

EMPLOYMENT PERMIT CHECKLIST FOR GENERAL EMPLOYMENT PERMITS

If the application is for employment as a Chef/Horticultural/Meat Operative or Dairy Farm Assistant please see checklist for applications for these occupations here: [Employment Permits](#)

To make an application online please log onto [Employment Permits Online System](#) but please read this document in full before beginning your application. Whilst making the application you might find it useful to refer to our [User Guide](#) which can assist you step-by-step through the process.

General Employment Permits assume all occupations to be eligible unless otherwise specified under the list of [Ineligible Lists of Occupations for Employment Permits](#). General employment permits may be obtained in respect of employment with a minimum annual remuneration (generally above €30,000) The prospective employee must possess the relevant qualifications, skills or experience that are required for the employment. When applying for a General Employment Permit a [Labour Market Needs Test](#) is required.

Below is a checklist of the documentation required to apply for a General employment permit. The applicant can be either the employer or the employee.

1. EMPLOYER DETAILS

- Employer Registered Number and Company Name Registered Number.
Company/Business Registered Address.
- Registered Name of Company/Business and Trading Name (if different). If the employer is a Charity, provide the charity number.
- Type of Company. (Sole Trader, Limited etc.).
- Nature of Business. (Manufacturing, Software etc.)
- Number of EEA and/or Swiss Nationals (including Irish) currently in your employment.
- Number of non-EEA nationals currently in your employment.
- Confirm if any redundancies have taken place in last 6 months for same role.
- Name, position in company, phone number and e-mail address for contact person.

2. EMPLOYEE DETAILS

- Name, Date of birth, Sex, Nationality, Current address, Phone number, e-mail address and PPS number (if you already have one).
- Passport number and expiry date. (Passport must be valid for at least 12 months.)
- If resident in the State confirm on what basis and provide your GNIB/Irish Resident's Permit Pin.
- Confirm details of qualifications relevant to the role.
- Details of previous visa permissions or employments in the State.

3. DETAILS OF EMPLOYMENT

- Title of Job.
- Detailed duties and responsibilities of role.
- Location of employment. (Prospective employee can only work at locations of employment as stated on application and noted on employment permit.)
- Proposed period of employment and proposed start date.
- Details of qualifications/skills/knowledge or experience required for this role.
- Details of qualifications/skills/knowledge and experience of the non-EEA national.

4. PAY DETAILS

- Total annual salary amount.
- Hourly and weekly rates of pay.
- Number of hours of work each week.
- Details any deductions from salary and what deductions are for.
- Confirm if deductions are taken for Health Insurance.

Note on Pay:

General Employment Permits must have a salary of €30,000 based on a 39-hour week. This is an hourly rate of pay of €14.79. Where the minimum annual remuneration is €60000 this is based on a 39-hour week and an hourly rate of pay of €29.58. Salary refers solely to basic pay. Salary shall not include any bonuses, shift allowances overtime etc.

5. ADVERTISEMENT

- Provide Department of Social Protection Employment Services/EURES Employment Network Reference Number of the advertisement for the job.
- If Labour market needs test not required, select the reason why the test is not required: [Labour Market Needs Test](#)

6. AGENT DETAILS (IF APPLICABLE)

- Name, Address, email, telephone number and contact person for Agent.

7. PAYING FOR PERMIT

- Name of person making the payment, their company name (if applicable) phone number and e-mail address.
- Credit card details.

The cost of the employment permit must be paid for by the applicant, further information available here: [Employment Permits fees](#)

8. POSTING THE PERMIT

- Enter details of where we should post the Original Employment Permit to.
- Enter details of where we should post the Certified Copy of the Employment Permit to.

9. OTHER INFORMATION REQUIRED

- Signature pages signed by employer, employee and agent (if applicable).
- Copy of employee's passport clearly showing his/her picture, personal details, date and signature. (Passport must be valid for at least a further 12 months for a new employment permit and a further 3 months for a renewal employment permit.
- A clear copy of employee's current immigration stamp (if resident in the State) and visa (if applicable). GNIB/Irish Resident's Permit pin must also be provided.
- A passport type photo of employee.
- Employer to provide a clear copy of P30 returned to Revenue Commissioners in last 3 months or a receipt of return issued through ROS (Revenue Online Service) or P30 SEPA monthly direct debit payments within last 3 months.
- Name, position in company, phone number and e-mail address for contact person.
- Copy of contract signed by employer and employee.
- If the application is supported by IDA/Enterprise Ireland provide a copy of the letter of support.
- Provide Registration/Pin or Licence number if Employment is required to be registered with Regulatory bodies or Government Ministers, Full list of certain employments that are required to be registered is available here: [Registration bodies for certain employments](#)
- If the application is in respect of a HGV driver provide a copy of a CE or C1E License.
- If the application is in respect of a Nurse who is in the State undergoing adaptation under the Atypical Working Scheme(AWS) provide a copy of the AWS permission letter.
- Provide Department of Social Protection Employment Services/EURES Employment Network Reference Number of the advertisement for the job, ad MUST run for 2 weeks before application can be made.
- A copy of the advertisement for the job in a national newspaper for each of the 3 days.
- A copy of the advertisement for the job in a local newspaper for each of the 3 days (if paper published weekly only 1 advertisement required) or copy of ad on a jobs website (separate to Department of Employment Affairs and Social Protection/EURES website) for 3 days.

This document is intended solely to assist the applicant in applying for an employment permit and is not a substitute for the relevant legislation and regulations governing employment permits.

Employment Permits Section
Department of Business, Enterprise and Innovation
14th February 2019