registration Card

Important Note concerning the passport expiry date

In the case of a first-time application, the proposed Employee must hold a passport which is in date and valid for at least 12 months. Employment Permits cannot be considered for Employees who do not fulfil this requirement.

Work Permit Application Requirements

Advertising the job vacancy

A vacancy, in respect of which an application for a work permit is being made, must be advertised with the FÁS/EURES employment network for at least 8 weeks and additionally in local and national newspapers for six days. This is to ensure that the vacancy has been advertised in the local and wider EEA labour market, and that in the first instance a national of the EEA or Norway, Iceland, Liechtenstein and Switzerland, or in the second instance a national of Bulgaria or Romania, cannot be found to fill the vacancy. Evidence that this has been done must be included with the application. Applications should not be submitted unless the Labour Market Needs Test has been completed.

Vacancies that have been approved by FÁS/EURES are eligible for use in an Employment Permit application for 60 days after FÁS/EURES approval has been granted. Where FÁS/EURES approval has been granted in excess of 60 days prior to the application for an employment permit, a Work Permit will not be issued and the Employer will be required to re-advertise the vacancy.

Please enclose:

- a copy of the Initial Briefing Letter from FÁS/EURES giving the Vacancy Reference Number
- a copy of the newspaper advertisements clearly showing the dates of publication

More information about the FÁS/EURES employment network can be found on: www.fas.ie. Alternatively, you can contact them at info@fas.ie.

Green Card Application Requirements

Please enclose an original Job Offer, of 2 years or more duration, on company headed paper and dated within the previous 60 days and specifying:

- A full description of the proposed employment,
- Starting Date,
- Annual Salary excluding bonuses, and
- Information in respect of the qualifications, skills or experience that are required for the employment. If the original documentation is not in English, a certified translation is also required

Spousal/Dependant Application Requirements

Please enclose:

- A **colour** copy of the relevant passport pages of the existing employment permit holder. This should clearly show:
 - the most recent immigration stamp,
 - the employment permit (in the case of working visa/work authorisation holders),
 - the most recent visa (where appropriate).
- A colour copy of the registration card, issued by the Garda National Immigration Bureau, of the existing employment permit holder.
- In the case of medical professionals on work visas/work authorisations issued before the 31st December 2006, a copy of the registration with the appropriate medical body should also be attached.
- A letter, dated in the last 3 months, from the employer of the existing employment permit holder, confirming how long they are in employment with them, their job title and salary.
- A marriage certificate in respect of an application for a spouse or a birth certificate in respect of an application for a dependant. If the original documentation is not in English, a certified translation is also required.
- Work permits in respect of dependants under the age of 18 will only be considered on the understanding that the employer in question will abide by the terms and conditions of the Protection of Young Persons (Employment) Act, 1996 and a letter to that effect should be enclosed with all dependant applications.

Schedule of Fees

An application for an employment permit shall be accompanied by the fee prescribed in the following table:

| Employment Permit Category | First Application FEE |
|----------------------------|--|
| Work Permit | €1,000 up to 24 month permit and €500 for six months or less |
| Green Card | €1,000 for 24 month permit |
| Spousal/Dependant | No fee |

No fee will apply to the following specific applications:

- Applications in respect of Spouses of EU nationals
- Work Permit applications for unlimited permits
- Charities granted tax exemption by the Revenue Commissioners.

Fees may be refunded to the applicant if the application is refused or withdrawn prior to the issuing of the permit. No fees will be refunded if the Employment Permit holder ceases employment after the permit has been issued.

Acceptable Forms of payment

Payment must be in the form of a Euro denominated cheque, bank draft or postal order, drawn on a financial institution operating within the Irish clearing system. Please note that all foreign drafts and cheques will be returned. Cheques should be made payable to: *Department of Enterprise, Trade & Employment*.

Disclaimer

The above fees were prescribed in January 2007. Applicants are advised to refer to our website www.entemp.ie for up-to-date information on Employment Permit fees.

Conditions of Issue of an Employment Permit

- A. Issue of an Employment Permit in respect of a foreign national does not in itself authorise such a person to enter or reside within the State. Admission to the State and authorised duration of stay is subject to the control of the Immigration Authorities.
- B. This permit is issued on the provision that the named foreign national is paid the national minimum hourly rate of pay, or higher, by his or her employer.
- C. The only reckonable deductions and benefits for the purpose of an Employment Permit application are for Board and Lodgings. The amounts that may be deducted from a proposed Employee's wages or considered a benefit in kind is defined by the Joint Labour Committee. Details of all JLC Guidelines can be found on: www.labourcourt.ie. Alternatively, you may call: 01 613 6666.
- D. Application for an Employment Permit, including a renewal, should be made at least 12 weeks before the foreign national is required to take up employment or a current permit expires.
- E. Any application that contains omissions or is incorrectly completed will be returned to the applicant for completion.
- F. A fee, as determined by the Minister for Enterprise, Trade and Employment is payable by the applicant for each Employment Permit granted.
- G. If the place of employment of an Employment Permit holder changes, but there is no change of employer, the new place of employment should be notified immediately to the Employment Permits Section.

Non-compliance with the provisions of the Aliens Act 1935, the Immigration Acts, the Employment Permits Acts 2003 and 2006 and Orders made under these Acts is an offence punishable by Law.

Declaration

Data Sharing and Data Protection

The Employment Permits Section may undertake verification of all data submitted on this application form. The Employer and the Employee are advised that in signing this application form they consent to allow the Employment Permits Section to share and request data as necessary, for the sole purpose of verifying the information submitted, between relevant government Departments and Agencies.

The signatories to this application may find further information concerning data sharing and the obligations of Data Controllers on the Data Protection Commissioner's website at www.dataprivacy.ie. Alternatively, they may call: (057) 868 4800 / Lo-Call Number: 1890 252231

Please note: With effect from 2003, the names of all employers who employ employment permit holders, as well as the number of permits issued to that employer, are made publicly available on the Department's website (www.entemp.ie)

Application Form Checklist

Please ensure that the application form is completed correctly. The following checklist should be used to ensure that all required information/documentation is provided. Incomplete application forms will be returned.

Attach 2 passport sized photographs, **taken within the last six months**, with employee's name printed on the back

Indicate the following:

- Type of Employment Permit required
- The applicant (person applying i.e. employer/employee)

Part One: Complete all questions

New Employers should include **copies** of:

- Completed P30/P35
- Letter from Revenue Commissioners confirming registration as an employer
- Evidence of Business Permission (if applicable)

Part Two: Complete all questions

Please supply **colour** copies of the following:

- Passport pages showing photograph, personal details and expiry date
- Immigration stamps
- GNIB Registration Card
- Visa (if applicable)

Spousal/Dependant only:

The above information is **also** required for the **Existing Permit Holder**.

Part Three: Complete all questions

Please supply copies of the following in respect of all permit types:

- Certified copies of all relevant qualifications (if the original documentation is not in English, a certified translation is also required) **or**
- In the case of medical professionals, a copy of registration with the appropriate medical body

Green Card applications only should include:

- A Job Offer of 2 years or more from the employer

Work Permit applications only should include:

- A copy of Initial Briefing Letter from FÁS/EURES indicating Vacancy Reference Number
- A copy of newspaper advertisements showing the dates of publication

Part Four: Complete all questions

- Include the appropriate fee if required (see schedule of fees for further information)
- The processing fee **must be paid by the applicant** (the employer or employee as indicated on Page 1)
- Sign Payer declaration - original signature required

Part Five: Sign and date the appropriate declarations - original signatures required

Spousal/Dependant Applications only – additional information required

- Copy of registration with appropriate medical body for the Existing Permit Holder (if applicable)
- Dated letter from the Existing Permit Holder's employer confirming employment details
- Copy of the Marriage Certificate (Spousal) or Birth Certificate (Dependant) – certified copy should be included if the original documentation is not in English.
- Letter from employer confirming compliance with the Protection of Young Persons (Employment) Act, 1996 (if applicable)

| | |
|---------------------|--|
| Website: | www.entemp.ie |
| E-mail: | employmentpermits@entemp.ie |
| Call Centre: | 353-1- 417 5333 |
| | LoCall: 1890 201 616 (from within Ireland only) |
| Fax: | 353-1-631 3268 |
| Address: | Davitt House 65a Adelaide Road Dublin 2 Ireland |

Employment Permits Section Web pages

Information and application forms may be downloaded from the Employment Permits Section web pages on the Department of Enterprise, Trade and Employment website – www.entemp.ie