

EMPLOYMENT PERMIT CHECKLIST FOR GENERAL EMPLOYMENT PERMITS FOR HORTICULTURAL WORKERS, MEAT PROCESSING OPERATIVES AND DAIRY FARM ASSISTANTS.

This checklist has been produced by the Employment Permits Section in the Department of Business, Enterprise and Innovation to assist with applications for General Employment Permits for Horticultural Workers, Meat Processing Operatives and Dairy Farm Assistants.

This document must be read in full before attempting to apply for a permit.

From 21st May 2018, employers and prospective employees may apply for a General Employment Permit for the above-named occupations. However, because of the requirement to advertise the vacancy with the Department of Employment Affairs and Social Protection Employment Services/EURES employment network for at least 2 weeks after the date that the regulations commence, and in advance of the application for an employment permit, no permit applications will be valid until at least June 5th

The occupation being applied for must have an annual remuneration of at least €22,000. The employer must also provide a copy of a declaration (signed by the employer) stating that the employer will ensure the foreign national concerned has access to suitable accommodation and training (including language training).

When applying for a General Employment Permit for these occupations a Labour Market Needs Test must be carried out. Please visit the following link for more information -

<https://dbei.gov.ie/en/What-We-Do/Workplace-and-Skills/Employment-Permits/Labour-Market-Needs-Test/>

To make an online application please log onto <https://epos.djei.ie/EPOSONlineportal#/app/welcome>

To make a manual application please send an e-mail to EPforms@dbei.gov.ie requesting an application form. Whilst making the application please refer to our User Guide which can assist you step-by-step through the process - <https://epos.djei.ie/EPOSONlinePortal/UserGuide.pdf>

Below is a checklist of the documentation required to apply for an employment permit for a General Employment Permit.

The applicant can be either the employer or the prospective employee.

1. EMPLOYER DETAILS

- Employer Registered Number and Company Name Registered Number.
- Registered Name of Company/Business and Trading Name (if different).
If the Employer is a Charity provide the Charity Number.

- Type of Company.
- Nature of Business (Sole Trader, Limited 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 for a new employment permit and 3 months for a renewal employment permit.)
- If resident in the State confirm on what basis and provide your GNIB/Irish Resident's Permit Pin.
- Confirm details of qualifications held 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 of any deductions from salary and what deductions are for.
- Confirm if deductions are taken for Health Insurance.

Note on Pay:

General Employment Permits for these occupations must have a salary of at least €22,000 based on a 39-hour week. This is an hourly rate of pay of €10.85. A 40-hour week must have a salary of at least €22,568.

Salary refers solely to basic pay. Salary shall not include any bonuses, shift allowances overtime etc.

5. 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 - <https://dbei.gov.ie/en/What-We-Do/Workplace-and-Skills/Employment-Permits/Fees/>

6. AGENT DETAILS

- Company Name, address, email and telephone number.
- (If using an agent to assist in the application process please include details.)

7. POSTING THE PERMIT

- Enter details of where the Original Employment Permit should be posted to.
- Enter details of where the Certified Copy of the Employment Permit should be posted to.

8. OTHER INFORMATION REQUIRED

- Signature pages signed by employer and employee. The 'Work ID' on the signature pages MUST match the 'Work ID' on the application form.
- 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.
- If the Foreign National is in the State but does not have a GNIB/Irish Resident's Permit pin please provide a clear copy of employee's current immigration stamp and visa (if applicable).
- A passport type photo of employee.
- Copy of employee's relevant qualifications, English translations to be provided (if necessary).
- 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.
- If the application is supported by the IDA or Enterprise Ireland provide a copy of the letter of support from IDA or Enterprise Ireland.
- Copy of contract of employment signed by employer and employee.
- Name, position in company, phone number and e-mail address for contact person.
- 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.
- An application in respect of a Horticulture Worker, Meat Processor Operative or Dairy Farm Assistant must include a copy of a declaration (signed by the employer) stating that the employer will ensure the foreign national concerned has access to suitable accommodation and training (including language training).

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 Division
Department of Business, Enterprise and Innovation
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