

EMPLOYMENT PERMIT CHECKLIST FOR CHEFS

This checklist has been produced by the Employment Permits Division in the Department of Business, Enterprise and Innovation to assist with applications for employment permits for chefs.

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

When applying for a General Employment Permit for a Chef a Labour Market Needs Test must be carried out - <https://dbe.gov.ie/en/What-We-Do/Workplace-and-Skills/Employment-Permits/Labour-Market-Needs-Test/>

The User Guide is available here - <https://epos.djei.ie/EPOSOnlinePortal/UserGuide.pdf>

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

1. EMPLOYER DETAILS

- Employer Registered Number and Company Name Registered Number.
- Registered Name of Company/Business and Trading Name (if different).
- 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 relevant to chef 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. A 40-hour week must have a salary of €30,763.20.

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://dbej.gov.ie/en/What-We-Do/Workplace-and-Skills/Employment-Permits/Fees/>

6. 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.

7. LABOUR MARKET NEEDS TEST

- Provide Department of Employment Affairs and Social Protection Employment Services(JobsIreland)/EURES Employment Network Reference Number and a copy of the advertisement for the job; the advertisement MUST run for 2 weeks before application can be made and must have been placed within the 90 days before the application is made.
- A copy of the advertisement for the job in a national newspaper for each of the 3 days (this should be cuttings or photocopies of the actual advertisement, not invoices).
- 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.
- Ensure all advertisements provide the following information:
 - o A description of the employment;
 - o The name of the employer;
 - o The location at which the employment will be carried out;
 - o The number of hours to be worked each week;
 - o The annual remuneration.

8. OTHER INFORMATION REQUIRED

- Signature pages signed by employer and employee.
- 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.
- Copy of employee's relevant qualifications, English translations to be provided (if necessary).
- Letters of reference from previous employers.
- 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.
- Copy of P35L as returned to Revenue Commissioners (if operating for more than a year)
- Valid Tax Access Number.
- Copy of Utility Bill for the business from last 2 months.
- Letter from the local health authority confirming employer has permission to operate as a restaurant.

- Statement from employer that employee will be employed in an establishment other than a fast food outlet.
- Name, position in company, phone number and e-mail address for contact person.
- Evidence of required amount of experience for chef role being applied for.
- Copy of contract signed by employer and employee.

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
28th June 2018