STATUTORY INSTRUMENTS.

S.I. No. 432 of 2014

EMPLOYMENT PERMITS REGULATIONS 2014
I, RICHARD BRUTON, Minister for Jobs, Enterprise and Innovation, in exercise of the powers conferred on me by sections 10A, 14, 14A, 29 and 30 (as inserted or amended by sections 13, 17, 18, 29 and 30 of the Employment Permits (Amendment) Act 2014 (No. 26 of 2014)) of the Employment Permits Act 2006 (No. 16 of 2006) (as adapted by the Enterprise, Trade and Innovation (Alteration of Name of Department and Title of Minister) Order 2011 (S.I. No. 245 of 2011)), hereby make the following regulations:

Part 1

PRELIMINARY

Citation

1. These Regulations may be cited as the Employment Permits Regulations 2014.

Commencement

2. These Regulations shall come into force on 1 October 2014.

Interpretation

3. In these Regulations—

“carer in a private home” means a person who—

(a) is a qualified medical professional and is caring for a person with a severe medical condition in a domestic dwelling, or

(b) is caring for a person with special care needs in a domestic dwelling, in circumstances where—

(i) he or she has a long history of caring for the person concerned,

(ii) the relationship between the two persons is a significant aspect of the quality of care being provided, and

(iii) there are no alternative care options;

“Contract for Services Employment Permit” has the meaning assigned to it in Regulation 38;

“Critical Skills Employment Permit” has the meaning assigned to it in Regulation 14;
“Dependant/Partner/Spouse Employment Permit” has the meaning assigned to it in Regulation 19;

“domestic operative” means any person, other than a carer in a private home, whose employment takes place principally in a private home;

“EURES” means the network of public employment services and partners within the Member States of the EEA;

“Exchange Agreement Employment Permit” has the meaning assigned to it in Regulation 51;

“fast food outlet” means a food establishment where food is prepared in bulk for speed of service, rather than to individual order;

“General Employment Permit” has the meaning assigned to it in Regulation 25;

“Internship Employment Permit” has the meaning assigned to it in Regulation 60;

“Intra-Company Transfer Employment Permit” has the meaning assigned to it in Regulation 31;

“P21” means the balancing statement of that name issued in respect of an employee by the Revenue Commissioner;

“P30” means the monthly return of that name furnished by an employer to the Revenue Commissioners;

“P45” means the document of that name issued by an employer in respect of an employee who has ceased employment with the employer;

“P60” means the document of that name issued by an employer in respect of an employee for each year that he or she is in the employment of the employer;

“pin” means personal identification number;

“Principal Act” means the Employment Permits Act 2006 (No. 16 of 2006), as amended by the Employment Permits (Amendment) Act 2014 (No. 26 of 2014);

“Reactivation Employment Permit” has the meaning assigned to it in Regulation 46;

“registered medical practitioner” has the meaning assigned to it in section 2 of the Medical Practitioners Act 2007 (No. 25 of 2007);

“restaurant” means any premises which are structurally adapted and used for the purpose of supplying substantial meals to the public for consumption on the premises and in which any other business carried on is ancillary and subsidiary to the provision of such meals;
“Sport and Cultural Employment Permit” has the meaning assigned to it in Regulation 56;

“vacancy reference number” means the six digit identification number assigned to each vacancy added to the Jobs Ireland portal maintained by the Minister for Social Protection.

Part 2

GENERAL PROVISIONS

Fees

4. (1) Subject to paragraphs (4) and (5), the fees listed in Schedule 1 are prescribed in respect of the applications described therein.

(2) Payment of fees under these Regulations and the Principal Act shall be made in the form of a Euro denominated cheque, bank draft, demand draft or postal order, drawn on a financial institution operating within the Irish clearing system and made payable to the Department of Jobs, Enterprise and Innovation, or by electronic transfer to an account of the Department of Jobs, Enterprise and Innovation, specified from time to time for this purpose by the Minister.

(3) A portion of up to 90% is prescribed, for the purpose of section 12(5) of the Principal Act, as the portion of a fee that may be returned in the event of an application being refused or withdrawn.

(4) No fee shall be payable where the application is made by the person who has made the offer of employment, or, as the case may be, the connected person, and such person—

(a) provides with the application a letter from the Revenue Commissioners confirming that such person has charitable status, or

(b) has provided the letter referred to in subparagraph (a) in respect of a different application, and in respect of which an employment permit was granted or renewed, within the 12 month period preceding the application.

(5) No fee shall be payable where the foreign national in respect of whom the application is made is the spouse or civil partner of a person who is a national of a Member State of the EEA, provided that the application is accompanied by—

(a) clear photocopies of the relevant pages of the current passport of the spouse or civil partner of the foreign national in respect of whom the application is made, showing his or her picture, personal details and signature, and

(b) a copy of the relevant marriage certificate or civil partnership registration.
Application for grant of employment permit

5. (1) Forms A to I in Schedule 6 are prescribed for the purposes of applications for the grant of the employment permits named therein.

(2) The following information and documents are prescribed for the purpose of section 6(g)(i) of the Principal Act and shall be provided with an application for the grant of an employment permit:

(a) a photograph of the foreign national in respect of whom the application is made, of the same size and form as the photograph required by the Minister for Foreign Affairs and Trade to be contained in a passport issued by that Minister to a citizen of the State,

(b) clear photocopies of the relevant pages of the passport of the foreign national in respect of whom the application is made, showing his or her picture, personal details, passport expiry date 12 months or more after the date of application, and his or her signature,

(c) a clear photocopy of the current immigration stamp and visa, if applicable, of the foreign national in respect of whom the application is made or, if available, his or her Garda National Immigration Bureau pin,

(d) where the person who makes the offer of employment, or, as the case may be, the contractor or connected person, has not yet made returns to the Revenue Commissioners in respect of employees, a statement in writing provided by the Revenue Commissioners confirming registration with the Revenue Commissioners and stating the said person’s ERN (Employer Registered Number),

(e) where the person who makes the offer of employment, or, as the case may be, the contractor or connected person, does not come under subparagraph (d) and has not provided one of the following documents in respect of a different application, and in respect of which an employment permit was granted or renewed, within the 12 months preceding the application, a copy of—

(I) a P30 returned to the Revenue Commissioners within the 2 month period preceding the application, or

(II) a receipt for such return, whether issued through ROS (Revenue Online Service) or otherwise,

(f) in the case of an application for employment in a profession listed in Part A of Schedule 2, a copy of the registration of the foreign national in respect of whom the application is made with the appropriate regulatory body listed in that Schedule or, if available, his or her registration number, licence number or pin with that regulatory body,

(g) in the case of an application for employment in a profession listed in Part B of Schedule 2, a copy of the registration or recognition of
qualifications of the foreign national in respect of whom the application is made with the appropriate regulatory body or Minister of the Government listed in that Schedule,

(h) in the case of an application for employment as a carer in a private home—

(I) copies of qualifications confirming that the foreign national in respect of whom the application is made is a trained medical professional in a profession listed in Part A of Schedule 2 and a letter from a registered medical practitioner specialising in the area of illness of the person for whom the foreign national will be caring, confirming that that person has a severe medical condition, or

(II) a copy of a P60, payslips, a notarised letter or an affidavit establishing that the foreign national in respect of whom the application is made has a long history of caring for the person concerned and a letter from a registered medical practitioner specialising in the area of illness of the person for whom the foreign national will be caring confirming that that person has special care needs,

(i) in the case of an application for employment in a restaurant or fast food outlet—

(I) if the establishment has been operating for one year or more, a copy of a “P35L” form returned by the person who makes the offer of employment, or the connected person, to the Revenue Commissioners,

(II) an up-to-date tax clearance certificate in respect of the person who makes the offer of employment, or the connected person,

(III) copies of utility bills for the establishment’s premises dated within the period of 2 months prior to the application,

(IV) copies of any certified qualifications of the foreign national in respect of whom the application is made,

(V) in the case of an application for employment as an executive chef, head chef, sous chef or specialist chef specialising in cuisine originating from a state that is not a Member State of the EEA, a statement from the person who makes the offer of employment, or the connected person, confirming that the foreign national in respect of whom the application is made shall be employed in an establishment other than a fast food outlet, and
(VI) a letter from the relevant official agency confirming that the person who makes the offer of employment, or the connected person, has registered its premises in accordance with Article 6 of Regulation (EC) No. 852/2004 of the European Parliament and of the Council of 29 April 2004 and Regulation 6 of the European Communities (Hygiene of Foodstuffs) Regulations 2006 (S.I. No. 369 of 2006), and

(j) where the person who makes the offer of employment is required to obtain permission from the Minister for Justice and Equality to operate a business in the State, a copy of the appropriate permission.

Application for renewal of employment permit
6. (1) Forms J to O in Schedule 6 are prescribed for the purposes of applications for the renewal of the employment permits named therein.

(2) The following information, documents and evidence are prescribed for the purpose of section 20(4A) of the Principal Act and shall be provided with an application for the renewal of an employment permit:

(a) a photograph of the holder of the same size and form as the photograph required by the Minister for Foreign Affairs and Trade to be contained in a passport issued by that Minister to a citizen of the State,

(b) clear photocopies of the relevant pages of the holder’s passport, showing his or her picture, personal details, a passport expiry date of 12 months or more after the date of application for renewal and his or her signature,

(c) a clear photocopy of the holder’s current immigration stamp and visa if applicable, or, if available, his or her Garda National Immigration Bureau pin,

(d) a copy of 3 recent payslips of the holder dated within the 4 month period prior to the application,

(e) a copy of the P60 issued in respect of the holder for each year that he or she has been employed pursuant to the employment permit, or, if the P60 is not available, the P21 issued in respect of the holder,

(f) in the case of an application for employment in a profession listed in Part A of Schedule 2, a copy of the holder’s registration with the appropriate regulatory body listed in that Schedule or, if available, his or her registration number, licence number or pin with that regulatory body,

(g) in the case of an application for employment in a profession listed in Part B of Schedule 2, a copy of the holder’s registration with, or recognition of qualifications by, the appropriate regulatory body or Minister of Government listed in that Schedule,

(h) in the case of an application for employment in a restaurant or fast food outlet an up-to-date tax clearance certificate in respect of the employer or the connected person,

(i) in the case of an employer, or, as the case may be, a contractor or connected person, who has not provided one of the following documents in respect of a different application, and in respect of which an employment permit was granted or renewed, within the 12 months preceding the application, a copy of—

(I) a P30 returned to the Revenue Commissioners within the 2 month period preceding the application, or

(II) a receipt for such return, whether issued through the Revenue Online Service (ROS) or otherwise, and

(j) where the person who makes the offer of employment is required to obtain permission from the Minister for Justice and Equality to operate a business in the State, a copy of the appropriate permission.

(3) For the purpose of s. 20(2) of the Principal Act, an application for the renewal of an employment permit shall be made—

(a) within the period of 4 months ending on the day of expiry of the period for which it has been granted (or for which it has last been renewed under that section), or

(b) within the period of 1 month after the expiry of that period.

Time period after offer of employment or publication of notice within which application must be made

7. The period of 90 days is prescribed—

(a) in the case of an application for an employment permit to which section 10A(5) of the Principal Act applies, as the number of days from the day on which a notice is first published in accordance with that section, within which such application must be made, and

(b) in the case of an application for any other employment permit, as the period preceding the application within which an offer of employment in the State must have been made to the foreign national in respect of whom the application is made.

Time period for submission of additional information, documents or evidence

8. The period within which information, documents or evidence requested by the Minister must be provided is the period of 28 days after the date of the request.

Declarations

9. The Minister may, subject to a right of verification in all cases, consider any requirement specified in the Principal Act or these Regulations to be satisfied by
a declaration made by the relevant parties in the applicable application form set out in Schedule 6, or in such other form as may be provided or required for that purpose by the Minister.

Change of name following transfer of undertaking

10. (1) Forms R, S and T in Schedule 6 are prescribed for the purpose of the notification of a change of name to which section 8(8) of the Principal Act applies.

(2) In the event of a change of name to which section 8(8) of the Principal Act applies, the following information and documents shall be provided with the notification referred to in paragraph (1):

(a) the original and the certified copy of the employment permit to be amended,

(b) a letter from a solicitor or accountant confirming—

(i) that the transfer comes within the meaning of the European Communities (Protection of Employees on Transfer of Undertakings) Regulations 2003 (S.I. No. 131 of 2003), and

(ii) the date of the transfer, and

(c) one of the following documents:

(i) a P30 returned by the new employer, or as the case may be, the new contractor or new connected person, within the 2 month period preceding the notification of change of name,

(ii) a receipt for such return, whether issued through the Revenue Online Service (ROS) or otherwise, or

(iii) where the new employer, or, as the case may be, the new contractor or new connected person, has not yet made returns to the Revenue Commissioners in respect of employees, a statement in writing provided by the Revenue Commissioners confirming registration with the Revenue Commissioners and stating the said person’s ERN (Employer Registered Number).

Redundancy

11. (1) Form P in Schedule 6 is prescribed for the purpose of the notification to be made by a foreign national in the event of a redundancy to which section 20A or 20B of the Principal Act applies.

(2) In addition to the information and documentation referred to in section 20C of the Principal Act, the foreign national concerned shall provide to the Minister, with the notification to be made under such section:
(a) a letter from the employer specified in the employment permit confirming that the foreign national has been dismissed by reason of redundancy, and

(b) where available, the P45 issued to the foreign national following his or her redundancy.

Registration with regulatory body or Minister of Government

12. A foreign national in respect of whom an application is made for an employment permit for employment in a profession listed in Part C of Schedule 2 is required to be registered with, or have his or her qualifications recognised by, the corresponding regulatory body or Minister of Government listed in that Part.

Review of decision to refuse or revoke employment permit

13. (1) Form Q in Schedule 6 is prescribed for the purposes of an application to submit a decision for review under section 13 or 17 of the Principal Act.

(2) An application for review of a decision under section 13 or 17 of the Principal Act shall be accompanied by—

(a) the letter which issued from the Department of Jobs, Enterprise and Innovation advising the applicant of the Minister’s decision to refuse the employment permit application under section 12 of the Principal Act, or

(b) the letter which issued from the Department of Jobs, Enterprise and Innovation advising the holder of the employment permit and the employer, or connected person, of the decision to revoke the employment permit under section 16 of the Principal Act,

as well as by any other relevant documentation in support of the request for review of the decision.

Part 3

CRITICAL SKILLS EMPLOYMENT PERMIT

Name and purpose of Critical Skills Employment Permit

14. The name of the employment permit granted for the purpose referred to in section 3A(2)(a) of the Principal Act shall be the ‘Critical Skills Employment Permit’.

Eligible employments and minimum annual remuneration for Critical Skills Employment Permit

15. (1) The employments for which a Critical Skills Employment Permit may be granted are—

(a) the employments listed in Schedule 3 for which the minimum annual remuneration is €30,000 and in respect of which the minimum hourly rate of remuneration is €14.79, and
(b) all other employments, other than the employments listed in Schedule 4, for which the minimum annual remuneration is €60,000 and in respect of which the minimum hourly rate of remuneration is €29.58.

**Minimum number of hours of work under Critical Skills Employment Permit**

16. The minimum number of hours of work required to be worked each week under a Critical Skills Employment Permit is 20.

**Qualification or experience required for Critical Skills Employment Permit**

17. (1) In the case of a Critical Skills Employment Permit for an employment for which the minimum annual remuneration is €60,000, the qualification or experience required in respect of that employment is—

(a) a third level degree relevant to the employment concerned, or

(b) the necessary experience.

(2) In the case of a Critical Skills Employment Permit for an employment for which the minimum annual remuneration is €30,000, the qualification required in respect of that employment is a third level degree relevant to the employment concerned.

**Form of Critical Skills Employment Permit**

18. Form A in Schedule 7 is prescribed as the form of a Critical Skills Employment Permit.

**Part 4**

DEPENDANT/PARTNER/SPouse EMPLOYMENT PERMIT

**Name and purpose of Dependant/Partner/Spouse Employment Permit**

19. The name of the employment permit granted for the purpose referred to in section 3A(2)(b) of the Principal Act shall be the ‘Dependant/Partner/Spouse Employment Permit’.

**Eligible employments and minimum hourly rate of remuneration for Dependant/Partner/Spouse Employment Permit**

20. (1) Subject to paragraph (2), the employments for which a Dependant/Partner/Spouse Employment Permit may be granted are all employments, other than that of a domestic operative.

(2) The minimum hourly rate of remuneration for an employment for which a Dependant/Partner/Spouse Employment Permit may be granted is €8.65.

**Documentation required for grant of Dependant/Partner/Spouse Employment Permit**

21. (1) In addition to the information and documents prescribed under Regulation 5(2) for the purpose of section 6(g)(i) of the Principal Act, the following documents shall be provided with an application for the grant of a Dependant/Partner/Spouse Employment Permit to a foreign national referred to in section 3C(2) of the Principal Act:
(a) a copy of a birth certificate, marriage certificate, civil partnership registration, evidence of permission from the Minister for Justice and Equality to remain in the State for the purpose of making an application for an employment permit, or other legal document evidencing the relationship of the dependant, civil partner or spouse with the primary permit holder,

(b) clear photocopies of the relevant pages of the primary permit holder’s current passport, showing his or her picture, personal details, passport expiry date and signature,

(c) clear photocopies of the primary permit holder’s current immigration stamp or visa, or, if available, his or her Garda National Immigration Bureau pin, and

(d) a letter from the primary permit holder’s employer, dated within the 3 month period prior to the application, confirming the primary permit holder’s employment with that employer and his or her job title.

(2) In addition to the information and documents prescribed under Regulation 5(2) for the purpose of section 6(g)(i) of the Principal Act, the following documents shall be provided with an application for the grant of a Dependant/Partner/Spouse Employment Permit to a foreign national referred to in section 3C(3) of the Principal Act:

(a) a copy of a birth certificate, marriage certificate, civil partnership registration, evidence of permission from the Minister for Justice and Equality to remain in the State for the purpose of making an application for an employment permit, or other legal document evidencing the dependant, civil partner or spouse’s relationship with the research project researcher,

(b) clear photocopies of the relevant pages of the research project researcher’s current passport, showing his or her picture, personal details, passport expiry date and signature,

(c) clear photocopies of the research project researcher’s current immigration stamp or visa, or, if available, his or her Garda National Immigration Bureau pin,

(d) in the case of a foreign national referred to in section 3C(3)(a) of the Principal Act, a letter from the person in the State with whom the research is being carried out, dated within the 3 month period prior to the application, confirming that the research project researcher is carrying out such research, and

(e) in the case of a foreign national referred to in section 3C(3)(b) of the Principal Act, a letter from the employer of the research project researcher dated within the 3 month period prior to the application, confirming the research project researcher’s employment with that employer and his or her job title.
**Documentation required for renewal of Dependant/Partner/Spouse Employment Permit**

22. (1) In addition to the information, documents and evidence prescribed under Regulation 6(2) for the purpose of section 20(4A) of the Principal Act, an application for the renewal of a Dependant/Partner/Spouse Employment Permit granted to a foreign national referred to in section 3C(2) of the Principal Act shall be accompanied by—

(a) clear photocopies of the relevant pages of the primary permit holder’s current passport, showing his or her picture, personal details, passport expiry date and signature,

(b) clear photocopies of the primary permit holder’s current immigration stamp or visa or, if available, his or her Garda National Immigration Bureau pin, and

(c) a letter from the primary permit holder’s employer, dated within the 3 month period prior to the application, confirming the primary permit holder’s employment with that employer.

(2) In addition to the documents, documents and evidence prescribed under Regulation 6(2) for the purpose of section 20(4A) of the Principal Act, an application for the renewal of a Dependant/Partner/Spouse Employment Permit granted to a foreign national referred to in section 3C(3) of the Principal Act shall be accompanied by—

(a) clear photocopies of the relevant pages of the research project researcher’s current passport, showing his or her picture, personal details, passport expiry date and signature,

(b) clear photocopies of the research project researcher’s current immigration stamp or visa or, if available, his or her Garda National Immigration Bureau pin,

(c) in the case of a foreign national referred to in section 3C(3)(a) of the Principal Act, a letter from the person in the State with whom the research is being carried out, dated within the 3 month period prior to the application, confirming that the research project researcher is carrying out such research, and

(d) in the case of a foreign national referred to in section 3C(3)(b) of the Principal Act, a letter from the employer of the research project researcher, dated within the 3 month period prior to the application, confirming the research project researcher’s employment with that employer and his or her job title.

**Minimum number of hours of work under Dependant/Partner/Spouse Employment Permit**

23. The minimum number of hours of work required to be worked each week under a Dependant/Partner/Spouse Employment Permit is 10.
Form of Dependant/Partner/Spouse Employment Permit

24. Form B in Schedule 7 is prescribed as the form of a Dependant/Partner/Spouse Employment Permit.

Part 5

General Employment Permit

Name and purpose of General Employment Permit

25. The name of the employment permit granted for the purpose referred to in section 3A(2)(c) of the Principal Act shall be the ‘General Employment Permit’.

Eligible employments and minimum annual remuneration for General Employment Permit

26. (1) Subject to paragraph (2), the employments for which a General Employment Permit may be granted are all employments, other than the employments listed in Schedule 4, for which—

(a) in the case of a foreign national who has graduated in the last 12 months from a third level institution in the State and has been offered a graduate position in an employment listed in Schedule 3, the minimum annual remuneration is €27,000 and in respect of which the minimum hourly rate of remuneration is €13.31,

(b) in the case of a foreign national who has graduated in the last 12 months from a third level institution outside the State and has been offered a graduate position in an employment listed under ‘ICT professionals’ in Schedule 3, the minimum annual remuneration is €27,000 and in respect of which the minimum hourly rate of remuneration is €13.31,

(c) in the case of employment of a person fluent in the official language of a state which is not a Member State of the EEA, where the employment is supported by an enterprise development agency and the employment is in—

(i) a customer service and sales role with relevant product knowledge,

(ii) a specialist online digital marketing and sales role, or

(iii) a specialist language support and technical sales support role,

the minimum annual remuneration is €27,000 and in respect of which the minimum hourly rate of remuneration is €13.31, or

(d) in any other case, the minimum annual remuneration is €30,000 and in respect of which the minimum hourly rate of remuneration is €14.79.
(2) In the case of a General Employment Permit granted in respect of employment referred to in paragraph (1)(a) or (b), the minimum annual remuneration required as a condition of the renewal of such permit shall be €30,000 and in respect of which the minimum hourly rate of remuneration is €14.79.

Notice of offer of employment prior to application for General Employment Permit

27. (1) In the case of an application for a General Employment Permit, the notice referred to in section 10A(3) of the Principal Act shall be placed—

(a) with the Minister for Social Protection for publication on the EURES website for a minimum period 14 days,

(b) in at least one national newspaper for a minimum period of 3 days, and

(c) either—

(i) in a newspaper referred to in section 10A(4)(a)(iii)(I), or

(ii) on a website referred to in section 10A(4)(a)(iii)(II), for a minimum period, in either case, of 3 days.

(2) In the case of an application for a General Employment Permit, the notice referred to in section 10A(3) of the Principal Act shall contain—

(a) a description of the employment,

(b) the name of the person who shall make the offer of employment,

(c) the minimum annual remuneration of the employment,

(d) the location(s) at which the employment is to be carried out, and

(e) the hours of work of the employment.

(3) In the case of an application for a General Employment Permit, the employments referred to in section 10A(7)(a) of the Principal Act, to which the requirement to publish a notice under section 10A(2) of the Principal Act shall not apply, are—

(a) the employments listed in Schedule 3, and

(b) all other employments, other than the employments listed in Schedule 4, for which the minimum annual remuneration is €60,000.

Information required for grant of General Employment Permit

28. Where a notice of offer of employment has, in accordance with section 10A of the Principal Act, been required to be published, in addition to the information and documents prescribed under Regulation 5(2) for the purpose
of section 6(g)(i) of the Principal Act, the following information and documents shall be provided with an application for the grant of a General Employment Permit, other than an application in respect of an employment referred to in Regulation 27(3):

(a) the vacancy reference number of the notice referred to in Regulation 27(1)(a), and

(b) copies of the notices referred to in Regulation 27(1)(b) and (c), clearly showing the dates of publication of such notices.

Minimum number of hours of work under General Employment Permit

29. The minimum number of hours of work required to be worked each week under a General Employment Permit is 20.

Form of General Employment Permit

30. Form C in Schedule 7 is prescribed as the form of a General Employment Permit.

Part 6

INTRA-COMPANY TRANSFER EMPLOYMENT PERMIT

Name and purpose of Intra-Company Transfer Employment Permit

31. The name of the employment permit granted for the purpose referred to in section 3A(2)(d) of the Principal Act shall be the ‘Intra-Company Transfer Employment Permit’.

Eligible employments and minimum annual remuneration for Intra-Company Transfer Employment Permit

32. (1) Subject to paragraph (2), the employments for which an Intra-Company Transfer Employment Permit may be granted are—

(a) in respect of the employments referred to in section 3A(2)(d)(i) of the Principal Act, employments—

(i) in a senior management position, or

(ii) in a position that requires specialist knowledge, qualifications or experience essential to the connected person’s service, research equipment, techniques or management,

and for which the minimum annual remuneration is €40,000 and in respect of which the minimum hourly rate of remuneration is €19.72, and

(b) in respect of the employments referred to in section 3A(2)(d)(ii) of the Principal Act, employments—

(i) that require the foreign national in respect of whom the application is made to undergo training with the connected person for a period not exceeding 12 months, and
(ii) for which the minimum annual remuneration is €30,000 and in respect of which the minimum hourly rate of remuneration is €14.79.

(2) An Intra-Company Transfer Employment Permit shall not be granted in respect of an employment listed in Schedule 4.

(3) In this Regulation “senior management position” means any position primarily having one of the following functions:

(a) the management of the organisation, or a department, subdivision, function or component thereof,

(b) the supervision or control of the work of other supervisory, professional or managerial staff, or management of an essential function within the organisation, or a department or subdivision thereof,

(c) the authority to hire and terminate staff, or recommend same, as well as other human resources functions, or

(d) the exercise of discretion over the day-to-day operations of the activity or function for which the foreign national has authority.

Documentation required for grant of Intra-Company Transfer Employment Permit

33. In addition to the information and documents prescribed under Regulation 5(2) for the purpose of section 6(g)(i) of the Principal Act, an application for the grant of an Intra-Company Transfer Employment Permit by a connected person who has not provided such documents in respect of a different application, and in respect of which an Intra-Company Transfer Employment Permit was granted or renewed, within the last 2 years shall be accompanied by documentary evidence of the connection between the connected person and the foreign employer.

Minimum number of hours of work under Intra-Company Transfer Employment Permit

34. The minimum number of hours of work required to be worked each week under an Intra-Company Transfer Employment Permit is 20.

Minimum period of employment with foreign employer required for Intra-Company Transfer Employment Permit

35. The minimum period of employment for which a foreign national referred to in section 3D(5) of the Principal Act shall be employed by the foreign employer before an application for an Intra-Company Transfer Employment Permit may be made in respect of him or her is 6 months.

Remuneration documentation required for application for renewal of Intra-Company Transfer Employment Permit

36. In addition to the information, documents and evidence prescribed in Regulation 6(2), the following shall be provided, and where necessary translated,
with an application for the renewal of an Intra-Company Transfer Employment Permit:

(a) documentation evidencing any payments made in respect of the board or accommodation of the holder of the employment permit,

(b) documentation evidencing any payments made in respect of the health insurance of the holder of the employment permit, and

(c) certified translations into English or Irish of any documentation referred to in paragraph (a) or (b), wherever such documentation is not in English or Irish.

**Form of Intra-Company Transfer Permit**

37. Form D in Schedule 7 is prescribed as the form of an Intra-Company Transfer Employment Permit.

**Part 7**

**CONTRACT FOR SERVICES EMPLOYMENT PERMIT**

**Name and purpose of Contract for Services Employment Permit**

38. The name of the employment permit granted for the purpose referred to in section 3A(2)(e) of the Principal Act shall be the ‘Contract for Services Employment Permit’.

**Eligible employments and minimum annual remuneration for Contract for Services Employment Permit**

39. (1) Subject to paragraph (2), the employments for which a Contract for Services Employment Permit may be granted are all employments, for which the minimum annual remuneration is €40,000 and in respect of which the minimum hourly rate of remuneration is €19.72.

(2) A Contract for Services Employment Permit shall not be granted in respect of—

(a) the employments listed in Schedule 4, and

(b) employment as an executive chef, head chef, sous chef or specialist chef specialising in cuisine originating from a state that is not a Member State of the EEA, in an establishment other than a fast food outlet.

**Notice of offer of employment prior to application for Contract for Services Employment Permit**

40. (1) In the case of an application for a Contract for Services Employment Permit, the notice referred to in section 10A(3) of the Principal Act shall be placed—

(a) with the Minister for Social Protection for publication on the EURES website for a minimum period 14 days,
(b) in at least one national newspaper for a minimum period of 3 days, and

(c) either—

(i) in a newspaper referred to in section 10A(4)(a)(iii)(I), or

(ii) on a website referred to in section 10A(4)(a)(iii)(II),

for a minimum period, in either case, of 3 days.

(2) In the case of an application for a Contract for Services Employment Permit, the notice referred to in section 10A(3) of the Principal Act shall contain—

(a) a description of the employment,

(b) the name of the contractor,

(c) the minimum annual remuneration of the employment,

(d) the location(s) at which the employment is to be carried out, and

(e) the hours of work of the employment.

(3) In the case of an application for a Contract for Services Employment Permit, the employments referred to in section 10A(5)(a) of the Principal Act, to which the requirement to publish a notice under section 10A(2) of the Principal Act shall not apply, are—

(a) the employments listed in Schedule 3, and

(b) all other employments, other than the employments referred to in Regulation 39(2), for which the minimum annual remuneration is €60,000.

Documentation and information required for grant of Contract for Services Employment Permit

41. In addition to the information and documents prescribed under Regulation 5(2) for the purpose of section 6(g)(i) of the Act, the following information and documents shall be provided with an application for the grant of a Contract for Services Employment Permit:

(a) information in relation to the contract service agreement under which it is proposed that the employee shall be providing services, and

(b) other than in the case of an application for an employment permit in respect of an employment referred to in Regulation 40(3)—

(i) the vacancy reference number of the notice referred to in Regulation 40(1)(a), and
(ii) copies of the notices referred to in Regulation 40(1)(b) and (c), clearly showing the dates of publication of such notices.

Minimum number of hours of work under Contract for Services Employment Permit

42. The minimum number of hours of work required to be worked each week under a Contract for Services Employment Permit is 20.

Minimum period of employment with contractor required for Contract for Services Employment Permit

43. The minimum period of employment for which a foreign national referred to in section 3E(5) of the Principal Act shall be employed by the contractor before an application for a Contract for Services Employment Permit may be made in respect of him or her is 6 months.

Remuneration documentation required for application for renewal of Contract for Services Employment Permit

44. In addition to the information, documents and evidence prescribed under Regulation 6(2), the following shall be provided, and where necessary translated, with an application for the renewal of a Contract for Services Employment Permit:

(a) documentation evidencing any payments made in respect of the board or accommodation of the holder of the employment permit,

(b) documentation evidencing any payments made in respect of the health insurance of the holder of the employment permit, and

(c) certified translations into English or Irish of any documentation referred to in paragraph (a) or (b), wherever such documentation is not in English or Irish.

Form of Contract for Services Employment Permit

45. Form E in Schedule 7 is prescribed as the form of a Contract for Services Employment Permit.

Part 8

REACTIVATIONEMPLOYMENTPERMIT

Name and purpose of Reactivation Employment Permit

46. The name of the employment permit granted for the purpose referred to in section 3A(2)(f) of the Act shall be known as a ‘Reactivation Employment Permit’.

Eligible employments and minimum annual remuneration for Reactivation Employment Permit

47. (1) Subject to paragraph (2), the employments for which a Reactivation Employment Permit may be granted are all employments for which the minimum annual remuneration is €17,542 and in respect of which the minimum hourly rate of remuneration is €8.65.
(2) A Reactivation Employment Permit shall not be granted for employment as a domestic operative.

Minimum number of hours of work under Reactivation Employment Permit
48. The minimum number of hours of work required to be worked each week under a Reactivation Employment Permit is 20.

Documentation required for grant of Reactivation Employment Permit
49. In addition to the information and documents prescribed under Regulation 5(2), an application for the grant of a Reactivation Employment Permit shall be accompanied by evidence of permission from the Minister for Justice and Equality to remain in the State for the purpose of making an application for an employment permit.

Form of Reactivation Employment Permit
50. Form F in Schedule 7 is prescribed as the form of a Reactivation Employment Permit.

Part 9

EXCHANGE AGREEMENT EMPLOYMENT PERMIT

Name and purpose of Exchange Agreement Employment Permit
51. The name of the employment permit granted for the purpose referred to in section 3A(2)(g) of the Act shall be known as an ‘Exchange Agreement Employment Permit’.

Eligible employments and minimum annual remuneration for Exchange Agreement Employment Permit
52. The employments in respect of which an Exchange Agreement Employment Permit may be granted are those that come within the scope of the exchange agreements listed in Schedule 5 and in respect of which the minimum annual remuneration is €17,542 and the minimum hourly rate of remuneration is €8.65.

Minimum number of hours of work under Exchange Agreement Employment Permit
53. The minimum number of hours of work required to be worked each week under an Exchange Agreement Employment Permit is 20.

Documentation required for grant of Exchange Agreement Employment Permit
54. In addition to the information and documents prescribed under Regulation 5(2), an application for the grant of an Exchange Agreement Employment Permit shall be accompanied by a letter from the organisation operating the exchange agreement confirming that the exchange agreement applies to the foreign national in respect of whom the application for the grant of the Exchange Agreement Employment Permit is made.

Form of Exchange Agreement Employment Permit
55. Form G in Schedule 7 is prescribed as the form of an Exchange Agreement Employment Permit.
Part 10

SPORT AND CULTURAL EMPLOYMENT PERMIT

Name and purpose of Sport and Cultural Employment Permit

56. The name of the employment permit granted for the purpose referred to in section 3A(2)(h) of the Act shall be known as a ‘Sport and Cultural Employment Permit’.

Eligible employments and minimum annual remuneration for Sport and Cultural Employment Permit

57. (1) Subject to paragraph (2), the employments for which a Sport and Cultural Employment Permit may be granted are all employments required for the development and operation of sporting and cultural activities for which the minimum annual remuneration is €17,542 and in respect of which the minimum hourly rate of remuneration is €8.65.

(2) A Sport and Cultural Employment Permit shall not be granted in respect of an employment listed in Schedule 4.

Minimum number of hours of work under Sport and Cultural Employment Permit

58. The minimum number of hours of work required to be worked each week under a Sport and Cultural Employment Permit is 20.

Form of Sport and Cultural Employment Permit

59. Form H in Schedule 7 is prescribed as the form of a Sport and Cultural Employment Permit.

Part 11

INTERNSHIP EMPLOYMENT PERMIT

Name and purpose of Internship Employment Permit

60. The name of the employment permit granted for the purpose referred to in section 3A(2)(i) of the Act shall be known as an ‘Internship Employment Permit’.

Eligible employments and minimum annual remuneration for Internship Employment Permit

61. The employments for which an Internship Employment Permit may be granted are the employments listed in Schedule 3, for which the minimum annual remuneration is €17,542 and in respect of which the minimum hourly rate of remuneration is €8.65.

Documentation required for grant of Internship Employment Permit

62. In addition to the information and documents prescribed under Regulation 5(2), an application for the grant of an Internship Employment Permit shall be accompanied by—

(a) a letter from a third level institution outside the State—
(i) confirming that the foreign national is enrolled as a full-time student at that institution,

(ii) providing the name and description of the course of study in which the foreign national is enrolled,

(iii) providing the qualifications or skills with which the course of study is wholly or substantially concerned,

(iv) confirming that the employment in respect of which the application is made is wholly or substantially concerned with the course of study on which the foreign national is enrolled,

(v) confirming that the foreign national is required, for the completion of the course of study, to obtain experience in the practice of the skills or qualifications with which the course of study is concerned for a period of not more than 12 months in an employment that requires the practice of those skills or qualifications, and

(vi) confirming that the foreign national is required to return to the institution at the end of the 12 month period in order to complete the course of study, and

(b) a letter from the person who has made the offer of employment—

(i) confirming that the employment is for a period not exceeding 12 months, and

(ii) stating the employment, as listed in Schedule 3, in which the foreign national is to be employed.

Minimum number of hours of work under Internship Employment Permit

63. The minimum number of hours of work required to be worked each week under an Internship Employment Permit is 20.

Form of Internship Employment Permit

64. Form I in Schedule 7 is prescribed as the form of an Internship Employment Permit.

Part 12

Final Provisions

Revocations

## Schedule 1

### Fees

<table>
<thead>
<tr>
<th>Employment permit category</th>
<th>Application fee for grant</th>
<th>Application fee for renewal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Critical Skills Employment Permit</td>
<td>€1,000</td>
<td>N/A</td>
</tr>
<tr>
<td>Intra-Company Transfer Employment Permit</td>
<td>€500 — 6 months or less €1,000 — more than 6 months, up to 24 months</td>
<td>€500 — 6 months or less €1,000 — more than 6 months, up to 24 months</td>
</tr>
<tr>
<td>General Employment Permit</td>
<td>€500 — 6 months or less €1,000 — more than 6 months, up to 24 months</td>
<td>€750 — 6 months or less €1,500 — more than 6 months, up to 36 months</td>
</tr>
<tr>
<td>Contract for Services Employment Permit</td>
<td>€500 — 6 months or less €1,000 — more than 6 months, up to 24 months</td>
<td>€750 — 6 months or less €1,500 — more than 6 months, up to 36 months</td>
</tr>
<tr>
<td>Reactivation Employment Permit</td>
<td>€500 — 6 months or less €1,000 — more than 6 months, up to 24 months</td>
<td>€750 — 6 months or less €1,500 — more than 6 months, up to 36 months</td>
</tr>
<tr>
<td>Sport &amp; Cultural Employment Permit</td>
<td>€500 — 6 months or less €1,000 — more than 6 months, up to 24 months</td>
<td>€750 — 6 months or less €1,500 — more than 6 months, up to 36 months</td>
</tr>
<tr>
<td>Internship Employment Permit</td>
<td>€500 — 6 months or less €1,000 — more than 6 months, up to 12 months</td>
<td>N/A</td>
</tr>
</tbody>
</table>
Schedule 2

Regulatory bodies or Government Minister from which or whom registration or recognition of qualifications required

Part A

Regulatory bodies from which a copy of the registration or licence, or alternatively a registration number, pin number or licence number, is required

<table>
<thead>
<tr>
<th>Profession</th>
<th>Regulatory body responsible for registration of qualifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Practitioner</td>
<td>Medical Council of Ireland</td>
</tr>
<tr>
<td>Nurse and Midwife</td>
<td>Nursing and Midwifery Board of Ireland</td>
</tr>
<tr>
<td>Security Officer</td>
<td>Private Security Authority</td>
</tr>
</tbody>
</table>

Part B

Regulatory bodies or Government Minister from which or whom a copy of the registration or recognition of qualifications is required

<table>
<thead>
<tr>
<th>Profession</th>
<th>Regulatory body or Minister of Government responsible for registration or recognition of qualifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dentist</td>
<td>Dental Council</td>
</tr>
<tr>
<td>Diagnostic or Therapeutic Radiographer</td>
<td>Radiographers Registration Board, CORU</td>
</tr>
<tr>
<td>Dietician</td>
<td>Minister for Health</td>
</tr>
<tr>
<td>Occupational Therapist</td>
<td>Minister for Health</td>
</tr>
<tr>
<td>Psychologist</td>
<td>Minister for Health</td>
</tr>
<tr>
<td>Speech and Language Therapist</td>
<td>Minister for Health</td>
</tr>
<tr>
<td>Biochemist</td>
<td>Minister for Health</td>
</tr>
<tr>
<td>Chiropodist/Podiatrist</td>
<td>Minister for Health</td>
</tr>
<tr>
<td>Environmental Health Officer</td>
<td>Minister for Health</td>
</tr>
<tr>
<td>Social Worker</td>
<td>Social Workers Registration Board, CORU</td>
</tr>
<tr>
<td>Medical Scientist</td>
<td>Academy of Medical Laboratory Sciences</td>
</tr>
<tr>
<td>Physiotherapist</td>
<td>Irish Society of Chartered Physiotherapists</td>
</tr>
<tr>
<td>Emergency Medical Technician, Paramedic &amp;</td>
<td>Pre-Hospital Emergency Care Council</td>
</tr>
<tr>
<td>Advanced Paramedic</td>
<td></td>
</tr>
<tr>
<td>Pharmacist</td>
<td>Pharmaceutical Society of Ireland</td>
</tr>
<tr>
<td>Optometrist &amp; Dispensing Optician</td>
<td>Opticians Board</td>
</tr>
<tr>
<td>Veterinary Practitioner &amp; Veterinary Nurse</td>
<td>Veterinary Council of Ireland</td>
</tr>
</tbody>
</table>
### Part C

Regulatory body or Government Minister that regulates the entry to or carrying on of the profession of the foreign national or of the employment concerned

<table>
<thead>
<tr>
<th>Profession</th>
<th>Regulatory body or Minister of Government responsible for registration or recognition of qualifications</th>
</tr>
</thead>
</table>
| Accountant                                     | Association of Chartered Certified Accountants  
Association of International Accountants  
Chartered Institute of Management Accountants  
Chartered Institute of Public Finance and Accountancy  
Institute of Certified Public Accountants in Ireland  
Institute of Chartered Accountants in Ireland  
Institute of Chartered Accountants in England and Wales  
Institute of Chartered Accountants in Scotland  
Institute of Incorporated Public Accountants |
| Approved Driving Instructor                    | Road Safety Authority                                                                                 |
| Archaeologist                                  | National Monuments Service                                                                            |
| Architect                                      | Royal Institute of Architects of Ireland                                                               |
| Auctioneer/Estate Agent/Letting Agent/Management Agent | Property Services Regulatory Authority                                                                  |
| Barrister                                      | Honourable Society of King’s Inns                                                                       |
| Building Energy Regulator                      | Sustainable Energy Authority of Ireland                                                                |
| Chartered Surveyor                            | Society of Chartered Surveyors Ireland (SCSI)                                                          |
| Chemist                                        | Institute of Chemistry of Ireland                                                                     |
| Electrician                                    | Register of Electrical Contractors of Ireland  
Electrical Contractors Safety & Standards Association                                                   |
| Engineer                                       | Institute of Engineers of Ireland                                                                     |
| Gas Installers                                 | Register of Gas Installers of Ireland                                                                  |
| Insolvency Service Practitioner                | Insolvency Service of Ireland                                                                          |
| Patent Agent                                   | Irish Patents Office                                                                                    |
| Primary Teacher/Post Primary Teacher           | The Teaching Council                                                                                   |
| Solicitor                                      | Law Society of Ireland                                                                                  |
| Tax Consultant                                 | Irish Tax Institute                                                                                     |
| Town Planner                                   | Irish Planning Institute                                                                               |
| Trade Mark Agent                               | Irish Patents Office                                                                                    |
## Regulations 15, 26, 27, 40, 61 and 62

### Schedule 3

**Employments in respect of which there is a shortage in respect of qualifications, experience or skills which are required for the proper functioning of the economy**

<table>
<thead>
<tr>
<th>SOC — 3</th>
<th>Employment category</th>
<th>SOC — 4</th>
<th>Employments</th>
</tr>
</thead>
<tbody>
<tr>
<td>211</td>
<td>Natural and Social Science Professionals</td>
<td>2111</td>
<td>Chemical scientists in manufacturing (including food &amp; beverages, medical devices), product development, clinical co-vigilance, or biotechnology or related and relevant specialist skills, qualifications or experience</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2112</td>
<td>Biological scientists and biochemists in manufacturing (including food &amp; beverages, medical devices), product development, clinical co-vigilance, or biotechnology or related and relevant specialist skills, qualifications or experience</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2113</td>
<td>Physical scientists in manufacturing (including food &amp; beverages, medical devices), product development, clinical co-vigilance, or biotechnology or related and relevant specialist skills, qualifications or experience</td>
</tr>
</tbody>
</table>
| 212     | Engineering Professionals             | 2122    | Mechanical engineers specialising in:  
• Quality control, or validation and regulation engineering (high tech industry; food and beverages), or  
• Mechanical engineering (especially polymer engineering skills in the areas of pharmaceuticals, medical devices or green economy), or  
• Chemical process engineering, or  
• Process automation engineering, or  
• Power generation, transmission and distribution, or  
• Related and relevant specialist skills, qualifications or experience |
|         |                                      | 2123    | Electrical engineers specialising in:  
• Chip design, test engineering, or application engineering, or  
• Process automation engineering, or  
• Power generation, transmission and distribution, or  
• Related and relevant specialist skills, qualifications or experience |
|         |                                      | 2124    | Electronics engineers specialising in:  
• Chip design, test engineering, or application engineering, or  
• Process automation engineering, or  
• Power generation, transmission and distribution, or  
• Related and relevant specialist skills, qualifications or experience |
<table>
<thead>
<tr>
<th>SOC — 3</th>
<th>Employment category</th>
<th>SOC — 4</th>
<th>Employments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>2126</td>
<td>Design and development engineer specialising in:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- Quality control, or validation and regulation engineering (high tech industry; food and beverages), or</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- Chip design, test engineering, or application engineering, or</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- Process automation engineering, or</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- Power generation, transmission and distribution, or</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- Related and relevant specialist skills, qualifications or experience</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2127</td>
<td>Production and process engineers specialising in:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- Quality control, or validation and regulation engineering (high tech industry; food and beverages), or</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- Chemical process engineering, or</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- Process automation engineering, or</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- Power generation, transmission and distribution, or</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- Related and relevant specialist skills, qualifications or experience</td>
</tr>
<tr>
<td>113</td>
<td>ICT Professionals</td>
<td>1136</td>
<td>Information technology and telecommunications directors</td>
</tr>
<tr>
<td>213</td>
<td></td>
<td>2133</td>
<td>IT specialist managers</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2134</td>
<td>IT project and programme managers</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2135</td>
<td>IT business analysts, architects and systems designers</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2136</td>
<td>Programmers and software development professionals</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2137</td>
<td>Web design and development professionals</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2139</td>
<td>All other ICT professionals</td>
</tr>
<tr>
<td>221</td>
<td>Health Professionals</td>
<td>2211</td>
<td>Specialist medical practitioners — registered, or eligible to be registered, on the relevant specialist division of the Medical Council or NCHDs — possessing a postgraduate qualification in the relevant specialty from an internationally-recognised training body</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2217</td>
<td>Medical radiographers</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2217</td>
<td>Vascular technologists</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2212</td>
<td>Medical laboratory scientists</td>
</tr>
<tr>
<td>118</td>
<td>Health and Social Services Managers and Directors</td>
<td>1181</td>
<td>Senior health services and public health managers and directors</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1184</td>
<td>Senior social services managers and directors</td>
</tr>
<tr>
<td>124</td>
<td>Managers in Health and Care Services</td>
<td>1241</td>
<td>Health care practice managers</td>
</tr>
<tr>
<td>223</td>
<td>Nursing and Midwifery Professionals</td>
<td>2231</td>
<td>Nurses specialising in older people, cardio, intensive &amp; critical care, oncology, or theatre nursing, or</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Clinical nursing managers, or</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Advanced nursing practitioners</td>
</tr>
<tr>
<td>SOC — 3</td>
<td>Employment category</td>
<td>SOC — 4</td>
<td>Employments</td>
</tr>
<tr>
<td>---------</td>
<td>-----------------------------------------------------</td>
<td>---------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>242</td>
<td>Business, Research and Administrative Professionals</td>
<td>2421</td>
<td>Chartered and certified accountants and taxation experts specialising in tax, compliance, regulation, solvency, or financial management, or related and relevant specialist skills, qualifications or experience</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2423</td>
<td>Management consultants and business analysts specialising in big data analytics with skills in IT, data mining, modelling, and advanced maths or related and relevant specialist skills, qualifications or experience</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2424</td>
<td>Business and financial project management professionals specialising in finance &amp; investment analytics, risk analytics, credit, fraud analytics or related and relevant specialist skills, qualifications or experience</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2425</td>
<td>Actuaries, economists and statisticians specialising in big data analytics with skills in IT, data mining, modelling, and advanced maths or related and relevant specialist skills, qualifications or experience</td>
</tr>
<tr>
<td>246</td>
<td>Quality and Regulatory Professionals</td>
<td>2461</td>
<td>Quality control and planning engineers</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2462</td>
<td>Quality assurance and regulatory professionals</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2463</td>
<td>Environmental health professionals</td>
</tr>
<tr>
<td>354</td>
<td>Sales, Marketing and Related Associate Professionals</td>
<td>3542</td>
<td>Business sales executives specialising in International Sales Roles or ITB2B sales roles and with fluency in the official language of a state which is not a Member State of the EEA</td>
</tr>
</tbody>
</table>

Note: “SOC-3” and “SOC-4” refer to applicable levels in the Standard Occupational Classification system (SOC 2010).
### Schedule 4

**Employments in respect of which an employment permit shall not be granted**

<table>
<thead>
<tr>
<th>SOC — 3</th>
<th>Employment category</th>
<th>SOC — 4</th>
<th>Employments</th>
</tr>
</thead>
<tbody>
<tr>
<td>122</td>
<td>Managers in Hospitality and Leisure Services</td>
<td>1221</td>
<td>Hotel and accommodation managers</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1223</td>
<td>Restaurant and catering establishment managers</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1224</td>
<td>Publicans and managers of licensed premises</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1225</td>
<td>Leisure and sports facilities managers</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1226</td>
<td>Travel agency managers</td>
</tr>
<tr>
<td>124</td>
<td>Managers in Health and Care Services</td>
<td>1242</td>
<td>Residential, day and domiciliary care managers</td>
</tr>
<tr>
<td>125</td>
<td>Managers in Other Services</td>
<td>1252</td>
<td>Garage managers</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1253</td>
<td>Hairdressing and beauty salon managers</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1254</td>
<td>Shopkeepers — wholesale and retail</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1255</td>
<td>Waste disposal and environmental services managers</td>
</tr>
<tr>
<td>222</td>
<td>Therapy Professional</td>
<td>2221</td>
<td>Physiotherapists (with the exception of a physiotherapist affiliated to a particular sporting organisation applying for a Sport and Cultural Employment Permit)</td>
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<td>Occupational therapists</td>
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<td>Speech and language therapists</td>
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<td>Science, Engineering and Production Technicians</td>
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<td>Building and civil engineering technicians</td>
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<td>312</td>
<td>Draughtspersons and Related Architectural Technicians</td>
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<td>Architectural and town planning technicians</td>
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<td>Draughtspersons</td>
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<td>3213</td>
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<td>Dental technicians</td>
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<td>Other health associate professionals (includes Acupuncturists, Homeopaths, Hypnotherapists, Massage therapists, Reflexologists, Sports therapists)</td>
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<td>3231</td>
<td>Youth and community workers</td>
</tr>
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<td>3233</td>
<td>Child and early years officers</td>
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<td>3234</td>
<td>Housing officers</td>
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<td>3235</td>
<td>Counsellors</td>
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<td>Other welfare and housing associate professionals</td>
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<td>356</td>
<td>Public Services and Other Associate Professionals</td>
<td>3564</td>
<td>Careers advisers and vocational guidance specialists</td>
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<td>331</td>
<td>Protective Service Occupations</td>
<td>3311</td>
<td>NCOs and other ranks</td>
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<td></td>
<td>3312</td>
<td>Police officers (sergeant and below)</td>
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<td>Fire service officers (watch manager and below)</td>
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<td>Prison service officers (below principal officer)</td>
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<td>Police community support officers</td>
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<td>Other protective service associate professionals</td>
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<td>Sports and Fitness Occupations</td>
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<td>Fitness instructors</td>
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<td>Sales, Marketing and Related Associate Professionals</td>
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<td>Estate agents and auctioneers</td>
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<td>Conference and exhibition managers and organisers</td>
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<td>Public Services and Other Associate Professionals</td>
<td>3561</td>
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<td>3563</td>
<td>Vocational and industrial trainers and instructors</td>
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<td>3565</td>
<td>Inspectors of standards and regulations</td>
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<td>3567</td>
<td>Health and safety officers</td>
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<td>411</td>
<td>Administrative Occupations: Government and Related Organisations</td>
<td>4112</td>
<td>National government administrative occupations</td>
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<td>Local government administrative occupations</td>
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<td>Administrative Occupations: Finance</td>
<td>4122</td>
<td>Book-keepers, payroll managers and wages clerks (with the exception of employment of a person fluent in the official language of a state which is not a Member State of the EEA in a role in accounts payable and credit control where the employment is supported by an enterprise development agency)</td>
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<td>4123</td>
<td>Bank and post office clerks</td>
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<td>4124</td>
<td>Finance officers</td>
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<td>Other financial administrative occupations</td>
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<td>Administrative Occupations: Records</td>
<td>4132</td>
<td>Pensions and insurance clerks and assistants</td>
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<td>Records clerks and assistants</td>
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<td>Library clerks and assistants</td>
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<td>Human resources administrative occupations</td>
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<td>Other Administrative Occupations</td>
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<td>Sales administrators</td>
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<td>Other administrative occupations</td>
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<td>Administrative Occupations: Office Managers and Supervisors</td>
<td>4161</td>
<td>Office managers</td>
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<td>4162</td>
<td>Office supervisors</td>
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<td>Secretarial and Related Occupations</td>
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<td>Personal assistants and other secretaries</td>
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<td>4217</td>
<td>Typists and related keyboard occupations</td>
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<td>4216</td>
<td>Receptionists</td>
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<td>511</td>
<td>Agricultural and Related Trades</td>
<td>5111</td>
<td>Farmers</td>
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<td></td>
<td>5112</td>
<td>Horticultural trades</td>
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<td>5113</td>
<td>Gardeners and landscape gardeners</td>
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<td>5114</td>
<td>Groundsmen and greenkeepers</td>
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<td>5118</td>
<td>Skilled workers in horse-racing and related industries</td>
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<td>5119</td>
<td>Other agricultural and fishing trades</td>
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<td>521</td>
<td>Metal Forming, Welding and Related Trades</td>
<td>5211</td>
<td>Smiths and forge workers</td>
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<td></td>
<td>5212</td>
<td>Moulders, core makers and die casters</td>
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<td>5213</td>
<td>Sheet metal workers</td>
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<td>5214</td>
<td>Metal plate workers, and riveters</td>
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<td>5216</td>
<td>Pipe fitters</td>
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<tr>
<td>522</td>
<td>Metal Machining, Fitting and Instrument Making Trades</td>
<td>5225</td>
<td>Air-conditioning and refrigeration engineers</td>
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<td>523</td>
<td>Vehicle Trades</td>
<td>5231</td>
<td>Vehicle technicians, mechanics and electricians (with the exception of vehicle technicians and mechanics affiliated to a particular sporting organisation applying for a Sport and Cultural Employment Permit)</td>
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<td>5232</td>
<td>Vehicle body builders and repairers</td>
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<td>Vehicle paint technicians</td>
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<td>5235</td>
<td>Aircraft maintenance and related trades</td>
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<td>5236</td>
<td>Boat and ship builders and repairers</td>
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<td>524</td>
<td>Electrical and Electronic Trades</td>
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<td>Rail and rolling stock builders and repairers</td>
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<td>5241</td>
<td>Electricians and electrical fitters</td>
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<td>5242</td>
<td>Telecommunications engineers</td>
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<td>5244</td>
<td>TV, video and audio engineers</td>
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<td>IT engineers (ie Computer repairer; Computer service engineer; Hardware engineer (computer))</td>
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<td>5249</td>
<td>Other electrical and electronic trades</td>
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<td>525</td>
<td>Skilled Metal, Electrical and Electronic Trades Supervisors</td>
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<td>531</td>
<td>Construction and building trades</td>
<td>5312</td>
<td>Bricklayers and masons</td>
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<td></td>
<td>5314</td>
<td>Plumbers and heating and ventilating engineers</td>
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<td>5315</td>
<td>Carpenters and joiners</td>
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<td></td>
<td>5313</td>
<td>Roofers, roof tilers and slaters</td>
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<td></td>
<td>5316</td>
<td>Glaziers, window fabricators and fitters</td>
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<td>Other construction and building trades</td>
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<td>Building Finishing Trades</td>
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<td>Plasterers</td>
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<td>5322</td>
<td>Floorers and wall tilers</td>
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<td>Painters and decorators</td>
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<td>Construction and Building Trades Supervisors</td>
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<td>Printing Trades</td>
<td>5421</td>
<td>Pre-press technicians</td>
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<td>Printers</td>
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<td>5423</td>
<td>Print finishing and binding workers</td>
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<tr>
<td>543</td>
<td>Food Preparation and Hospitality Trades</td>
<td>5431</td>
<td>Butchers and deboners</td>
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<td></td>
<td>5432</td>
<td>Bakers and flour confectioners</td>
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<td></td>
<td>5433</td>
<td>Fishmongers and poultry dressers</td>
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<td>5434</td>
<td>Chefs (with the exception of—one executive chef, head chef, sous chef, and specialist chef specialising in cuisine originating from a state which is not a Member State of the EEA and working in establishments other than fast food outlets)</td>
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<td>5435</td>
<td>Cooks</td>
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<td>Catering and bar managers</td>
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<td>541</td>
<td>Textiles and Garments Trades</td>
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<td>Weavers and knitters</td>
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<td>5412</td>
<td>Upholsterers</td>
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<td>5413</td>
<td>Footwear and leather working trades</td>
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<td>Tailors and dressmakers</td>
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<td>Other textiles, garments and related trades</td>
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<tr>
<td>544</td>
<td>Other Skilled Trades</td>
<td>5441</td>
<td>Glass and ceramics makers, decorators and finishers</td>
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<td>5442</td>
<td>Furniture makers and other craft woodworkers</td>
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<td>5443</td>
<td>Florists</td>
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<td>5449</td>
<td>All other skilled trades</td>
</tr>
<tr>
<td>612</td>
<td>Childcare and Related Personal Services</td>
<td>6121</td>
<td>Nursery nurses and assistants and playworkers</td>
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<td></td>
<td>6122</td>
<td>Childminders and related occupations</td>
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<td>6125</td>
<td>Teaching assistants</td>
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<td>6126</td>
<td>Educational support assistants</td>
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<td>613</td>
<td>Animal Care and Control Services</td>
<td>6131</td>
<td>Veterinary nurses</td>
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<td>6132</td>
<td>Pest control officers</td>
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<td>6139</td>
<td>Other animal care services occupations</td>
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<td>614</td>
<td>Caring Personal Services</td>
<td>6141</td>
<td>Dental nurses</td>
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<td>6142</td>
<td>Nursing auxiliaries and assistants</td>
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<td>6143</td>
<td>Ambulance staff (excluding paramedics)</td>
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<td>6148</td>
<td>Undertakers, mortuary and crematorium assistants</td>
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<td>6144</td>
<td>Houseparents and residential wardens</td>
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<td>Care workers and home carers (with the exception of a carer in a private home)</td>
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<td>Senior care workers</td>
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<td>Leisure and Travel Services</td>
<td>6211</td>
<td>Sports and leisure assistants</td>
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<td>6212</td>
<td>Travel agents</td>
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<td>6214</td>
<td>Air travel assistants</td>
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<td>Rail travel assistants</td>
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<td>6219</td>
<td>Other leisure and travel service occupations</td>
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<td>Hairdressers and Related Services</td>
<td>6221</td>
<td>Hairdressers, barbers, beauticians and related occupations</td>
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<td>Housekeeping and Related Services</td>
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<td>Caretakers</td>
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<td>Cleaning and Housekeeping Managers and Supervisors</td>
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<td>Sales Assistants and Retail Cashiers</td>
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<td>Sales and retail assistants, cashiers and check-out operators</td>
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<td>7113</td>
<td>Telephone salespersons</td>
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<td>7114</td>
<td>Pharmacy and other dispensing assistants</td>
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<td>7115</td>
<td>Vehicle and parts salespersons and advisers</td>
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<td>712</td>
<td>Sales Related Occupations</td>
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<td>Collector salespersons and credit agents</td>
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<td>Debt, rent and other cash collectors</td>
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<td>Roundpersons and van salespersons</td>
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<td>7124</td>
<td>Market and street traders and assistants</td>
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<td>Merchandisers and window dressers</td>
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<td>Other sales related occupations</td>
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<td>713</td>
<td>Sales Supervisors</td>
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<td>Customer Service Occupations</td>
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<td>Call and contact centre occupations</td>
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<td>(with the exception of employment of a person fluent in the official language of a state which is not a Member State of the EEA, where the employment is supported by an enterprise development agency and is in—</td>
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<td>(i) a customer service and sales role with relevant product knowledge,</td>
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<td>(ii) a specialist online digital marketing and sales role, or</td>
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<td>(iii) a specialist language support and technical sales support role)</td>
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<td>7213</td>
<td>Telephonists</td>
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<td>Communication operators</td>
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<td>Customer Service Managers and Supervisors</td>
<td>7220</td>
<td>Customer service managers and supervisors</td>
</tr>
<tr>
<td>SOC — 3</td>
<td>Employment category</td>
<td>SOC — 4</td>
<td>Employments</td>
</tr>
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</tr>
<tr>
<td>811</td>
<td>Process Operatives</td>
<td>8111</td>
<td>Food, drink and tobacco process operatives</td>
</tr>
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<td></td>
<td></td>
<td>8114</td>
<td>Chemical and related process operatives</td>
</tr>
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<td></td>
<td></td>
<td>8112</td>
<td>Glass and ceramics process operatives</td>
</tr>
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<td></td>
<td></td>
<td>8113</td>
<td>Textile process operatives</td>
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<td>8115</td>
<td>Rubber process operatives</td>
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<td>8116</td>
<td>Plastics process operatives</td>
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<td>8117</td>
<td>Metal making and treating process operatives</td>
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<td>8118</td>
<td>Electroplaters</td>
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<td></td>
<td></td>
<td>8119</td>
<td>Other process operatives</td>
</tr>
<tr>
<td>812</td>
<td>Plant and Machine Operatives</td>
<td>8121</td>
<td>Paper and wood machine operatives</td>
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<td>8122</td>
<td>Coal mine operatives</td>
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<td>8123</td>
<td>Quarry workers and related operatives</td>
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<td></td>
<td>8124</td>
<td>Energy plant operatives</td>
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<td>8125</td>
<td>Metal working machine operatives</td>
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<td>8126</td>
<td>Water and sewerage plant operatives</td>
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<td></td>
<td>8127</td>
<td>Printing machine assistants</td>
</tr>
<tr>
<td></td>
<td></td>
<td>8129</td>
<td>Other plant and machine operatives</td>
</tr>
<tr>
<td>813</td>
<td>Assemblers and Routine</td>
<td>8131</td>
<td>Assemblers (electrical and electronic products)</td>
</tr>
<tr>
<td></td>
<td>Operatives</td>
<td>8132</td>
<td>Assemblers (vehicles and metal goods)</td>
</tr>
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<td></td>
<td></td>
<td>8133</td>
<td>Routine inspectors and testers</td>
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<td></td>
<td></td>
<td>8134</td>
<td>Weighers, graders and sorters</td>
</tr>
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<td></td>
<td>8135</td>
<td>Tyre, exhaust and windscreen fitters</td>
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<td></td>
<td>8137</td>
<td>Sewing machinists</td>
</tr>
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<td></td>
<td></td>
<td>8139</td>
<td>Other assemblers and routine operatives</td>
</tr>
<tr>
<td>814</td>
<td>Construction Operatives</td>
<td>8141</td>
<td>Scaffolders, stagers and riggers</td>
</tr>
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<td></td>
<td>8142</td>
<td>Road construction operatives</td>
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<td></td>
<td>8143</td>
<td>Rail construction and maintenance operatives</td>
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<td></td>
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<td>8149</td>
<td>Other construction operatives</td>
</tr>
<tr>
<td>SOC — 3</td>
<td>Employment category</td>
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<td>Employments</td>
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<tr>
<td>821</td>
<td>Transport Drivers, mobile machine Drivers</td>
<td>8211</td>
<td>Large goods vehicle drivers</td>
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<td></td>
<td>8212</td>
<td>Van drivers</td>
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<td>8213</td>
<td>Bus and coach drivers</td>
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<td>8214</td>
<td>Taxi and cab drivers and chauffeurs</td>
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<td>8215</td>
<td>Driving instructors</td>
</tr>
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<td>822</td>
<td>Mobile Machine Drivers and Operatives</td>
<td>8221</td>
<td>Crane drivers</td>
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<td>8222</td>
<td>Fork-lift truck drivers</td>
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<td>8223</td>
<td>Agricultural machinery drivers</td>
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<td></td>
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<td>8229</td>
<td>Other mobile machine drivers and operatives</td>
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<td>823</td>
<td>Other Drivers and Transport Operatives</td>
<td>8231</td>
<td>Train and tram drivers</td>
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<td></td>
<td>8232</td>
<td>Marine and waterways transport operatives</td>
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<td>8233</td>
<td>Air transport operatives</td>
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<td>8234</td>
<td>Rail transport operatives</td>
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<td></td>
<td></td>
<td>8239</td>
<td>Other drivers and transport operatives</td>
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<td>911</td>
<td>Elementary Agricultural Occupations</td>
<td>9111</td>
<td>Farm workers</td>
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<td></td>
<td>9112</td>
<td>Forestry workers</td>
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<td>9118</td>
<td>General occupations in horse-racing and related industries</td>
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<td>9119</td>
<td>Other fishing and other general agriculture occupations</td>
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<tr>
<td>912</td>
<td>Elementary Construction Occupations</td>
<td>9120</td>
<td>Elementary construction occupations</td>
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<tr>
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<td>Elementary Process Plant Occupations</td>
<td>9132</td>
<td>Industrial cleaning process occupations</td>
</tr>
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<td></td>
<td></td>
<td>9134</td>
<td>Packers, bottlers, canners and fillers</td>
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<td></td>
<td>9139</td>
<td>Other elementary process plant occupations</td>
</tr>
<tr>
<td>921</td>
<td>Elementary Administration Occupations</td>
<td>9211</td>
<td>Postal workers, mail sorters, messengers and couriers</td>
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<td></td>
<td></td>
<td>9219</td>
<td>Other elementary administration occupations</td>
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<tr>
<td>923</td>
<td>Elementary Cleaning Occupations</td>
<td>9231</td>
<td>Window cleaners</td>
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<td></td>
<td>9232</td>
<td>Street cleaners</td>
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<td></td>
<td>9233</td>
<td>Cleaners and domestics</td>
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<td></td>
<td></td>
<td>9234</td>
<td>Launderers, dry cleaners and pressers</td>
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<td>9235</td>
<td>Refuse and salvage occupations</td>
</tr>
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<td></td>
<td>9236</td>
<td>Vehicle valeters and cleaners</td>
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<td></td>
<td></td>
<td>9239</td>
<td>Other elementary cleaning occupations</td>
</tr>
<tr>
<td>SOC — 3</td>
<td>Employment category</td>
<td>SOC — 4</td>
<td>Employments</td>
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<tr>
<td>924</td>
<td>Elementary Security Occupations</td>
<td>9241</td>
<td>Security guards and related occupations</td>
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<td></td>
<td></td>
<td>9242</td>
<td>Parking and civil enforcement occupations</td>
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<td></td>
<td>9244</td>
<td>School midday and crossing patrol occupations</td>
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<td></td>
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<td>9249</td>
<td>Other elementary security occupations</td>
</tr>
<tr>
<td>925</td>
<td>Elementary Sales Occupations</td>
<td>9251</td>
<td>Shelf fillers</td>
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<td></td>
<td></td>
<td>9259</td>
<td>Other elementary sales occupations</td>
</tr>
<tr>
<td>926</td>
<td>Elementary Storage Occupations</td>
<td>9260</td>
<td>General storage occupations</td>
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<tr>
<td>927</td>
<td>Other Elementary Services Occupations</td>
<td>9272</td>
<td>Kitchen and catering assistants</td>
</tr>
<tr>
<td></td>
<td></td>
<td>9273</td>
<td>Waiters and waitresses</td>
</tr>
<tr>
<td></td>
<td></td>
<td>9274</td>
<td>Bar staff</td>
</tr>
<tr>
<td></td>
<td></td>
<td>9271</td>
<td>Hospital porters</td>
</tr>
<tr>
<td></td>
<td></td>
<td>9275</td>
<td>Leisure and theme park attendants</td>
</tr>
<tr>
<td></td>
<td></td>
<td>9279</td>
<td>Other elementary service occupations</td>
</tr>
<tr>
<td>All</td>
<td>Work in the private home</td>
<td>All</td>
<td>Domestic operatives</td>
</tr>
</tbody>
</table>

Note:

“SOC-3” and “SOC-4” refer to applicable levels in the Standard Occupational Classification system (SOC 2010).
Schedule 5

Exchange agreements in respect of which Exchange Agreement Employment Permits may be granted

1. Association Internationale des Étudiants en Sciences Économiques et Commerciales (“AIESEC”)

2. The International Association for the Exchange of Students for Technical Experience (IAESTE)

3. The Fulbright Programme

4. Exchange between St. Joseph’s University, Philadelphia and University College Cork in conjunction with Bord Bia
Regulations 5, 6, 9, 10, 11 and 13

Schedule 6

Forms — Applications, notifications and submissions
Form A
Application form for grant of Critical Skills Employment Permit

Critical Skills Employment Permit Application

This form should be used by either the Person who has made the offer of employment or the Foreign National, the subject of that offer of employment, who wish to apply for:

- an employment permit for an employment in respect of which there is a shortage in respect of the relevant qualifications, experience or skills which are required for the proper functioning of the economy and which employments are listed in Schedule 3 in the Regulations, or
- all other employments with an annual remuneration of €70,000 or more, other than those employments for which an employment permit shall not be granted and which employments are listed in Schedule 4 in the Regulations.

For permission to work in the State for a period of less than 90 days, the Atypical Working Scheme operated by the Department of Justice and Equality may be appropriate.

Complete ALL parts of this form as required in BLOCK CAPITALS. The Person who has made the offer of employment, the Foreign National and the Agent (if applicable), must sign the declarations at the end of the form.

INCOMPLETE FORMS WILL BE RETURNED TO THE APPLICANT OR THE AUTHORISED AGENT (IF APPLICABLE).

Who is applying for the permit (i.e. Who is the applicant)?

In accordance with the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2016, an employer making an Employment Permit application may not seek to recover the fee. If applicable, from the foreign national.

(This section MUST be completed for all applications)

Person who has made the offer of employment [ ]

Foreign National [ ]

Health Professional [ ]

If this is an application for a Health Professional listed in Part A or Part B of Schedule 2 in the Regulations please tick this box [ ]

Part One Registration Details of Person who has made the offer of employment

1. Employer Registered Number: [ ] Obtained from the Revenue Commissioners

2. Company Name Registered Number (If applicable): [ ] Obtained from the Companies Registration Office

3. Business Name Registered Number (If applicable): [ ] Obtained from the Companies Registration Office

4. If the Person who has made the offer of employment is an Industrial and Provident Society, a Friendly Society or a Trade Union, please supply their Registration Number: [ ] Obtained from the Registry of Friendly Societies

5. If the Person who has made the offer of employment is a Charity, please supply the Charity Number: [ ] Obtained from the Revenue Commissioners

If the Person who has made the offer of employment is not a Limited Company, please complete Questions 6, 7, 8 and 9.

If the Person who has made the offer of employment is a Limited Company, please proceed to Question 10.

6. If the Person who has made the offer of employment is not a registered company, please indicate what type of entity it is:

- Sole Trader [ ] Partnership [ ] Other (please specify) [ ]

7. Please state the full name of the Person who has made the offer of employment:
8. Please state the nationality of the Person who has made the offer of employment:  

9. If the Person who has made the offer of employment is not an EEA citizen, do they hold appropriate permission from the Minister for Justice and Equality to operate a business in the State?  

   Yes [ ]  No [ ]  Not applicable [ ]  

   If Yes, please specify:  

If yes, you must enclose copies of supporting documentation from the Minister for Justice and Equality confirming your permission to operate a business in the State or your application will be returned (see Requirements for Supporting Documentation).

10. Registered name of Company/Business:  

11. Trading name of business (if different):  

12. Nature of business:  

13. Company/Business Address:  

   Address 1:  
   Address 2:  
   Town:  
   County:  
   Country:  

14. Telephone Number:  

15. Fax:  

16. Mobile Phone Number:  

17. E-mail:  

18. Website:  

19. Number of EEA* and/or Swiss nationals (including Irish) currently employed by the Person who has made the offer of employment:  

20. Number of non-EEA nationals currently employed by the Person who has made the offer of employment:  

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

You must now attach the documents outlined in Requirement for Supporting Documentation under "(A) Requirements for Person who has made the offer of employment"

**Part Two**  

**Details of Foreign National**  

1. Passport Number:  

2. Expiry Date:  

3. Nationality:  

4. First Name:  

5. Middle Name(s):  

6. Family Name:  

7. Date of Birth:  

8. Male:  

9. Female:  

Enter these details exactly as they appear on the Foreign National'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 Foreign National's PPS Number, if available: 

14. E-mail address: 

15. Is the Foreign National currently in the State? 

| Yes | No |

If 'Yes' on what basis are they currently in the State, please describe, and complete GNIB card details, as requested, below: 

| BLOCK CAPITALS |

Enter below details exactly as they appear on the Foreign National's GNIB card*:

| GNIB Pin No. | Dept. No. |

*If the Foreign National is in the State but does not have a GNIB personal identification number then please supply a copy of the current immigration stamps and visa.

If the Foreign National has held consecutive employment permits for an uninterrupted period of 5 years and has been working lawfully during this time, s/he may be eligible to apply for a Stamp 4 permission to remain from the Irish Naturalisation and Immigration Service. However, if the Foreign National is unable to obtain a Stamp 4, an employment permit will be required.

If this is the case, by submitting this application the Foreign National confirms that s/he has considered the available options and believes that an employment permit is still required.

Enter education details of the Foreign National below, which are relevant to the Job Offer as stated in Part 4 of the application form:

16. Highest level of Qualification: e.g. Certificate, Diploma, Degree, etc. 

| BLOCK CAPITALS |

17. Date of Completion: 

18. Title of Course: 

| BLOCK CAPITALS |

19. Final Subjects Taken: 

| BLOCK CAPITALS |

20. Result Achieved: e.g. 2.1 

| BLOCK CAPITALS |

21. Has the Foreign National previously made an application for asylum in the State? 

| Yes | No |

22. Has the Foreign National 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: 

| BLOCK CAPITALS |
23. Has the Foreign National been in the State on a previous occasion without permission?  
   Yes [ ] No [ ]

24. Is the Foreign National currently employed in the State?  
   Yes [ ] No [ ]
   If 'Yes' please describe on what permission they have to be employed:  
   [ ] BLOCK CAPITALS:

25. Has the Foreign National been employed in the State previously?  
   Yes [ ] No [ ]
   If 'Yes' please describe on what permission they had to be employed:  
   [ ] BLOCK CAPITALS:

26. Is the Foreign National married to, or in a civil partnership with, an Irish or EEA national?  
   Yes [ ] No [ ]
   If 'Yes' what nationality is their spouse/partner?  
   [ ] BLOCK CAPITALS:

27. Is the Foreign National the spouse, civil partner or dependant of the holder of an Employment Permit or the holder of any other type of permission to work in the State?  
   Yes [ ] No [ ]

You must now attach the documents outlined in Requirement for Supporting Documentation under "(d) Foreign National Requirements."
Part Three  Details of Redundancy

To be completed by the Person who has made the offer of employment in respect of any dismissals by reason of redundancy within the meaning of section 9 of the Redundancy Payments Act 1967 and where such dismissal was attributable wholly or mainly to the conditions specified in paragraphs (a), (b), (c), (d) or (e) of section 7(2) or to section 21 of that Act.

Please complete and sign the declaration below in full.

Have any employees of the Person who has made the offer of employment been made redundant in the employment that is the subject of this Employment Permit application over the last six months? Yes ☐ No ☐

If any employees have been made redundant in the employment that is the subject of this Employment Permit application over the last six months please outline the reason(s) for the redundancies. This should include information on the numbers of positions in that employment that have been made redundant and explain how the position, which is the subject of this Employment Permit application, differs from those positions in that employment made redundant. Please continue on a separate sheet if required and append it to the application form.

I hereby solemnly declare the above information to be true and accurate.

Signature of Person who has made the offer of employment: (Original signature required)

Name (in BLOCK CAPITALS): BLOCK CAPITALS
Title:

Position Held: BLOCK CAPITALS
Date: D M Y
Part Four  
Details of Employment

1. Title of Job:  

NOTE: Questions 2 and 3 to be completed by Health Professionals and Security Personnel who are listed in Part A and Part B of Schedule 2 in the Regulations.

2. Regulatory Body:  

3. Registration/Pin/Licence No.:  

If the application is in respect of Registered Doctors, Nurses or Security Personnel listed in Part A of Schedule 2 in the Regulations please provide your registration details above. Documentary evidence will not be required.

Applications for other Health Professionals listed in Part B of Schedule 2 in the Regulations must provide a copy of their registration with the appropriate medical body or recognition of their qualifications from the Department of Health.

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

5. Proposed Period of Employment Permit (2 years):  

6. Proposed Start Date*:  

*We recommend all Employment Permit applications be submitted to the Department at least 12 weeks before the proposed start date of employment.

7. Gross Annual Remuneration*: €  

(Gross remuneration excludes overtime or premium payments)

8. Gross Annual Salary: (if different from above) €  

9. Gross Weekly Salary: €  

10. Hourly Rate of Pay: €  

Please specify purpose of deductions:  

Please specify name of Health Insurance Provider:  

* All amounts which make up the basic salary must appear as payments on the payroll. If Health Insurance is being included in the Gross Annual Remuneration this must be verifiable by way of supporting documentation in the event of a National Employment Rights Authority (NERA) inspection.

* Health Insurance can only be considered if the provider of the insurance is a person entered in the Register of Health Benefits Undertakings referred to in section 14 of the Health Insurance Act, 1994.

11. Deductions from Gross Weekly Salary: €  

12. Health Insurance*: €  

13. Number of hours of work per week*:  

* Please note that for the purposes of Employment Permit Applications, the standard working week is 39 hours per week.

14. What are the main functions of this job:  

15. Please detail the qualifications, skills, knowledge and experience required for this job:  

Page 6  
CSEP001/14
16. Please detail the relevant qualifications, skills, knowledge and experience of the Foreign National:

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17. Did you use an Agent/Recruitment Agency to recruit the Foreign National?

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<tr>
<th>Yes</th>
<th>No</th>
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If 'Yes' please provide name and address of the Agent/Recruitment Agency:

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

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You must now attach the documents outlined in Requirement for Supporting Documentation under "(C) Application Requirements" (if applicable)
Part Five

Requirement for Payment

Is a fee payable for this Employment Permit application? Yes ☐ No ☐

If No, please indicate on what basis no fee is applicable?

The Person who made the offer of employment is the applicant and has charitable status with the Revenue Commissioners ☐

Dependant/Partner/Spouse Employment Permit ☐

Application is in respect of a non-EEA national married to or in a civil partnership with an EEA national ☐

Exchange Agreement Employment Permit ☐

If no fee is payable proceed to Part Six.

Details of Payment

Important Note for Business Users - Payment by Electronic Funds Transfer

In accordance with DfInance Circular 1/2013, from 18 September 2014 (e-Day) the public sector will no longer accept cheques, bank drafts or postal orders from business users in respect of services rendered. To facilitate this, the Employment Permits Section will no longer accept paper based payments from business users and has set up a commercial bank account into which payments can be made by Electronic Funds Transfer (EFT).

Business user applicants for employment permits should complete the Contact Details of Payer (Questions 1, 2, 3, 4, 5, 6, 7 and 8). Payment Details (Question 9) and the Payers Declaration below and payment will be requested when an application is accepted into the Employment Permits Section as complete. An e-mail will issue to the applicant and their authorised agent (if applicable) giving details of the amount of the fee due, the bank account into which the payment should be made and an Application ID number which must be used as the reference when making the payment.

Applicants other than business users can continue to make payment by cheque, bank draft or postal order and must complete all details below.

Contact Details of Payer

1. Please indicate who is making the payment: Person who has made the offer of employment ☐ Foreign National ☐ Other ☐

2. Title: Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other (please state) ☐

3. Name: [Blank]

4. Company (if applicable): [Blank]

5. Telephone Number: [Blank] 6. Fax Number: [Blank]

7. Mobile Phone Number: [Blank]

8. E-mail: [Blank]

Payment Details

9. Method of Payment: Electronic Funds Transfer ☐ Cheque ☐ Bank Draft ☐ Postal Order ☐

10. Cheque No.: [Blank]

11. Payment enclosed: ☐

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. Cheques should be made payable to the Department of Jobs, Enterprise and Innovation.

Payer’s Declaration

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

(Under the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014 a refund in the case of a refused or withdrawn application will consist of 90% of the total fee paid).

Payer’s Signature: [Blank] (Original signature required)

Date: [Blank]

Employment Permits Section is unable to refund fees by payable order. If a refund of fees is due for any reason, a mandate form will be forwarded to the applicant for completion. The refund will be paid by EFT directly into the applicant’s bank account, as per details provided on the mandate form.
Part Six

Acceptance of Terms & Conditions

Declaration of Foreign National

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

I hereby solemnly declare that:

- the qualifications, skills, knowledge and experience I have attained are as stated in Part 2 of the application form and they correspond with and are relevant to the position on offer;
- I am a fully accredited member of the relevant professional body pursuant to Part C of Schedule 2 in the Regulations for the position on offer, as stated in Part 4 of the application form (if applicable);
- if this application is for a Critical Skills Employment Permit, I have received a job offer of 2 years, or more, from the Person who has made the offer of employment, as stated in Part 1 of the application form;
- if this application is for employment in respect of a Carer in a private home and an employment permit is granted, I will have no objection to an Inspector from the National Employment Rights Authority (NERA) visiting the premises where employment is being carried out in order to speak to me and the employer should the need arise; and
- I will be fully tax compliant;

and that is the best of my knowledge and belief:

- I will be employed, salaried and paid under an employment contract governed by the laws of the State by the Person who has made the offer of employment, as stated in Part 1 of the application form.

Furthermore, I understand and accept that in accordance with Section 25 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, a person who furnishes to the Minister on an application under section 4, information that is false or misleading in a material respect knowing that it is so false or misleading or being reckless as to whether it is so false or misleading is guilty of an offence.

Signature of Foreign National: ___________________________ (Original signature required) Title: ___________________________

Name (in BLOCK CAPITALS): ___________________________ Date: ____________

Your employment permit will normally be posted to you at your current address as in Part 2 of this Form.

Tick this box if you want your permit to be posted to your current address.

Tick this box if you want your permit to be posted to the Person who has made the offer of employment as stated in Part 1 of this Form.

Tick this box if you want your permit to be posted to your Authorised Agent (if applicable).
Declaration of Person who has made the offer of employment

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 will be applied to this Foreign National.

I hereby solemnly declare that:

- I have taken reasonable steps to satisfy myself that:
  - the qualifications, skills, knowledge and experience attained by the Foreign National are as stated in Part 2 of the application form and they correspond with and are relevant to the position on offer;
  - the Foreign National is a fully accredited member of the relevant professional body pursuant to Part C of Schedule 3 in the Regulations for the position on offer, as stated in Part 4 of the application form (if applicable);
  - if this application is in respect of a Critical Skills Employment Permit, a job offer of 2 years, or more, has been made to the Foreign National, as stated in Part 2 of the application form; and
  - the Foreign National, as stated in Part 2 of the application form, will be employed, salaried and paid under an employment contract governed by the laws of the State by the Person who has made the offer of employment, as stated in Part 1 of the application form.

I further understand, declare and accept that:

- in accordance with Section 23 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, I may not make any deductions from the remuneration of, or seek to recover from, the holder of an employment permit concerning any charge, fee or expense arising out of or concerning one or more of the following:
  - the application for the employment permit or any matter relating to or concerning such an application or the grant 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.
- in accordance with Section 26 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, a person who furnishes to the Minister, on an application under section 4, information that is false or misleading in a material respect knowing that it is so false or misleading or being reckless as to whether it is so false or misleading or guilty of an offence.
- if this application is for an employment in respect of a Carer in a private home and an employment permit is granted, I will have no objection to an Inspector from the National Employment Rights Authority (NERA) visiting the premises where employment is being carried out and to speak to me and the employee should the need arise; and
- I have full responsibility for guaranteeing that the appropriate deductions under the PAYE system will be made from all payments (including benefits-in-kind) made to the Foreign National and that all such deductions will be paid to the Revenue Commissioners.

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.

Signature of Person who has made the offer of employment: ____________________________
(Original signature required)

Name (in BLOCK CAPITALS): ____________________________ Title: ____________________________

Position Held: ____________________________ Date: ____________

Your certified copy of the employment permit will normally be posted to you at your current address as in Part 1 of this Form.

Tick this box if you want your certified copy of the employment permit to be posted to your current address. [ ]

Tick this box if you want your certified copy of the employment permit to be posted to your Authorised Agent (if applicable). [ ]
## Authorisation of Agent

If no agent is representing the applicant then this section to be left blank.

If you (the applicant) wish a third party (agent) to act on your behalf please ensure the following details are completed. To ensure privacy of data is respected, all parties must be in agreement with the nomination of an agent. All parties must sign below. Agents will be copied any correspondence regarding this application.

<table>
<thead>
<tr>
<th>Agent Name (in BLOCK CAPITALS):</th>
<th>Title:</th>
</tr>
</thead>
</table>

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.

<table>
<thead>
<tr>
<th>Signature of Agent:</th>
<th>Date:</th>
</tr>
</thead>
</table>

(Original signature required)

**Agent's Address for Correspondence:**

<table>
<thead>
<tr>
<th>Address 1:</th>
<th>Address 2:</th>
<th>Town:</th>
<th>County:</th>
<th>Country:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>E-mail address:</th>
<th>Telephone number:</th>
</tr>
</thead>
</table>

I, the Person who has made the offer of employment, permit the above named agent to act on my behalf in respect of this application.

<table>
<thead>
<tr>
<th>Signature of Person who has made the offer of employment:</th>
<th>Date:</th>
</tr>
</thead>
</table>

(Original signature required)

I, the Foreign National, permit the above named agent to act on my behalf in respect of this application.

<table>
<thead>
<tr>
<th>Signature of Foreign National:</th>
<th>Date:</th>
</tr>
</thead>
</table>

(Original signature required)
Requirements for Supporting Documentation

(A) Requirements for Person who has made the offer of employment

If the Person who has made the offer of employment has not been granted an Employment Permit before, they MUST submit clear copies of the following documentation:

- Copy of P60 returned to the Revenue Commissioners within the 2 months preceding this application or a receipt for such return whether issued through ROS (Revenue Online Service) or otherwise.

Or

- If the Person who has made the offer of employment is a start-up Company which would not yet have made returns to the Revenue Commissioners in respect of employees, a copy of an official letter from Revenue confirming registration as an employer, date of registration and the ERN (Employers Registered Number).

If the Person who has made the offer of employment has been granted an Employment Permit before but has not been granted an Employment Permit within the 12 months preceding the application, they MUST submit clear copies of the following documentation:

- Copy of P60 returned to the Revenue Commissioners within the 2 months preceding this application or a receipt for such return whether issued through ROS (Revenue Online Service) or otherwise.

Business Permission

If the Person who has made the offer of employment has indicated that they are a foreign national operating a business in the State, they are required to submit copies of documentary evidence from the Minister for Justice and Equality clearly demonstrating their status within the State and their entitlement to operate a business in the State.

Additional documentation

The Minister may request such other information as might materially assist in making a decision on an application.

(B) Requirements for Foreign National

For all Foreign Nationals

- Clear, legible copy (preferably in colour) of the personal details page of the Foreign National’s passport, showing his or her picture, personal details and his or her signature.
- In the case of health professionals listed in Part B of Schedule 2 in the Regulations, a copy of the registration with the appropriate medical body or recognition of qualifications from the relevant Minister of the Government.

For all Foreign Nationals resident in the State

- Please supply your GNIIB personal identification number which is shown on your GNIIB card. If not available please supply a clear, legible copy (preferably in colour) of your current immigration stamps and visa.

Please Note: Original documents should not be submitted.

Important note concerning the passport expiry date

In the case of all applications for employment permits, the Foreign National must hold a passport which is in date and valid for at least 12 months or more after the date of the application. Employment Permits cannot be considered for Foreign Nationals who do not fulfil this requirement.

(C) Application Requirements

For an employment in a restaurant, or a fast food outlet

If the application is in respect of such employment the following additional documentation is required:

- If the establishment has been operating for one year or more, a copy of a ‘K35L’ form returned by the Person who has made the offer of employment to the Revenue Commissioners.
- An up-to-date tax clearance certificate in respect of the Person who has made the offer of employment.
- Copies of utility bills for the establishment’s premises dated within the period of 2 months prior to the application.
- Copies of any certified qualifications of the Foreign National in respect of whom the application is made.
- In the case of an application for employment as an executive chef, head chef, sous chef or specialist chef specialising in cuisine originating from a state that is not a Member State of the EEA, a statement from the Person who has made the offer of employment confirming that the Foreign National in respect of whom the application is made shall be employed in an establishment other than a fast food outlet.
- A letter from the relevant Local Health Authority confirming that the Person who has made the offer of employment has been granted permission to operate a restaurant at the premises.

For an employment as a Carer in a private home

If the application is in respect of such eligible employment the following additional documentation is required:

- In the case of a trained medical professional:
  (a) copies of qualifications confirming that the Foreign National in respect of whom the application is made is a trained medical professional in a profession listed in Part A of Schedule 2 in the Regulations,
  (b) a letter from a registered medical practitioner specialising in the area of illness of the person for whom the Foreign National will be caring, confirming that that person has a severe medical condition,
- In the case of a Carer with a long history of care:
  (a) a copy of a P60, payslip, a notarised letter or an affidavit establishing that the Foreign National in respect of whom the application is made has a long history of caring for the person concerned,
  (b) a letter from a registered medical practitioner specialising in the area of illness of the person for whom the Foreign National will be caring confirming that that person has special care needs.
### (D) Schedule of Fees

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

<table>
<thead>
<tr>
<th>Employment Permit Type</th>
<th>New Application Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Employment Permit</td>
<td>€1,000 up to 24 month permit and €500 for six months or less</td>
</tr>
<tr>
<td>Critical Skills Employment Permit</td>
<td>€1,000 for 24 months</td>
</tr>
<tr>
<td>Dependant/Partner/Spouse Employment Permit</td>
<td>No Fee</td>
</tr>
<tr>
<td>Contract for Services Employment Permit</td>
<td>€1,000 up to 24 month permit and €500 for six months or less</td>
</tr>
<tr>
<td>Intra-Company Transfer Employment Permit</td>
<td>€1,000 up to 24 month permit and €500 for six months or less</td>
</tr>
<tr>
<td>Sport &amp; Cultural Employment Permit</td>
<td>€1,000 up to 24 month permit and €500 for six months or less</td>
</tr>
<tr>
<td>Reactivation Employment Permit</td>
<td>€1,000 up to 24 month permit and €500 for six months or less</td>
</tr>
<tr>
<td>Exchange Agreement Employment Permit</td>
<td>No Fee</td>
</tr>
<tr>
<td>Internship Employment Permit</td>
<td>€1,000 up to 12 month permit and €500 for six months or less</td>
</tr>
</tbody>
</table>

Fees not required in certain cases.
No fee is payable in respect of applications for Dependant/Partner/Spouse Employment Permits and Exchange Agreement Employment Permits.

In all other cases, a fee as detailed above is payable depending on the duration of the Employment Permit. However, the fee may be waived in the following cases:

- Application in respect of a Foreign National who is the Spouse or Civil Partner of an EEA national.
- Where the Person who has made the offer of employment is the applicant for the Employment Permit and they have been granted charitable tax exemption status by the Revenue Commissioners.

The following additional documentation is required in these cases:

- Applications in respect of Foreign Nationals who are the Spouses or Civil Partners of EEA nationals:
  - clear photocopies of the relevant pages of the EEA Spouse/Civil Partners’ current passport showing his or her picture, personal details, passport expiry date and his or her signature, and
  - a copy of the marriage certificate or the civil partnership registration evidencing the relationship of the Foreign National and the EEA national.

- Where the Person who has made the offer of employment is the applicant for the Employment Permit and they have been granted charitable tax exemption status by the Revenue Commissioners:
  - If the Person who has made the offer of employment has not been issued with an Employment Permit on the basis of not paying a fee due to charitable status within the 12 months preceding the application, please provide a copy of an official letter from the Revenue Commissioners confirming charitable status.

**Refunds**

95% of the fee will 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.

Employment Permits Section is unable to refund fees by postal order. If a refund of fees is due for any reason, a mandate form will be forwarded to the applicant for completion. The refund will be paid by EFT directly into the applicant's bank account, as per details provided on the mandate form.

**Acceptable Forms of Payment**

In accordance with DFie/Finance Circular 1/2013, from 19 September 2014 (e-Day) the public sector will no longer accept cheques, bank drafts or postal orders from business users in respect of services rendered. To facilitate this, the Employment Permits Section now has a commercial bank account into which payments can be made by Electronic Funds Transfer (EFT). When an application is accepted as complete an email will issue to the applicant giving details of the amount of the fee due, the bank account into which the payment should be made and an Application ID number which must be used as the reference when making the payment for all other users, payment can continue to be made 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 Jobs, Enterprise & Innovation.
(E) 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. All Employment Permits are issued on the proviso that the named foreign national is paid, as a minimum, the remuneration specified on the Employment Permit. The only allowable deductions are those which appear on that Employment Permit. The remuneration being paid must be verifiable in the event of a National Employment Rights Authority (NERA) inspection. Failure to comply could lead to the revocation of the Employment Permit under section 16(1)(d) of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014.

C. It is recommended that an application for an Employment Permit should be made at least 12 weeks before the foreign national is required to take up employment.

D. Any application that contains omissions or is incorrectly completed will be returned to the applicant or the authorised agent (if applicable) for completion.

E. A fee, as determined by the Minister for Jobs, Enterprise and Innovation is payable by the applicant or the authorised agent (if applicable) for each Employment Permit granted.

F. In line with section 24 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, should the employment that is subject of the Employment Permit cease, for whatever reason, the original and all certified copies of the Employment Permit must be returned to the Employment Permits Section within 4 weeks of the date of cessation. Failure to comply with this requirement is an offence.

Non-compliance with any provision of the Aliens Act 1935, the Immigration Acts, the Employment Permits Acts 2003 and 2006, as amended by the Employment Permits (Amendment) Act 2014 or any Order made under these Acts is an offence punishable by Law.

(F) Declaration

Data Sharing and Data Protection

The Employment Permits Section may undertake verification of all data submitted on this application form. The person who has made the offer of employment, the foreign national and the authorised agent (if applicable) 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.dataprotection.ie. Alternatively, they may call: (057) 968 4800 / Lo-Call Number: 1800 252231.

Please note that a percentage of all applications will be chosen at random for inspection by the National Employment Rights Authority (NERA). Relevant documents will have to be provided as part of this inspection. Under Section 16(4) of the Employment Permits Act 2008, as amended by the Employment Permits (Amendment) Act 2014, the Minister may revoke an employment permit if, in the opinion of the Minister, any information provided in respect of the application for it was false or misleading in a material respect.

In accordance with Section 25 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, a person who furnishes to the Minister, on an application under section 4 or 20, information that is false or misleading in a material respect knowing that it is so false or misleading or being reckless as to whether it is so false or misleading is guilty of an offence.

Furthermore, in accordance with Section 32(1) of the Employment Permits Act 2005, as amended by the Employment Permits (Amendment) Act 2014, a person guilty of an offence under Section 18(2), 18(3), 21(4) or 25 is liable—

(a) on summary conviction, to a fine not exceeding €5,000 or imprisonment for a term not exceeding 12 months or both,

(b) on conviction on indictment, to a fine not exceeding €30,000 or imprisonment for a term not exceeding 5 years or both.

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.dje.ie/labour/workpermits).
<table>
<thead>
<tr>
<th>(G) Application Form Checklist</th>
</tr>
</thead>
<tbody>
<tr>
<td>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 to the applicant or authorised agent (if applicable).</td>
</tr>
</tbody>
</table>

| Attach 1 passport sized photograph, with Foreign National's name printed on the back. |

<table>
<thead>
<tr>
<th>Indicate the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• The applicant (person applying i.e. Person who has made the offer of employment or the Foreign National).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Part One – Details of Person who has made the offer of employment: Complete all questions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Person who has made the offer of employment should include copies of:</td>
</tr>
<tr>
<td>• Completed P30/RCS Online Receipt dated within 2 months preceding the application or a copy of a letter from Revenue Commissioners confirming registration as an employer, if a start-up Company (whichever is applicable).</td>
</tr>
<tr>
<td>• Evidence of Business Permission (if applicable).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Part Two – Details of Foreign National: Complete all questions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please supply clear copies (preferably in colour) of the following:</td>
</tr>
<tr>
<td>• Passport pages showing photograph, personal details and expiry date.</td>
</tr>
<tr>
<td>• Immigration stamps (if GNB personal identification number not available).</td>
</tr>
<tr>
<td>• Visa (if GNB personal identification number not available).</td>
</tr>
<tr>
<td>Original documents should not be submitted.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Part Three – Details of Redundancy: Complete all questions, as applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Please complete in relation to any redundancies within the last 6 months in the employment that is the subject of the employment.</td>
</tr>
<tr>
<td>• Permit application.</td>
</tr>
<tr>
<td>• Sign and date the declaration - original signature required.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Part Four – Details of Employment: Complete all questions (unless otherwise specified)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please supply copies of the following in the case of health professionals, including registered doctors, registered nurses and security personnel who have not provided their Registration/PIN/Licence number at Part 4, Question 3:</td>
</tr>
<tr>
<td>• A copy of registration with the appropriate regulatory body or recognition of qualifications pursuant to Schedule 2 in the Regulations.</td>
</tr>
<tr>
<td>Please supply the following in the case of an employment in a restaurant or a fast food outlet:</td>
</tr>
<tr>
<td>• If the establishment has been operating for one year or more, a copy of a &quot;P30&quot; form returned by the person who has made the offer of employment to the Revenue Commissioners,</td>
</tr>
<tr>
<td>• An up-to-date tax clearance certificate in respect of the person who has made the offer of employment,</td>
</tr>
<tr>
<td>• Copies of utility bills for the establishment's premises dated within the period of 2 months prior to the application,</td>
</tr>
<tr>
<td>• Copies of any certified qualifications of the Foreign National in respect of whom the application is made,</td>
</tr>
<tr>
<td>• In the case of an application for employment as an executive chef, head chef, sous chef or specialist chef specialising in cuisine originating from a state that is not a Member State of the EEA, a statement from the person who has made the offer of employment, confirming that the Foreign National is in respect of whom the application is made shall be employed in an establishment other than a fast food outlet, and</td>
</tr>
<tr>
<td>• A letter from the relevant Local Health Authority confirming that the Person who has made the offer of employment has been granted permission to operate a restaurant at the premises.</td>
</tr>
<tr>
<td>Please supply the following, whichever is applicable, in the case of an application for an employment in respect of an eligible Caree in a private home:</td>
</tr>
<tr>
<td>• Copies of qualifications confirming that the Foreign National in respect of whom the application is made is a trained medical professional in a profession listed in Part A of Schedule 2 in the Regulations.</td>
</tr>
<tr>
<td>• A letter from a registered medical practitioner specialising in the area of illness of the person for whom the Foreign National will be caring, confirming that that person has a severe medical condition or that person has special care needs.</td>
</tr>
<tr>
<td>• A copy of a P30, payslip, a notarised letter or an affidavit establishing that the Foreign National in respect of whom the application is made has a long history of caring for the person concerned.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Part Five – Details of Payment: Complete all questions</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Include the appropriate fee if required (see (D) Schedule of Fees for further information).</td>
</tr>
<tr>
<td>• Sign payer declaration - original signature required.</td>
</tr>
<tr>
<td>• If applicable, a copy of an official letter from the Revenue Commissioners confirming charitable status.</td>
</tr>
<tr>
<td>• If applicable, clear photocopies of the relevant pages of the EEA Spouse/Civil Partner’s current passport showing his or her picture, personal details, passport expiry date and his or her signature, and a copy of the marriage certificate or the civil partnership registration evidencing the relationship of the Foreign National and the EEA national.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Part Six – Acceptance of Terms &amp; Conditions</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Sign and date the appropriate declarations - original signatures required.</td>
</tr>
</tbody>
</table>
EMLOYMENT PERMITS SECTION

Website: www.dje.ie/labour/workpermits
E-mail: employmenpermits@dje.ie
Call Centre: 353-1- 417 3333
LoCall: 1890 201 516
(Free within Ireland only)
Fax: 353-1-631 3268
Address: Davitt House
Eda Adelaide Road
Dublin 2
Ireland

Contact Details

Information and application forms may be downloaded from the
Employment Permits Section web pages on the Department of Jobs,
Enterprise and Innovation website – www.dje.ie/labour/workpermits/

PLEASE NOTE: The pages giving details on Requirement for Supporting Documentation and Application Form Checklist – parts A, B, C, D, E, F and G are for instruction purposes only. It is not necessary to include these pages when submitting the completed application form.
Form B
Application form for grant of Dependant/Partner/Spouse Employment Permit

This form should be used by either the person who has made the offer of employment or the foreign national, the subject of that offer of employment, who wish to apply for:

- Permit for a Dependant - an employment permit for a foreign national who has permission from the Minister for Justice and Equality to reside in the State on the basis of being the child, ward or partner of a current or previous Green Card/Critical Skills Employment Permit holder or a Researcher.
- Permit for a Partner - an employment permit for a foreign national who has permission from the Minister for Justice and Equality to reside in the State on the basis of being the partner, within the meaning of the Civil Partnership and Certain Rights and Obligations of Cohabitants Act 2010, of a current or previous Green Card/Critical Skills Employment Permit holder or a Researcher.
- Permit for a Spouse - an employment permit for a foreign national who has permission from the Minister for Justice and Equality to reside in the State on the basis of being the spouse of a current or previous Green Card/Critical Skills Employment Permit holder or a Researcher.

Applications can be in respect of all employment other than that of a domestic operative.

Complete ALL parts of this form as required in BLOCK CAPITALS. The person who has made the offer of employment, the foreign national and the agent (if applicable), must sign the declarations at the end of the form.

INCOMPLETE FORMS WILL BE RETURNED TO THE APPLICANT OR THE AUTHORISED AGENT (IF APPLICABLE).

Who is applying for the permit (i.e. Who is the applicant)?
In accordance with the Employment Permits Act 2004, as amended by the Employment Permits (Amendment) Act 2014, an employer making an Employment Permit application must specify all the details from the foreign national.

(This section MUST be completed for all applications)

Person who has made the offer of employment [ ]
Foreign National [ ]
Health Professional [ ]

If this is an application for a Health Professional listed in Part A or Part B of Schedule 2 in the Regulations please tick this box.

Part One
Registration Details of Person who has made the offer of employment

<table>
<thead>
<tr>
<th>Details</th>
<th>Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Employer Registered Number:</td>
<td>Obtained from the Revenue Commissioners</td>
</tr>
<tr>
<td>2. Company Name Registered Number (if applicable):</td>
<td>Obtained from the Companies Registration Office</td>
</tr>
<tr>
<td>3. Business Name Registered Number (if applicable):</td>
<td>Obtained from the Companies Registration Office</td>
</tr>
<tr>
<td>4. If the person who has made the offer of employment is an Industrial and Provident Society, a Friendly Society, or a Trade Union, please supply their Registration Number:</td>
<td>Obtained from the Registry of Friendly Societies</td>
</tr>
<tr>
<td>5. If the person who has made the offer of employment is a Charity, please supply the Charity Number:</td>
<td>Obtained from the Revenue Commissioners</td>
</tr>
</tbody>
</table>
If the Person who has made the offer of employment is not a Limited Company, please complete Questions 6, 7, 8 and 9.

If the Person who has made the offer of employment is a Limited Company, please proceed to Question 10.

6. If the Person who has made the offer of employment is not a registered company, please indicate what type of entity it is:

- Sole Trader
- Partnership
- Other (please specify)

7. Please state the full name of the Person who has made the offer of employment:

8. Please state the nationality of the Person who has made the offer of employment:

9. If the Person who has made the offer of employment is not an EEA citizen, do they hold appropriate permission from the Minister for Justice and Equality to operate a business in the State?

- Yes
- No
- Not applicable

If yes, please specify:

If yes, you must enclose copies of supporting documentation from the Minister for Justice and Equality confirming your permission to operate a business in the State or your application will be returned (see Requirements for Supporting Documentation).

10. Registered name of Company/Business:

11. Trading name of business (if different):

12. Nature of business:

13. Company/Business Address:

- Address 1:
- Address 2:
- Town:
- County:
- Country:

14. Telephone Number:

15. Fax:

16. Mobile Phone Number:

17. E-mail:

18. Website:

19. Number of EEA* and/or Swiss nationals (including Irish) currently employed by the Person who has made the offer of employment:

20. Number of non-EEA nationals currently employed by the Person who has made the offer of employment:

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

You must now attach the documents outlined in Requirement for Supporting Documentation under "(A) Requirements for Person who has made the offer of employment."
Part Two
Details of Foreign National

1. Passport Number:

2. Expiry Date: DUMMY

3. Nationality: BLOCK CAPITALS

4. First Name: BLOCK CAPITALS

5. Middle Name(s): BLOCK CAPITALS

6. Family Name: BLOCK CAPITALS

7. Date of Birth: DUMMY

Enter these details exactly as they appear on the Foreign National’s passport.

8. Male: 

9. Female: 

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 Foreign National’s PPS Number if available: 

14. E-mail address:

15. Is the Foreign National currently in the State?
   Yes [ ] No [ ]

   If ‘Yes’ on what basis are they currently in the State, please describe, and complete GNIB card details, as requested, below:
   BLOCK CAPITALS

   Enter below details exactly as they appear on the Foreign National’s GNIB card.

   If the Foreign National is in the State but does not have a GNIB personal identification number then please supply a copy of the current immigration stamps and visa.

   If the Foreign National has held consecutive employment permits for an uninterrupted period of 5 years and has been working faithfully during this time, s/he may be eligible to apply for a Stamp 4 permission to remain from the Irish Naturalisation and Immigration Service. However, if the Foreign National is unable to obtain a Stamp 4, an employment permit will be required.

   If this is the case, by submitting this application the Foreign National confirms that s/he has considered the available options and believes that an employment permit is still required.

Enter education details of the Foreign National below, which are relevant to the Job Offer as stated in Part 4 of the application form.

16. Highest level of Qualification: e.g. Certificate, Diploma, Degree, etc.
   BLOCK CAPITALS

17. Date of Completion:

18. Title of Course:
   BLOCK CAPITALS
<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>19. Final Subjects Taken:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>20. Result Achieved:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>21. Has the Foreign National previously made an application for asylum in the State?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>22. Has the Foreign National sought permission to land in the State on a previous occasion?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td><strong>If 'Yes' please describe on what basis the permission was sought and indicate whether or not permission was granted:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>23. Has the Foreign National been in the State on a previous occasion without permission?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>24. Is the Foreign National currently employed in the State?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td><strong>If 'Yes' please describe on what permission they have to be employed:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>25. Has the Foreign National been employed in the State previously?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td><strong>If 'Yes' please describe on what permission they had to be employed:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>26. Is the Foreign National married to, or in a civil partnership with, an Irish or EEA national?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td><strong>If 'Yes' what nationality is their spouse/partner?</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>27. Is the Foreign National the spouse, civil partner or the dependant of, the holder of an Employment Permit or to the holder of any other type of permission to work in the State?</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

You must now attach the documents outlined in Requirement for Supporting Documentation under "(B) Foreign National Requirements."
Part Three  Details of Redundancy

To be completed by the Person who has made the offer of employment in respect of any dismissals by reason of redundancy within the meaning of section 9 of the Redundancy Payments Act 1967 and where such dismissal was attributable wholly or mainly to the conditions specified in paragraphs (a), (b), (c), (d) or (e) of section 7(2) or to section 21 of that Act.

Please complete and sign the declaration below in full.

Have any employers of the Person who has made the offer of employment been made redundant in the employment that is the subject of this Employment Permit application over the last six months?

Yes  No

If any employees have been made redundant in the employment that is the subject of this Employment Permit application over the last six months please outline the reason(s) for the redundancies. This should include information on the numbers of positions in that employment that have been made redundant and explain how the position, which is the subject of this Employment Permit application, differs from those positions in that employment made redundant. Please continue on a separate sheet if required and append it to the application form.

I hereby solemnly declare the above information to be true and accurate.

Signature of Person who has made the offer of employment: (Original signature required)

Name (in BLOCK CAPITALS):  

Position Held:  

Title:  

Date:  

Page 5  DPSEP00114
Part Four  
Details of Employment

1. Title of Job:  

NOTE: Questions 2 and 3 to be completed by Health Professionals and Security Personnel who are listed in Part A and Part B of Schedule 2 in the Regulations.

2. Regulatory Body:  

3. Registration/Pin/  
Licence No.:  

If the application is in respect of Registered Doctors, Nurses or Security Personnel listed in Part A of Schedule 2 in the Regulations please provide your registration details above. Documentary evidence will not be required.

Applications for other Health Professionals listed in Part B of Schedule 2 in the Regulations must provide a copy of their registration with the appropriate medical body or recognition of their qualifications from the Department of Health.

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

5. Proposed Period of Employment  
Permit (maximum period of 2 years)  

6. Proposed Start Date*:  

* We recommend all Employment Permit applications be submitted to the Department at least 12 weeks before the proposed start date of employment.

7. Gross Annual Remuneration*  

8. Gross Annual Salary:  
If different from above  

9. Gross Weekly Salary:  

10. Hourly Rate of Pay:  

11. Deductions from Gross Weekly Salary:  

12. Health Insurance*:  

* All amounts which make up the basic salary must appear as payments on the payslips. If Health Insurance is being included in the Gross Annual Remuneration this must be verifiable by way of supporting documentation in the event of a National Employment Rights Authority (NERA) inspection.

* Health Insurance can only be considered if the provider of the health insurance is a person entered in the Register of Health Benefits Undertakings referred to in section 14 of the Health Insurance Act, 1994.

13. Number of hours of work per week*:  

* Please note that for the purposes of Employment Permit Applications, the standard working week is 39 hours per week.

14. What are the main functions of this job:  

15. Please detail the qualifications, skills, knowledge and experience required for this job:  

...
Part Four A  
Details of Primary Permit Holder/Researcher

1. Passport Number:  

2. Expiry Date:  

3. Nationality:  

4. First Name:  

5. Middle Name(s):  

6. Family Name:  

7. Date of Birth:  

8. Male:  

9. Female:  

10. Primary Permit Holder's/Researcher's immigration details  

   Enter below details exactly as they appear on the Primary Permit Holder's/Researcher's GNIB card*.  

   GNIB Pin No.  
   Dept. No.  

   * If the Primary Permit Holder/Researcher is in the State but does not have a GNIB personal identification number then please supply a copy of their current immigration stamps and visa.

11. Please enter the Hosting Agreement number for the Researcher (if applicable):  

   You must now attach the documents outlined in Requirement for Supporting Documentation under "(C) Application Requirements" (if applicable)
Part Five

Requirement for Payment

Is a fee payable for this Employment Permit application? Yes [ ] No [ ]

If No, please indicate on what basis no fee is applicable:

The Person who made the offer of employment is the applicant and has charitable status with the Revenue Commissioners [ ]

Dependant/Partner/Spouse Employment Permit [ ]

Application is in respect of a non-EEA national married to or in a civil partnership with an EEA national [ ]

Exchange Agreement Employment Permit [ ]

If no fee is payable proceed to Part Six.

Details of Payment

Important Notes for Business Users - Payment by Electronic Funds Transfer

In accordance with DfInCus Circular 1/2013, from 19 September 2014 (e-Day) the public sector will no longer accept cheques, bank drafts or postal orders from business users in respect of services rendered. To facilitate this, the Employment Permits Section will no longer accept paper based payments from business users and has set up a commercial bank account into which payments can be made by Electronic Funds Transfer (EFT).

Business user applicants for employment permits should complete the Contact Details of Payer (Questions 1, 2, 3, 4, 5, 6, 7, and 8). Payment Details (Question 9) and the Payer's Declaration below and payment will be requested when an application is accepted into the Employment Permits Section to complete. An e-mail will issue to the applicant and their authorised agent (if applicable) giving details of the amount of the fee due, the bank account into which the payment should be made and an Application ID number which must be used as the reference when making the payment.

Applicants, other than business users, can continue to make payment by cheque, bank draft or postal order and must complete all details below.

Contact Details of Payer

1. Please indicate who is making the payment: Person who has made the offer of employment [ ]

2. Title: Mr [ ] Mrs [ ] Miss [ ] Ms [ ] Other [ ]

3. Name: [ ]

4. Company (if applicable): [ ]

5. Telephone Number: [ ] 6. Fax Number: [ ]

7. Mobile Phone Number: [ ]

8. E-mail: [ ]

Payment Details

9. Method of Payment: Electronic Funds Transfer [ ] Cheque [ ] Bank Draft [ ] Postal Order [ ]

10. Cheque No.: [ ]

11. Payment enclosed: [ € ]

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. Cheques should be made payable to the Department of Jobs, Enterprise and Innovation.

Payer's Declaration

I, the undersigned, agree that in the case of a refund of fees, the payment will be made payable to the Applicant specified on Page 1. (Under the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014 a refund in the case of a refused or withdrawn application will consist of 90% of the total fee paid).

Payer's Signature: [ ]

(Original signature required) Date: [ ]

Employment Permits Section is unable to refund fees by payable order. If a refund of fees is due for any reason, a mandate form will be forwarded to the applicant for completion. The refund will be paid by EFT directly into the applicant's bank account, as per details provided on the mandate form.
Part Six
Acceptance of Terms & Conditions

Declaration of Foreign National

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

I hereby solemnly declare that:

- the qualifications, skills, knowledge and experience I have attained are as stated in Part 2 of the application form and they correspond with and are relevant to the position on offer;
- I am a fully accredited member of the relevant professional body pursuant to Part C of Schedule 2 in the Regulations for the position on offer, as stated in Part 4 of the application form (if applicable);
- If this application is for a Critical Skills Employment Permit, I have received a job offer of 2 years, or more, from the Person who has made the offer of employment, as stated in Part 1 of the application form;
- If this application is for an employment in respect of a Caregiver in a private home and an employment permit is granted, I will have no objection to an Inspector from the National Employment Rights Authority (NERA) visiting the premises where employment is being carried out and to speak to me and the employer should the need arise; and
- I will be fully tax compliant;

and that to the best of my knowledge and belief:

- I will be employed, salaried and paid under an employment contract governed by the laws of the State by the Person who has made the offer of employment, as stated in Part 1 of the application form;

Furthermore, I understand and accept that in accordance with Section 25 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, a person who furnishes to the Minister, on an application under section 4, information that is false or misleading in a material respect knowing that it is so false or misleading or being reckless as to whether it is so false or misleading is guilty of an offence.

Signature of Foreign National:
(Original signature required)

Name (in BLOCK CAPITALS):

Title:

Date:

Your employment permit will normally be posted to you at your current address as in Part 2 of this Form.

Tick this box if you want your permit to be posted to your current address.

Tick this box if you want your permit to be posted to the Person who has made the offer of employment as stated in Part 1 of this Form.

Tick this box if you want your permit to be posted to your Authorised Agent (if applicable).
Declaration of Person who has made the offer of employment

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 will be applied to this Foreign National.

I hereby solemnly declare that:

- I have taken reasonable steps to satisfy myself that:
  - the qualifications, skills, knowledge and experience attained by the Foreign National are as stated in Part 2 of the application form and they correspond with and are relevant to the position on offer;
  - the Foreign National is a fully accredited member of the relevant professional body pursuant to Part C of Schedule 3 in the Regulations for the position on offer, as stated in Part 4 of the application form (if applicable);
  - if this application is in respect of a Critical Skills Employment Permit, a job offer of 2 years, or more, has been made to the Foreign National, as stated in Part 2 of the application form; and
  - the Foreign National, as stated in Part 2 of the application form, will be employed, salaried and paid under an employment contract governed by the laws of the State by me, the Person who has made the offer of employment, as stated in Part 1 of the application form.

I further understand, declare and accept that:

- in accordance with Section 23 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, I may not make any deductions from the remuneration of, or seek to recover from, the holder of an 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 any matter relating to or concerning such an application or the grant 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.

- in accordance with Section 25 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, a person who furnishes to the Minister, on an application under section 4, information that is false or misleading in a material respect knowing that it is false or misleading or being reckless as to whether it is false or misleading is guilty of an offence.

- if this application is for an employment in respect of a Care in a private home and an employment permit is granted, I will have no objection to an Inspector from the National Employment Rights Authority (NERA) visiting the premises where employment is being carried out and to speak to me and the employee should the need arise; and

- I have full responsibility for guaranteeing that the appropriate deductions under the PAYE system will be made from all payments (including benefits in kind) made to the Foreign National and that all such deductions will be paid to the Revenue Commissioners.

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.

Signature of Person who has made the offer of employment:

(Original signature required)

Name (in BLOCK CAPITALS):

Title:

Position Held:

Date:

Your certified copy of the employment permit will normally be posted to you at your current address as in Part 1 of this Form.

Tick this box if you want your certified copy of the employment permit to be posted to your current address.

Tick this box if you want your certified copy of the employment permit to be posted to your Authorised Agent (if applicable).
Authorisation of Agent

If no agent is representing the applicant then this section to be left blank.

If you (the applicant) wish a third party (agent) to act on your behalf please ensure the following details are completed. To ensure privacy of data is respected, all parties must be in agreement with the nomination of an agent. All parties must sign below. Agents will be copied any correspondence regarding this application.

Agent Name
(In BLOCK CAPITALS):

Title:

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.

Signature of Agent:
(Original signature required)

Date: D M Y

Agent's Address for Correspondence:

Address 1:

Address 2:

Town:

County:

Country:

E-mail address:

Telephone number:

I, the Person who has made the offer of employment, permit the above named agent to act on my behalf in respect of this application.

Signature of Person who has made the offer of employment:
(Original signature required)

Date: D M Y

I, the Foreign National, permit the above named agent to act on my behalf in respect of this application.

Signature of Foreign National:
(Original signature required)

Date: D M Y
Requirements for Supporting Documentation

(A) Requirements for Person who has made the offer of employment

If the Person who has made the offer of employment has not been granted an Employment Permit before, they MUST submit clear copies of the following documentation:

- Copy of P30 returned to the Revenue Commissioners within the 2 months preceding this application or a receipt for such return whether issued through ROS (Revenue Online Service) or otherwise.
- OR
- If the Person who has made the offer of employment is a startup company which would not yet have made returns to the Revenue Commissioners in respect of employees, a copy of an official letter from Revenue confirming registration as an employer, date of registration and the ERN (Employers Registered Number).

If the Person who has made the offer of employment has been granted an Employment Permit but not been granted an Employment Permit within the 12 months preceding the application, they MUST submit clear copies of the following documentation:

- Copy of P30 returned to the Revenue Commissioners within the 2 months preceding this application or a receipt for such return whether issued through ROS (Revenue Online Service) or otherwise.

Business Permission
If the Person who has made the offer of employment has made the offer of employment has indicated that they are a foreign national operating a business in the state, they are required to submit copies of documentary evidence from the Minister for Justice and Equality clearly demonstrating their status within the State and their entitlement to operate a business in the State.

Additional documentation
The Minister may request such other information as might materially assist in making a decision on an application.

(B) Requirements for Foreign Nationals

For all Foreign Nationals:

- Clear, legible copy (preferably in colour) of the personal details pages of the Foreign National’s passport, showing his or her picture, personal details and his or her signature.
- In the case of health professionals listed in Part B of Schedule 2 in the Regulations, a copy of the registration with the appropriate medical body or recognition of qualifications from a relevant foreign Ministry of the Governement.

For all Foreign Nationals resident in the State:

- Please supply your GNIQ personal identification number which is shown on your GNIQ card. If not available please supply a clear, legible copy (preferably in colour) of your current immigration stamp and visa.
  
  Please Note: Original documents should not be submitted.

Important Note concerning the passport expiry date
In the case of all applications for employment permits, the Foreign National must hold a passport which is in date and valid for at least 12 months or more after the date of the application. Employment Permits cannot be considered for Foreign Nationals who do not fulfills this requirement.

(C) Application Requirements

Please provide the following documents in respect of the Primary Permit Holder (current or previous holder of a Green Card/Critical Skills Employment Permit) or the Researcher:

- A copy of a birth certificate, marriage certificate, civil partnership registration, evidence of permission from the Minister for Justice and Equality to remain in the State for the purpose of making an application for an employment permit, or other legal document evidencing the relationship of the dependant, civil partner or spouse with the primary permit holder or researcher.
- Clear, legible copy (preferably in colour) of the personal details pages of the primary permit holder or researcher’s current passport, showing his or her picture, personal details and his or her signature.
- Please supply the primary permit holder’s or researcher’s GNIQ personal identification number which is shown on their GNIQ card. If not available please supply a clear, legible copy (preferably in colour) of their current immigration stamp and visa.
  
  Please Note: Original documents should not be submitted.

For an employment in a restaurant or a fast food outlet

If the application is in respect of such employment, the following additional documentation is required:

- If the establishment has been operating for one year or more, a copy of a "P30," form returned by the Person who has made the offer of employment to the Revenue Commissioners.
- An up-to-date tax clearance certificate in respect of the Person who has made the offer of employment.
- Copies of utility bills for the establishment’s premises dated within the period of 2 months prior to the application.
- Copies of any certified qualifications of the Foreign National in respect of whom the application is made.
- In the case of an application for employment as an executive chef, head chef, sous chef or specialist chef specialising in cuisine originating from a state that is not a Member State of the EEA, a statement from the Person who has made the offer of employment, confirming that the Foreign National in respect of whom the application is made shall be employed in an establishment other than a fast food outlet.
- A letter from the relevant Local Health Authority confirming that the Person who has made the offer of employment has been granted permission to operate a restaurant at the premises.
For an employment as a Care in a private home

If the application is in respect of such eligible employments the following additional documentation is required:

- In the case of a trained medical professional:
  - (a) a copy of qualifications confirming that the Foreign National in respect of whom the application is made is a trained medical professional in a profession listed in Part A of Schedule 2 in the Regulations,
  - (b) a letter from a registered medical practitioner specialising in the area of illness of the person for whom the Foreign National will be caring, confirming that that person has a severe medical condition, or

- In the case of a Care with a long history of care:
  - (a) a copy of a P60, payslip, a notarised letter or an affidavit establishing that the Foreign National in respect of whom the application is made has a long history of caring for the person concerned, and
  - (b) a letter from a registered medical practitioner specialising in the area of illness of the person for whom the Foreign National will be caring confirming that that person has special care needs.

(D) Schedule of Fees

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

<table>
<thead>
<tr>
<th>EMPLOYMENT PERMIT TYPE</th>
<th>NEW APPLICATION FEE</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Employment Permit</td>
<td>€1,000 up to 24 month permit and €500 for six months or less</td>
</tr>
<tr>
<td>Critical Skills Employment Permit</td>
<td>€1,000 for 24 months</td>
</tr>
<tr>
<td>Dependant/Partner/Spouse Employment Permit</td>
<td>No Fee</td>
</tr>
<tr>
<td>Contract for Services Employment Permit</td>
<td>€1,000 up to 24 month permit and €500 for six months or less</td>
</tr>
<tr>
<td>Intra-Company Transfer Employment Permit</td>
<td>€1,000 up to 24 month permit and €500 for six months or less</td>
</tr>
<tr>
<td>Sport &amp; Cultural Employment Permit</td>
<td>€1,000 up to 24 month permit and €500 for six months or less</td>
</tr>
<tr>
<td>Re-activation Employment Permit</td>
<td>€1,000 up to 24 month permit and €500 for six months or less</td>
</tr>
<tr>
<td>Exchange Agreement Employment Permit</td>
<td>No Fee</td>
</tr>
<tr>
<td>Internship Employment Permit</td>
<td>€1,000 up to 12 month permit and €500 for six months or less</td>
</tr>
</tbody>
</table>

Fees not required in certain cases.
No fee is payable in respect of applications for Dependant/Partner/Spouse Employment Permits and Exchange Agreement Employment Permits.

In all other cases a fee as detailed above is payable depending on the duration of the Employment Permit. However, the fee may be waived in the following cases:

- Application in respect of a Foreign National who is the Spouse or Civil Partner of an EEA national.
- Where the Person who has made the offer of employment is the applicant for the Employment Permit and they have been granted charitable tax exemption status by the Revenue Commissioners.

The following additional documentation is required in these cases:

- Applications in respect of Foreign Nationals who are the Spouses or Civil Partners of EEA nationals:
  - clear photocopies of the relevant pages of the EEA Spouse/Civil Partners' current passport showing his or her picture, personal details, passport expiry date and his or her signature, and
  - a copy of the marriage certificate or the civil partnership registration evidencing the relationship of the Foreign National and the EEA national.

- Where the Person who has made the offer of employment is the applicant for the Employment Permit and they have been granted charitable tax exemption status by the Revenue Commissioners:
  - If the Person who has made the offer of employment has not been issued with an Employment Permit on the basis of not paying a fee due to charitable status within the 12 months preceding the application, please provide a copy of an official letter from the Revenue Commissioners confirming charitable status.

Refunds
90% of the fee will 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.

Employment Permits Section is unable to refund fees by payable order. If a refund of fees is due for any reason, a mandate form will be forwarded to the applicant for completion. The refund will be paid by EFT directly into the applicant's bank account, as per details provided on the mandate form.
Acceptable Forms of payment
In accordance with DfInnance Circular 1/2013 from 19 September 2014 (a Day) the public sector will no longer accept cheques, bank drafts or postal orders from business users in respect of services rendered. To facilitate this, the Employment Permits Section now has a commercial bank account into which payments can be made by Electronic Funds Transfer (EFT). When an application is accepted as complete an email will issue to the applicant giving details of the amount of the fee due, the bank account into which the payment should be made and an Application ID number which must be used as the reference when making the payment.

For all other users, payment can continue to be made 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 Jobs, Enterprise & Innovation.

(E) 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. All Employment Permits are issued on the proviso that the named foreign national is paid, as a minimum, the remuneration specified on the Employment Permit. The only allowable deductions are those which appear on that Employment Permit. The remuneration being paid must be verifiable in the event of a National Employment Rights Authority (NERA) inspection. Failure to comply could lead to the revocation of the Employment Permit under section 14(1)(d) of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014.

C. It is recommended that an application for an Employment Permit should be made at least 12 weeks before the foreign national is required to take up employment.

D. Any application that contains omissions or is incorrectly completed will be returned to the applicant or the authorised agent (if applicable) for completion.

E. Any fee, as determined by the Minister for Jobs, Enterprise and Innovation is payable by the applicant or the authorised agent (if applicable) to the Department of Jobs, Enterprise & Innovation.

F. In line with section 34 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, should the employment that is the subject of the Employment Permit cease, for whatever reason, the original and the certified copy of the Employment Permit must be returned to the Employment Permits Section within 4 weeks from the date of cessation. Failure to comply with this requirement is an offence.


(F) Declaration

Data Sharing and Data Protection
The Employment Permits Section may undertake verification of all data submitted on this application form. The person who has made the offer of employment, the foreign national and the authorised Agent (if applicable) are advised that in signing this application form they consent to allow the Employment Permit 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.dataprotection.ie. Alternatively, they may call. (057) 888 4600 / Lo-Call Number: 1800 252231.

Please note that a percentage of all applications will be chosen at random for inspection by the National Employment Rights Authority (NERA). Relevant documents will have to be provided as part of this inspection. Under Section 16 (d) of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, the Minister may revoke an employment permit if, in the opinion of the Minister, any information provided in respect of the application for it was false or misleading in a material respects.

In accordance with Section 25 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, a person who furnishes to the Minister, on an application under section 4 or 20, information that is false or misleading in a material respect knowing that it is so false or misleading or being reckless as to whether it is so false or misleading is guilty of an offence.

Furthermore, in accordance with Section 32 (1) of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, a person guilty of an offence under section 18(2), 19(2), 23(4) or 25 is liable—

(a) upon summary conviction, to a fine not exceeding €5,000 or imprisonment for a term not exceeding 12 months or both, or

(b) upon conviction on indictment, to a fine not exceeding €50,000 or imprisonment for a term not exceeding 5 years or both.

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.dji.ie/labour/workpermits).
(G) 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 to the applicant or authorised agent (if applicable).

Attach 1 passport sized photograph, with Foreign National's name printed on the back.

Indicate the following:
- The applicant (person applying) i.e. Person who has made the offer of employment or the Foreign National.

Part One – Details of Person who has made the offer of employment: Complete all questions

Person who has made the offer of employment should include copies of:
- Completed P300/RO2 Online Receipt dated within 2 months preceding the application or a copy of a letter from Revenue Commissioners confirming registration as an employer, if a start-up company (whichever is applicable).
- Evidence of Business Permission (if applicable).

Part Two – Details of Foreign National: Complete all questions

Please supply clear copies (preferably in colour) of the following:
- Passport pages showing photograph, personal details and expiry date.
- Immigration stamps (if GNIB personal identification number not available).
- Visa (if GNIB personal identification number not available).

Original documents should not be submitted.

Part Three – Details of Redundancy: Complete all questions, as applicable

- Please complete in relation to any redundancies within the last 6 months in the employment that is the subject of the Employment Permit application.
- Sign and date the declaration - original signature required.

Part Four – Details of Employment: Complete all questions (unless otherwise specified)

Please supply clear copies (preferably in colour) of the following in respect of the primary permit holder or researcher:
- Documentation evidencing the relationship between the Foreign National and the Primary Permit Holder or Researcher.
- Passport pages showing photograph, personal details and expiry date.
- Immigration stamps (if GNIB personal identification number not available).
- Visa (if GNIB personal identification number not available).
- Relevant letters from their current employers.

Original documents should not be submitted.

Please supply copies of the following in the case of health professionals, including registered doctors, registered nurses and security personnel who have not provided their RegistrationPIN/License number at Part 3, Question 3:
- A copy of registration with the appropriate regulatory body or recognition of qualifications pursuant to Schedule 2 in the Regulations.
- Please supply the following in the case of an employment in a restaurant or a fast food outlet:
  - a copy of the "PSW" form returned by the Person who has made the offer of employment to the Revenue Commissioners,
  - an up-to-date tax clearance certificate in respect of the Person who has made the offer of employment,
  - copies of utility bills for the establishment's premises dated within the period of 2 months prior to the application,
  - copies of any certified qualifications of the Foreign National in respect of whom the application is made,
  - in the case of an application for employment as an executive chef, head chef, sous chef or specialist chef specialising in cuisine originating from a state that is not a Member State of the EEA, a statement from the Person who has made the offer of employment confirming that the Foreign National is in respect of whom the application is made shall be employed in an establishment other than a fast food outlet, and
  - a letter from the relevant Local Health Authority confirming that the Person who has made the offer of employment has been granted permission to operate a restaurant at the premises.

Please supply the following, whichever is applicable, in the case of an application for an employment in respect of an eligible Carer in a private home:
- copies of qualifications confirming that the Foreign National is in respect of whom the application is made is a trained medical professional in a profession listed in Part A of Schedule 2 in the Regulations.
- a letter from a registered medical practitioner specialising in the area of illness of the person for whom the Foreign National will be caring, confirming that the person has a severe medical condition or that the person has special care needs.
- a copy of a P60, payslips, a notarised letter or an affidavit establishing that the Foreign National is in respect of whom the application is made has a long history of caring for the person concerned.

Part Five – Details of Payment: Complete all questions

- Include the appropriate fee if required (see (D) Schedule of Fees for further information).
- Sign Payment declaration - original signature required.
- If applicable, a copy of an official letter from the Revenue Commissioners confirming charitable status.
- If applicable, clear photocopies of the relevant pages of the EEA Spouse/Civil Partners' current passport showing his or her picture, personal details, passport expiry date and his or her signature, and a copy of the marriage certificate or the civil partnership registration evidencing the relationship of the Foreign National and the EEA national.
Part Six - Acceptance of Terms & Conditions
• Sign and date the appropriate declarations - original signatures required.

EMPLOYMENT PERMITS SECTION

Website: www.djei.ie/employment/workpermits/
E-mail: employmentpermits@djei.ie
Call Centre: 1850 201 616
LoCall: 201 616
(from within Ireland only)
Fax: 153-1-417 5333
Address: Davitt House
65a Adelaide Road
Dublin 2
Ireland

Contact Details

Employment Permits Section Web Pages

Information and application forms may be downloaded from the Employment Permits Section web pages on the Department of Jobs, Enterprise and Innovation website – www.djei.ie/employment/workpermits/

PLEASE NOTE: The pages giving details on Requirement for Supporting Documentation and Application Form Checklist – parts A, B, C, D, E, F and G are for instruction purposes only. It is not necessary to include these pages when submitting the completed application form.
Form C
Application form for grant of General Employment Permit

An Roinn Post, Fiontaí agus Nualachta
Department of Jobs, Enterprise and Innovation

General Employment Permit
New Application

This form should be used by either the Person who has made the offer of employment or the Foreign National, the subject of that offer of employment, who wish to apply for:

- An employment permit in respect of all employment, other than those employment for which an employment permit shall not be granted pursuant to Schedule 4 in the Regulations, and where the Person who has made the offer of employment has been unable to recruit an Irish or EEA national for the employment.

For permission to work in the State for a period of less than 90 days, the Ayrshire Working Scheme operated by the Department of Justice and Equality may be appropriate.

Complete ALL parts of this form as required in BLOCK CAPITALS. The Person who has made the offer of employment, the Foreign National and the Agent (if applicable), must sign the declarations at the end of the form.

INCOMPLETE FORMS WILL BE RETURNED TO THE APPLICANT OR THE AUTHORISED AGENT (IF APPLICABLE).

Who is applying for the permit (i.e. Who is the applicant)?

In accordance with Employment Permit Act 2008, as amended by the Employment Permits (Amendment) Act 2014, an employer making an Employment Permit application may not seek to recover the fee. If applicable, from the foreign national.

(This section MUST be completed for all applications)

Person who has made the offer of employment

Foreign National

Health Professional

If this is an application for a Health Professional listed in Part A or Part B of Schedule 2 in the Regulations please tick this box

Part One
Registration Details of Person who has made the offer of employment

1. Employer's Registered Number:

   Obtained from the Revenue Commissioners

2. Company Name Registered Number (if applicable):

   Obtained from the Companies Registration Office

3. Business Name Registered Number (if applicable):

   Obtained from the Companies Registration Office

4. If the Person who has made the offer of employment is an Industrial and Provident Society, a Friendly Society or a Trade Union, please supply their Registration Number:

   Obtained from the Registry of Friendly Societies

5. If the Person who has made the offer of employment is a Charity, please supply the Charity Number:

   Obtained from the Revenue Commissioners

If the Person who has made the offer of employment is not a Limited Company, please complete Questions 6, 7, 8 and 9.

If the Person who has made the offer of employment is a Limited Company, please proceed to Question 10.

6. If the Person who has made the offer of employment is not a registered company, please indicate what type of entity it is:

   Sole Trader
   Partnership
   Other (please specify): BLOCK CAPITALS

7. Please state the full name of the Person who has made the offer of employment:

   BLOCK CAPITALS

Page 1
8. Please state the nationality of the Person who has made the offer of employment:

9. If the Person who has made the offer of employment is not an EEA citizen, do they hold appropriate permission from the Minister for Justice and Equality to operate a business in the State?

   Yes [ ] No [ ] Not applicable [ ]

   If Yes, please specify: [ ]

   If yes, you must enclose copies of supporting documentation from the Minister for Justice and Equality confirming your permission to operate a business in the State or your application will be returned (see Requirements for Supporting Documentation).

10. Registered name of Company/Business:

11. Trading name of business (if different):

12. Nature of business:

13. Company/Business Address:

   Address 1: [ ]

   Address 2: [ ]

   Town: [ ]

   County: [ ]

   Country: [ ]

14. Telephone Number: [ ]

15. Fax: [ ]

16. Mobile Phone Number: [ ]

17. E-mail: [ ]

18. Website: [ ]

19. Number of EEA* and/or Swiss nationals (including Irish) currently employed by the Person who has made the offer of employment: [ ]

20. Number of non-EEA nationals currently employed by the Person who has made the offer of employment: [ ]

---

**Part Two**

**Details of Foreign National**

---

1. Passport Number: [ ]

2. Expiry Date: [ ]

3. Nationality: [ ]

4. First Name: [ ]

5. Middle Name(s): [ ]

6. Family Name: [ ]

7. Date of Birth: [ ]

8. Male: [ ]

9. Female: [ ]

---

Enter these details exactly as they appear on the Foreign National's passport.
10. Current Address (foreign address required if residing outside the State):

<table>
<thead>
<tr>
<th>Address 1:</th>
<th>BLOCK CAPITALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address 2:</td>
<td>BLOCK CAPITALS</td>
</tr>
<tr>
<td>Town:</td>
<td>BLOCK CAPITALS</td>
</tr>
<tr>
<td>County:</td>
<td>BLOCK CAPITALS</td>
</tr>
<tr>
<td>Country:</td>
<td>BLOCK CAPITALS</td>
</tr>
</tbody>
</table>

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

13. Please provide the Foreign National's PPS Number if available:  

14. E-mail address:       

15. Is the Foreign National currently in the State?  

   Yes [ ]  No [ ]

   If "Yes" on what basis are they currently in the State, please describe, and complete GNIB card details, as requested, below:

   BLOCK CAPITALS

   Enter below details exactly as they appear on the Foreign National's GNIB card*:

   GNIB Pin No.  | Dept. No. |
   --------------|-----------|

   *If the Foreign National is in the State but does not have a GNIB personal identification number then please supply a copy of the current immigration stamps and visa.

   If the Foreign National has held consecutive employment permits for an uninterrupted period of 5 years and has been working lawfully during this time, s/he may be eligible to apply for a Stamp 4 permission to remain from the Irish Naturalisation and Immigration Service. However, if the Foreign National is unable to obtain a Stamp 4, an employment permit will be required.

   If this is the case, by submitting this application the Foreign National confirms that s/he has considered the available options and believes that an employment permit is still required.

16. Highest level of Qualification:  

   e.g. Certificate, Diploma, Degree, etc.  

   BLOCK CAPITALS

17. Date of Completion:  

18. Title of Course:  

   BLOCK CAPITALS

19. Final Subjects Taken:

   BLOCK CAPITALS

20. Result Achieved:  

   e.g. 2.1

21. Has the Foreign National previously made an application for asylum in the State?  

   Yes [ ]  No [ ]

22. Has the Foreign National 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:

   BLOCK CAPITALS
<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>23. Has the Foreign National been in the State on a previous occasion without permission?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>24. Is the Foreign National currently employed in the State?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If 'Yes' please describe on what permission they have to be employed:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>25. Has the Foreign National been employed in the State previously?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If 'Yes' please describe on what permission they had to be employed:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>26. Is the Foreign National married to or in a civil partnership with an Irish or EEA national?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If 'Yes' what nationality is their spouse/partner?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>27. Is the Foreign National the spouse, civil partner or dependant of the holder of an Employment Permit or the holder of any other type of permission to work in the State?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

You must now attach the documents outlined in Requirement for Supporting Documentation under "(B) Foreign National Requirements."
Part Three  Details of Redundancy

To be completed by the Person who has made the offer of employment in respect of any dismissals by reason of redundancy within the meaning of section 9 of the Redundancy Payments Act 1967 and where such dismissal was attributable wholly or mainly to the conditions specified in paragraphs (a), (b), (c), (d) or (e) of section 7(6) or to section 21 of that Act.

Please complete and sign the declaration below in full.

Have any employees of the Person who has made the offer of employment been made redundant in the employment that is the subject of this Employment Permit application over the last six months?  

Yes ☐  No ☐

If any employees have been made redundant in the employment that is the subject of this Employment Permit application over the last six months please outline the reason(s) for the redundancies. This should include information on the numbers of positions in that employment that have been made redundant and explain how the position, which is the subject of this Employment Permit application, differs from those positions in that employment made redundant. Please continue on a separate sheet if required and append it to the application form.

I hereby solemnly declare the above information to be true and accurate.

Signature of Person who has made the offer of employment:  

(Original signature required)

Name (in BLOCK CAPITALS):  

BLOCK CAPITALS

Position Held:  

BLOCK CAPITALS

Title:  

Date:  

DDMYY

Page 5

GEP001/14
## Part Four

### Details of Employment

1. **Title of Job:**

   - BLOCK CAPITALS

   **NOTE:** Questions 2 and 3 to be completed by Health Professionals and Security Personnel who are listed in Part A and Part B of Schedule 2 in the Regulations.

2. **Regulatory Body:**

   - BLOCK CAPITALS

3. **Registration/Pin/Licence No.:**

   - BLOCK CAPITALS

   - If the application is in respect of Registered Doctors, Nurses or Security Personnel listed in Part A of Schedule 2 in the Regulations please provide your registration details above. Documentary evidence will not be required.

   - Applications for other Health Professionals listed in Part B of Schedule 2 in the Regulations must provide a copy of their registration with the appropriate medical body or recognition of their qualifications from the Department of Health.

4. **Place(s) at which the employment concerned is to be carried out:**

   - BLOCK CAPITALS

5. **Proposed Period of Employment**

   - **Permit (maximum of 2 years):**

6. **Proposed Start Date:**

    - DD MMM YYYY

   *We recommend all Employment Permit applications be submitted to the Department at least 12 weeks before the proposed start date of employment.*

7. **Gross Annual Remuneration:**

   - €

   *Gross remuneration excludes overtime or premium payments*

8. **Gross Annual Salary:**

   - If different from above

9. **Gross Weekly Salary:**

   - €

10. **Hourly Rate of Pay:**

    - €

11. **Deductions from Gross Weekly Salary:**

   - €

12. **Health Insurance:**

    - €

    *All amounts which make up the basic salary must appear as payments on the payslip. If Health Insurance is being included in the Gross Annual Remuneration this must be verifiable by way of supporting documentation at renewal stage. Such documentation may also be required in the event of a National Employment Rights Authority (NERA) inspection.*

    *Health Insurance can only be considered if the provider of the health insurance is a person entered in the Register of Health Benefits Undertakings referred to in section 14 of the Health Insurance Act, 1994.*

13. **Number of hours of work per week:**

    - BLOCK CAPITALS

    *Please note that for the purposes of Employment Permit Applications, the standard working week is 39 hours per week.*

14. **What are the main functions of this job:**

    - BLOCK CAPITALS

15. **Please detail the qualifications, skills, knowledge and experience required for this job:**

    - BLOCK CAPITALS
16. Please detail the relevant qualifications, skills, knowledge and experience of the Foreign National:

| BLOCK CAPITALS |
| BLOCK CAPITALS |
| BLOCK CAPITALS |

17. Did you use an Agent/Recruitment Agency to recruit the Foreign National? [ ] Yes  [ ] No

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

| BLOCK CAPITALS |
| BLOCK CAPITALS |
| BLOCK CAPITALS |

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

| BLOCK CAPITALS |
| BLOCK CAPITALS |
| BLOCK CAPITALS |

You must now attach the documents outlined in Requirement for Supporting Documentation under "(C) Application Requirements" (if applicable)

Part Four A Details of Advertisement

The Person who has made the offer of employment in the case of a General Employment Permit application is required in all cases, other than the exemptions provided below, to offer the employment that is the subject of the General Employment Permit application to an Irish or EEA citizen by way of a Labour Market Needs Test. The Labour Market Needs Test must be conducted within the 30 day period preceding the date of the application. Applications should not be submitted unless this Labour Market Needs Test has been completed.

The Labour Market Needs Test is not required in respect of the following applications:

- applications in respect of employment where there is a shortage in respect of the relevant qualifications, skills or experience which are required for the proper functioning of the economy and which employments are listed in Schedule 3;
- applications in respect of all other employments with an annual remuneration of €60,000 or more, other than those employments for which an employment permit shall not be granted and which employments are listed in Schedule 4;
- applications that are supported by a State Enterprise Agency;
- applications in respect of foreign nationals who were previously the holder of a Work Permit/General Employment Permit and who have been made redundant within 6 months of the date of application and where section 26A of the Employment Permits (Amendment) Act 2014, as amended by the Employment Permits (Amendment) Act 2014, applies, and
- applications in respect of a Carer in a private home who is caring for a person with exceptional medical needs and where the non-EEA national is already providing care to that person and that person has developed a high level of dependence on that non-EEA national.

The requirements of the Labour Market Needs Test are that the employment that is the subject of the General Employment Permit application must be:

- advertised with the Department of Social Protection Employment Services/EURES employment network for a period of at least two weeks, and
- advertised for three days in a national newspaper, and
- advertised in either, a local newspaper or a job website (separate to DSP/EURES websites) for three days.

More information about the Department of Social Protection Employment Services/EURES employment network can be found on: www.welfare.ie

All General Employment Permit applications must, if applicable, provide the vacancy reference number of their advertisement with the Department of Social Protection Employment Services/EURES Employment Network below, and attach copies of the other required advertisements with the application.

1. Please provide the Department of Social Protection Employment Services/EURES Employment Network Reference Number of your advertisement (if applicable): [ ] [ ] [ ] [ ] [ ]

See Requirement for Supporting Documentation "(C) Application Requirements" for further information on advertising the job vacancy and further documentary requirements.
### Part Five

**Requirement for Payment**

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is a fee payable for this Employment Permit application?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If No, please indicate on what basis no fee is applicable?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>The Person who made the offer of employment is the applicant and has charitable status with the Revenue Commissioners</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dependant/Partner/Spouse Employment Permit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Application is in respect of a non-EEA national married to or in a civil partnership with an EEA national</td>
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</tr>
<tr>
<td>Exchange Agreement Employment Permit</td>
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</tbody>
</table>

If no fee is payable proceed to Part Six.

### Details of Payment

**Important Note for Business Users - Payment by Electronic Funds Transfer**

In accordance with D/Finance Circular 1/2013, from 19 September 2014 (e-Day) the public sector will no longer accept cheques, bank drafts or postal orders from business users in respect of services rendered. To facilitate this, the Employment Permits Section will no longer accept paper based payments from business users and has set up a commercial bank account into which payments can be made by Electronic Funds Transfer (EFT).

Business user applicants for employment permits should complete the Contact Details of Payer (Questions 1, 2, 3, 4, 5, 6, 7, and 8) and the Payer's Declaration below and payment will be requested when an application is accepted into the Employment Permits Section as complete. An e-mail will issue to the applicant and their authorised agent (if applicable) giving details of the amount of the fee due, the bank account into which the payment should be made and an Application ID number which must be used as the reference when making the payment.

Applicants, other than business users can continue to make payment by cheque, bank draft or postal order and must complete all details below.

#### Contact Details of Payer

1. Please indicate who is making the payment:
   - Person who has made the offer of employment
   - Foreign National
   - Other

2. Title:
   - Mr
   - Mrs
   - Miss
   - Ms
   - Other (please state)

3. Name:

4. Company (if applicable):

5. Telephone Number:

6. Fax Number:

7. Mobile Phone Number:

8. E-mail:

#### Payment Details

9. Method of Payment:
   - Electronic Funds Transfer
   - Cheque
   - Bank Draft
   - Postal Order

10. Cheque No.

11. Payment enclosed:

Payment must be in the form of a Euro denominated cheque, bank draft or social order drawn on a financial institution operating within the Irish Clearing System. Cheques should be made payable to the Department of Jobs, Enterprise and Innovation.

#### Payer's Declaration

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

(Under the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014 a refund in the case of a refused or withdrawn application will consist of 90% of the total fee paid).

Payer's Signature:
(Original signature required)

Date: [ ]

Employment Permits Section is unable to refund fees by payable order. If a refund of fees is due for any reason, a mandate form will be forwarded to the applicant for completion. The refund will be paid by EFT directly into the applicant's bank account, as per details provided on the mandate form.
Part Six  
Acceptance of Terms & Conditions

Declaration of Foreign National

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

I hereby solemnly declare that:

- the qualifications, skills, knowledge and experience I have attained are as stated in Part 2 of the application form and they correspond with and are relevant to the position on offer;
- I am a fully accredited member of the relevant professional body pursuant to Part C of Schedule 2 in the Regulations for the position on offer, as stated in Part 4 of the application form (if applicable);
- if this application is for a Critical Skills Employment Permit, I have received a job offer of 2 years, or more, from the Person who has made the offer of employment, as stated in Part 1 of the application form;
- if this application is for an employment in respect of a Carer in a private home and an employment permit is granted, I will have no objection to an Inspector from the National Employment Rights Authority (NERA) visiting the premises where employment is being carried out and to speak to me and the employer should the need arise; and
- I will be fully tax compliant;

and that to the best of my knowledge and belief:

- I will be employed, salaried and paid under an employment contract governed by the laws of the State by the Person who has made the offer of employment, as stated in Part 1 of the application form.

Furthermore, I understand and accept that in accordance with Section 25 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, a person who furnishes to the Minister, on an application under section 4, information that is false or misleading in a material respect knowing that it is so false or misleading or being reckless as to whether it is so false or misleading is guilty of an offence.

Signature of Foreign National:   
(Original signature required)   
Name (in BLOCK CAPITALS):  

Title:   
Date: D U M M Y Y

Your employment permit will normally be posted to you at your current address as in Part 2 of this Form.

Tick this box if you want your permit to be posted to your current address.

Tick this box if you want your permit to be posted to the Person who has made the offer of employment as stated in Part 1 of this Form.

Tick this box if you want your permit to be posted to your Authorised Agent (if applicable).
Declaration of Person who has made the offer of employment

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 will be applied to this Foreign National.

I hereby solemnly declare that:

- I have taken reasonable steps to satisfy myself that:
  - the qualifications, skills, knowledge and experience attained by the Foreign National are as stated in Part 2 of the application form and they correspond with and are relevant to the position on offer;
  - the Foreign National is a fully accredited member of the relevant professional body pursuant to Part C of Schedule 2 in the Regulations for the position on offer, as stated in Part 4 of the application form (if applicable);
  - if this application is in respect of a Critical Skills Employment Permit, a job offer of 2 years, or more, has been made to the Foreign National, as stated in Part 2 of the application form; and
  - the Foreign National, as stated in Part 2 of the application form, will be employed, salaried and paid under an employment contract governed by the laws of the State by me, the Person who has made the offer of employment, as stated in Part 1 of the application form.

I further understand, declare and accept that:

- in accordance with Section 23 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, I may not make any deductions from the remuneration of, or seek to recover from, the holder of an employment permit concerning any charge, tax or expense arising out of or concerning one or more of the following:
  - the application for the employment permit or any matter relating to or concerning such an application or the grant 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.

- in accordance with Section 25 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, a person who furnishes to the Minister, on an application under section 4, information that is false or misleading in a material respect knowing that it is false or misleading or being reckless as to whether it is so false or misleading is guilty of an offence.

- if this application is for an employment in respect of a Carer in a private home and an employment permit is granted, I will have no objection to an Inspector from the National Employment Rights Authority (NERA) visiting the premises where employment is being carried out and to speak to me and the employee should the need arise; and

- I have full responsibility for guaranteeing that the appropriate deductions under the PAYE system will be made from all payments (including benefits-in-kind) made to the Foreign National and that all such deductions will be paid to the Revenue Commissioners.

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.

Signature of Person who has made the offer of employment: 
(Original signature required)

Name (in BLOCK CAPITALS): 

Position Held: 

Title: 

Date: 

Your certified copy of the employment permit will normally be posted to you at your current address as in Part 1 of this Form.

Tick this box if you want your certified copy of the employment permit to be posted to your current address.

Tick this box if you want your certified copy of the employment permit to be posted to your Authorised Agent (if applicable).
Authorisation of Agent

If no agent is representing the applicant then this section to be left blank.

If you (the applicant) wish a third party (agent) to act on your behalf please ensure the following details are completed. To ensure privacy of data is respected, all parties must be in agreement with the nomination of an agent. All parties must sign below. Agents will be copied any correspondence regarding this application.

Agent Name
(in BLOCK CAPITALS):

Title:

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.

Signature of Agent:
(Original signature required)

Date:

Agent's Address for Correspondence:

Address 1:

Address 2:

Town:

County:

Country:

E-mail address:

Telephone number:

I, the Person who has made the offer of employment, permit the above named agent to act on my behalf in respect of this application.

Signature of Person who has made the offer of employment:
(Original signature required)

Date:

I, the Foreign National, permit the above named agent to act on my behalf in respect of this application.

Signature of Foreign National:
(Original signature required)

Date:
### Requirements for Supporting Documentation

#### (A) Requirements for Person who has made the offer of employment

If the Person who has made the offer of employment has not been granted an Employment Permit before, they MUST submit clear copies of the following documentation:

- A copy of P30 returned to the Revenue Commissioners within the 2-months preceding this application or a receipt for such return whether issued through ROS (Revenue Online Service) or otherwise.
- OR
  - If the Person who has made the offer of employment is a start-up company which would not yet have made returns to the Revenue Commissioners in respect of employees, a copy of an official letter from Revenue confirming registration as an employer, date of registration and the ERN (Employers Registered Number).

If the Person who has made the offer of employment has been granted an Employment Permit before but has not been granted an Employment Permit within the preceding 12 months, they MUST submit clear copies of the following documentation:

- A copy of P30 returned to the Revenue Commissioners within the 2-months preceding this application or a receipt for such return whether issued through ROS (Revenue Online Service) or otherwise.

**Business Permit**

If the Person who has made the offer of employment has indicated that they are a foreign national operating a business in the State, they are required to submit copies of documentary evidence from the Minister for Justice and Equality clearly demonstrating their status within the State and their entitlement to operate a business in the State.

**Additional documentation**

The Minister may request such other information as might materially assist in making a decision on an application.

#### (B) Requirements for Foreign National

For all Foreign Nationals:

- Clear, legible copy (preferably in colour) of the personal details pages of the Foreign National's passport showing his or her picture, personal details and his or her signature.
- In the case of Health Professionals listed in Part B of Schedule 2 in the Regulations, a copy of the registration with the appropriate medical body or recognition of qualifications from the relevant Minister of the Government.

For all Foreign Nationals resident in the State:

- Please supply your GNIB personal identification number which is shown on your GNIB card. If not available please supply a clear, legible copy (preferably in colour) of your current immigration stamps and visa.

**Please Note:** Original documents should not be submitted.

**Important Note concerning the passport expiry date**

In the case of all applications for employment permits, the Foreign National must hold a passport which is in date and valid for at least 12 months or more after the date of the application. Employment Permits cannot be considered for Foreign Nationals who do not fulfil this requirement.

#### (C) Application Requirements

**Labour Market Needs Test**

If applicable, please provide copies of newspaper and website advertisements which show clearly the dates of publication of such advertisements.

For an employment in a restaurant or a fast food outlet:

If the application is in respect of such employment the following additional documentation is required:

- A copy of P30 returned to the Revenue Commissioners.
- An up-to-date tax clearance certificate in respect of the Person who has made the offer of employment.
- Copies of utility bills for the establishment’s premises dated within the period of 2 months prior to the application.
- In the case of an application for employment as an executive chef, head chef, sous chef or specialist chef specialising in cuisine originating from a state that is not a Member State of the EEA, a statement from the Person who has made the offer of employment confirming that the Foreign National in respect of whom the application is made shall be employed in an establishment other than a fast food outlet, and
- A letter from the relevant Local Health Authority confirming that the Person who has made the offer of employment has been granted permission to operate a restaurant at the premises.

For an employment as a Carer in a private home:

If the application is in respect of such eligible employment the following additional documentation is required:

- In the case of a trained medical professional:
  - (a) copies of qualifications confirming that the Foreign National in respect of whom the application is made is a trained medical professional in a profession listed in Part A of Schedule 2 in the Regulations, and
  - (b) a letter from a registered medical practitioner specialising in the area of illness of the person for whom the Foreign National will be caring, confirming that that person has a severe medical condition, or
In the case of a Carer with a long history of care:

(a) a copy of a P60, payslip, a notarised letter or an affidavit establishing that the Foreign National in respect of whom the application is made has a long history of caring for the person concerned, and a letter from a registered medical practitioner specialising in the area of illness of the person for whom the Foreign National will be caring confirming that that person has special care needs.

(D) Schedule of Fees

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

<table>
<thead>
<tr>
<th>EMPLOYMENT PERMIT TYPE</th>
<th>NEW APPLICATION FEE</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Employment Permit</td>
<td>€1,000 for up to 24 month permit and €650 for six months or less</td>
</tr>
<tr>
<td>Critical Skills Employment Permit</td>
<td>€1,000 for 24 months</td>
</tr>
<tr>
<td>Dependant/Partner/Spouse Employment Permit</td>
<td>No Fee</td>
</tr>
<tr>
<td>Contract for Services Employment Permit</td>
<td>€1,000 for up to 24 month permit and €650 for six months or less</td>
</tr>
<tr>
<td>Intra-Company Transfer Employment Permit</td>
<td>€1,000 for up to 24 month permit and €650 for six months or less</td>
</tr>
<tr>
<td>Sport &amp; Cultural Employment Permit</td>
<td>€1,000 for up to 24 month permit and €650 for six months or less</td>
</tr>
<tr>
<td>Reactivation Employment Permit</td>
<td>€1,000 for up to 24 month permit and €650 for six months or less</td>
</tr>
<tr>
<td>Exchange Agreement Employment Permit</td>
<td>No Fee</td>
</tr>
<tr>
<td>Internship Employment Permit</td>
<td>€1,000 for up to 12 month permit and €650 for six months or less</td>
</tr>
</tbody>
</table>

Fees not required in certain cases.
No fee is payable in respect of applications for Dependant/Partner/Spouse Employment Permits and Exchange Agreement Employment Permits.

In all other cases, a fee as detailed above is payable depending on the duration of the Employment Permit. However, the fee may be waived in the following cases:

- Application in respect of a Foreign National who is the Spouse or Civil Partner of an EEA national.
- Where the Person who has the offer of employment is the applicant for the Employment Permit and they have been granted charitable tax exemption status by the Revenue Commissioners.

The following additional documentation is required in these cases:

- Applications in respect of Foreign Nationals who are the Spouses or Civil Partners of EEA nationals:
  - clear photocopies of the relevant pages of the EEA Spouse/Civil Partners current passport showing his or her picture, personal details, passport expiry date and his or her signature, and
  - a copy of the marriage certificate or the civil partnership registration evidencing the relationship of the Foreign National and the EEA national.

- Where the Person who has the offer of employment is the applicant for the Employment Permit and they have been granted charitable tax exemption status by the Revenue Commissioners:
  - if the Person who has the offer of employment has not been issued with an Employment Permit on the basis of not paying a fee due to charitable status within the 12 months preceding the application, please provide a copy of an official letter from the Revenue Commissioners confirming charitable status.

Refunds
90% of the fee will 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.

Employment Permit Section is unable to refund fees by payable order. If a refund of fees is due for any reason, a mandate form will be forwarded to the applicant for completion. The refund will be paid by EFT directly into the applicant's bank account, as per details provided on the mandate form.

Acceptable Forms of payment
In accordance with Finance Circular 1/2013, from 19 September 2014 (e-Day) the public sector will no longer accept cheques, bank drafts or postal orders from business users in respect of services rendered. To facilitate this, the Employment Permits Section now has a commercial bank account into which payments can be made by Electronic Funds Transfer (EFT). When an application is accepted as complete an email will issue to the applicant giving details of the amount of the fee due, the bank account into which the payment should be made and an Application ID number which must be used as the reference when making the payment.
For all other users, payment can continue to be made 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 Jobs, Enterprise & Innovation.

(E) 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. All Employment Permits are issued on the proviso that the named foreign national is paid, as a minimum, the remuneration specified on the Employment Permit. The only allowable deductions are those which appear on that Employment Permit. The remuneration being paid must be verifiable in the event of a National Employment Rights Authority (NERA) inspection. Failure to comply could lead to the revocation of the Employment Permit under section 16(1)(d) of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014.

C. It is recommended that an application for an Employment Permit should be made at least 12 weeks before the foreign national is required to take up employment.

D. Any application that contains omissions or is incorrectly completed will be returned to the applicant or the authorised agent (if applicable) for completion.

E. A fee, as determined by the Minister for Jobs, Enterprise and Innovation is payable by the applicant or the authorised agent (if applicable) for each Employment Permit granted.

F. In line with section 24 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, should the employment that is the subject of the Employment Permit cease, for whatever reason, the original and the certified copy of the Employment Permit must be returned to the Employment Permits Section within 4 weeks from the date of cessation. Failure to comply with this requirement is an offence.

Non-compliance with any provision of the Aliens Act 1935, the Immigration Acts, the Employment Permits Acts 2001 and 2006, as amended by the Employment Permits (Amendment) Act 2014 or any Order made under these Acts is an offence punishable by Law.

(F) Declaration

Data Sharing and Data Protection
The Employment Permits Section may undertake verification of all data submitted on this application form. The Person who has made the offer of employment, the Foreign National and the authorised Agent (if applicable) 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.dataprotection.ie. Alternatively, they may call: (021) 868 4600 / Lo-Call Number: 1800 222231.

Please note that a percentage of all applications will be chosen at random for inspection by the National Employment Rights Authority (NERA). Relevant documents will have to be provided as part of this inspection. Under Section 16(d) of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, the Minister may revoke an employment permit if, in the opinion of the Minister, any information provided in respect of the application for it was false or misleading in a material respect.

In accordance with Section 25 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, a person who furnishes to the Minister, on an application under section 4 or 20, information that is false or misleading in a material respect knowing that it is so false or misleading or being reckless as to whether it is so false or misleading is guilty of an offence.

Furthermore, in accordance with Section 32 (1) of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, a person guilty of an offence under section 18(2), 19(3), 23(3) or 25 is liable—
(a) on summary conviction, to a fine not exceeding €5,000 or imprisonment for a term not exceeding 12 months or both, or
(b) on conviction on indictment, to a fine not exceeding €50,000 or imprisonment for a term not exceeding 5 years or both.

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.djei.ie/iatours/workpermits/)
(G) 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 to the applicant or authorised agent (if applicable).

Attach 1 passport sized photograph, with Foreign National’s name printed on the back.

Indicate the following

- The applicant (person applying) i.e. Person who has made the offer of employment or the Foreign National.

Part One – Details of Person who has made the offer of employment: Complete all questions

Person who has made the offer of employment should include copies of:

- Completed P35ROS Online Record dated within 2 months preceding the application.
- Or a copy of a letter from Revenue Commissioners confirming registration as an employer, if a start-up Company (whichever is applicable).
- Evidence of Business Permission (if applicable).

Part Two – Details of Foreign National: Complete all questions

Please supply clear copies (preferably in colour) of the following:

- Passport pages showing photograph, personal details and expiry date.
- Immigration stamps (if GNIB personal identification number not available).
- Visa (if GNIB personal identification number not available).

Original documents should not be submitted.

Part Three – Details of Redundancy: Complete all questions, as applicable

- Please complete in relation to any redundancies within the last 6 months in the employment that is the subject of the Employment Permit application.
- Sign and date the declaration - original signature required.

Part Four – Details of Employment: Complete all questions (unless otherwise specified)

Please provide copies of newspaper and website advertisements which show clearly the dates of publication of such advertisements.

Please supply copies of the following in the case of health professionals, including registered doctors, registered nurses and security personnel who have not provided their Registration/PSNI, licence number at Part 3, Question 3:

- A copy of registration with the appropriate regulatory body or recognition of qualifications pursuant to Schedule 2 in the Regulations.

Please supply the following in the case of an employment in a restaurant or a fast food outlet:

- If the establishment has been operating for one year or more, a copy of a “P35L” form returned by the Person who has made the offer of employment to the Revenue Commissioners.
- An up-to-date tax clearance certificate in respect of the Person who has made the offer of employment.
- Copies of utility bills for the establishment’s premises dated within the period of 2 months prior to the application.
- Copies of any certified qualifications of the Foreign National in respect of whom the application is made.
- In the case of an application for employment as an executive chef, head chef, sous chef or specialist chef specialising in cuisine originating from a state that is not a Member State of the EEA, a statement from the Person who has made the offer of employment, confirming that the Foreign National in respect of whom the application is made shall be employed in an establishment other than a fast food outlet.
- A copy of a “P60” payslip, a notarised letter or an affidavit establishing that the Foreign National in respect of whom the application is made has a long history of caring for the person concerned.

Please supply the following, whenever applicable, in the case of an application for employment in respect of an eligible Carer in a private home:

- Copies of qualifications confirming that the Foreign National in respect of whom the application is made is a trained medical professional in a profession listed in Part A of Schedule 2 in the Regulations.
- A letter from a registered medical practitioner specialising in the area of illness of the person for whom the Foreign National will be caring, confirming that person has a severe medical condition or that the person has special care needs.
- A copy of a “P60”, payslip, a notarised letter or an affidavit establishing that the Foreign National in respect of whom the application is made has a long history of caring for the person concerned.

Part Five – Details of Payment: Complete all questions

- Include the appropriate fee if required (see D Schedule of Fees for further information).
- Sign Payment declaration - original signature required.
- If applicable, a copy of an official letter from the Revenue Commissioners confirming charitable status.
- If applicable, clear photocopies of relevant pages of the EEA Spouse/Civil Partner’s current passport showing his or her picture, personal details, passport expiry date and his or her signature, and a copy of the marriage certificate or the civil partnership registration evidencing the relationship of the Foreign National and the EEA national.

Part Six - Acceptance of Terms & Conditions

- Sign and date the appropriate declaration - original signatures required.
# EMPLOYMENT PERMITS SECTION

<table>
<thead>
<tr>
<th><strong>Website:</strong></th>
<th><a href="http://www.dje.ie/labour/workpermits/">www.dje.ie/labour/workpermits/</a></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>E.mail:</strong></td>
<td><a href="mailto:employmentpermits@dje.ie">employmentpermits@dje.ie</a></td>
</tr>
<tr>
<td><strong>Call Centre:</strong></td>
<td>353-1-417 5333 (from within Ireland only)</td>
</tr>
<tr>
<td><strong>Fax:</strong></td>
<td>353-1-631 3269</td>
</tr>
<tr>
<td><strong>Address:</strong></td>
<td>Davitt House</td>
</tr>
<tr>
<td></td>
<td>Eca Achesme Road</td>
</tr>
<tr>
<td></td>
<td>Dublin 2</td>
</tr>
<tr>
<td></td>
<td>Ireland</td>
</tr>
</tbody>
</table>

## Contact Details

**Employment Permits Section Web Pages**

Information and application forms may be downloaded from the Employment Permits Section web pages on the Department of Jobs, Enterprise and Innovation website – www.dje.ie/labour/workpermits/

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**PLEASE NOTE:** The pages giving details on Requirement for Supporting Documentation and Application Form Checklist – parts A, B, C, D, E, F and G are for instruction purposes only. It is not necessary to include these pages when submitting the completed application form.
An Roinn Post, Fóntar agus Náisiúchta
Department of Jobs, Enterprise and Innovation

Form D
Application form for grant of Intra-Company Transfer Employment Permit

Intra-Company Transfer Employment Permit
NEW Application

This form should be used by a Connected Person in Ireland who wishes to apply for:

- An Employment Permit to provide for a Foreign National, employed by a person outside the State (Foreign Employer) to:
  - carry out duties for a Connected Person in the State in employments requiring special knowledge, qualifications or experience essential to the Connected Person’s service, research equipment, techniques or management, or
  - undertake a training programme provided by a Connected Person in employments that require the Foreign National to participate in such training programmes,

and where such employments are not one of the employments in respect of which an employment permit shall not be granted pursuant to Schedule 4 in the Regulations.

- The Foreign National must have a minimum of 6 months employment with the Foreign Employer prior to the application and the duration of the transfer must be at least 90 days. For permission to carry out the duties or undergo the training for a period of less than 90 days, the Attache Working Scheme operated by the Department of Justice and Equality may be appropriate.

Before completing this form, please read, and follow, the relevant permit information which is available on our website: www.dci.ie/about/workpermits/. Complete ALL parts of this form as required in BLOCK CAPITALS. The Connected Person, the Foreign Employer, the Foreign national and the agent (if applicable) must sign the declarations at the end of the form. Incomplete forms will be returned to the applicant or the authorised agent (if applicable).

Who is applying for the permit (i.e. Who is the applicant)?
In accordance with the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, the Connected Person (Irish Entity) must be the applicant in respect of all Intra-Company Transfer Employment Permit applications.

Part One
Registration Details of the Connected Person

1. Employer Registered Number:
   Obtained from the Revenue Commissioners

2. Company Name Registered Number:
   Obtained from the Companies Registration Office

3. Business Name Registered Number (if applicable):
   Obtained from the Companies Registration Office

4. If the Connected Person is an Industrial and Provident Society, a Friendly Society or a Trade Union, please supply their Registration Number:
   Obtained from the Registry of Friendly Societies

5. If the Connected Person is a Charity, please supply their Charity Number:
   Obtained from the Revenue Commissioners

6. Registered name of Company/Business:

7. Trading name of business (if different):
8. Nature of business:  

9. Company/Business Address:  

10. Telephone Number:  

11. Fax Number:  

12. Mobile Phone Number:  

13. E-mail address:  

14. Website:  

15. Number of EEA* and/or Swiss nationals (including Insty) currently employed by the Connected Person:  

16. Number of non EEA nationals currently employed by the Connected Person:  

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

Part One A Details of the Connection between the Connected Person and the Foreign Employer

In order to be eligible for an intra-Company Transfer Employment Permit there must be a connection, as defined in the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, between the Connected Person and the Foreign Employer.

The eligible connections are defined as follows:

(a) the connected person must be a subsidiary of the foreign employer, or
(b) the foreign employer must be a subsidiary of the connected person, or
(c) the connected person and the foreign employer must both be subsidiaries of a holding company that carries on business in the State or outside the State, or
(d) the connected person and the foreign employer must have entered into an agreement with another person whereby each of them agree to carry on business or provide services with each other in more than one state and to carry on business or provide services in the manner provided for in the agreement.

The term subsidiary above has the meaning assigned to it by section 185 of the Companies Act 1963.

Documentation evidence may be requested.

1. Please provide details of the relevant connection below:
Part One B  Details of the Foreign Employer

1. Name of Foreign Employer:  

2. Address of Foreign Employer:  

3. Total No. of Employees:  

You must now attach the documents outlined in Requirement for Supporting Documentation under "(A) Requirements for Connected Person."  

Part Two  Details of Foreign National

1. Passport Number:  

2. Expiry Date:  

3. Nationality:  

4. First Name:  

5. Middle Name(s):  

6. Family Name:  

7. Date of Birth:  

8. Male:  

9. Female:  

Enter these details exactly as they appear on the Foreign National's passport.  

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

Address 1:  

Address 2:  

Town:  

County:  

Country:  

11. Telephone No.:  

12. Mobile Phone No.:  

13. Please provide the Foreign National's PPS Number if available:  

14. E-mail address:  

15. Is the Foreign National currently in the State?  

Yes  

No  

If 'Yes' on what basis are they currently in the State, please describe, and complete Child card details, as requested, below:  

BLOCK CAPITALS:
Enter below details exactly as they appear on the Foreign National's GNIK card.

**GNIB Ptn No.**

If the Foreign National is in the State but does not have a GNIB personal identification number then please supply a copy of the current immigration stamps and visa.

If the Foreign National has held consecutive employment permits for an uninterrupted period of 5 years and has been working lawfully during this time, the may be eligible to apply for a Stamp 4 permission to remain in the Irish Naturalisation and Immigration Service. However, if the Foreign National is unable to obtain a Stamp 4, an employment permit will be required.

If this is the case, by submitting this application the Foreign National confirms that she has considered the available options and believes that an employment permit is still required.

Enter education details of the Foreign National below, which are relevant to the Job Offer as stated in Part 5 of the application form.

16. Highest level of Qualification: e.g. Certificate, Diploma, Degree, etc.

18. Title of Course:

19. Final Subjects Taken:

20. Result Achieved: e.g. 2.1

21. Has the Foreign National previously made an application for asylum in the State?

22. Has the Foreign National sought permission to land in the State on a previous occasion?

23. Has the Foreign National been in the State on a previous occasion without permission?

24. Is the Foreign National currently employed in the State?

25. Has the Foreign National been employed in the State previously?

26. Is the Foreign National married to, or in a civil partnership with an Irish or EEA national?

27. Is the Foreign National married to or the dependant of, the holder of an Employment Permit or to the holder of any other type of permission to work in the State?

You must now attach the documents outlined in Requirement for Supporting Documentation under "(B) Requirements for Foreign National."
Part Three  Details of Redundancy

To be completed by the Connected Person in respect of any dismissals by reason of redundancy within the meaning of section 9 of the Redundancy Payments Act 1967 and where such dismissal was attributable wholly or mainly to the conditions specified in paragraphs (a), (b), (c), (d) or (e) of section 7(2) or to section 21 of that Act.

Please complete and sign the declaration below in full.

Have any employees of the Connected Person been made redundant in the employment that is the subject of this Employment Permit application over the last six months?

Yes ☐ No ☐

If any employees have been made redundant in the employment that is the subject of this Employment Permit application over the last six months please outline the reason(s) for the redundancies. This should include information on the numbers of positions in that employment that have been made redundant and explain how the position, which is the subject of this Employment Permit application, differs from those positions in that employment made redundant. Please continue on a separate sheet if required and append it to the application form.

I hereby solemnly declare the above information to be true and accurate.

Signature of Connected Person:
(Original signature required)

Name (in BLOCK CAPITALS):

Position Held:

Title:

Date: D M Y
Part Four  Details of Intra-Company Transfer


2. Length of time that Foreign National had been with Foreign Employer prior to transfer:
   (The proposed Foreign National must be with Foreign Employer for 6 months or more*).
   *Documentary evidence in the form of pay slips may be required.

2. Please outline, in detail, the reason for the transfer. This should include a description of the functions that will be undertaken by the Foreign National and why the transfer is required. Please continue on a separate sheet if required and append it to the application form.
Part Five

Details of Employment

1. Please indicate the category of employment this Intra-Company Transfer Employment Permit application is in respect of:
   - Senior Management
   - Key Personnel
   - Trainee

2. Proposed Position of Foreign National with Connected Person:

   NOTE: Questions 3 and 4 to be completed by Health Professionals only.

3. Regulatory Body:

4. Registration/Pin No.:

   If the application is in respect of Registered Doctors or Nurses listed in Part A of Schedule 2 in the Regulations please provide your registration details above. Documentary evidence will not be required.

   Applications for other Health Professionals listed in Part B of Schedule 2 in the Regulations must provide a copy of their registration with the appropriate medical body or recognition of their qualifications from the Department of Health.

5. Duration of Transfer (define start and end dates to a maximum of 2 years):

   * We recommend all Employment Permit applications should be submitted to this Department at least 11 weeks before the Foreign National is due to take up duties for or undergo training with the Connected Person.

6. Place(s) at which the duties/training concerns is to be carried out:

7. Calculation of Remuneration*:
   * Basic Salary. Payments in respect of Board and Accommodation (or its monetary value) and Health Insurance can be included. If the current basic hourly rate of pay is below the Irish National Minimum Wage hourly rate, the top up to bring it up to the hourly minimum wage level should be shown separately below. The amount reimbursable for this purpose must be an amount that is deemed allowable under Schedule One of the Minimum Wage Act, 2000.

<table>
<thead>
<tr>
<th></th>
<th>Annual Salary (Foreign Currency)</th>
<th>Hourly Rate (Foreign Currency)</th>
<th>Annual Salary (in euro)</th>
<th>Hourly Rate (in euro)</th>
<th>Exchange Rate Used</th>
</tr>
</thead>
</table>

   (a) Current Basic Annual Salary

   (b) Top up to bring Basic Annual Salary up to the Irish National Minimum Wage (if applicable)

   (c) Deductions from either (a) or (b) above (if applicable)

   (d) Total Basic Annual Salary less deductions at (c) (if applicable)

   Board and Accommodation Payments in respect of
   (if applicable)

   Monetary Value of (if applicable)

   Payments in respect of Health Insurance (if applicable)

   Total Remuneration

   All amounts which make up the basic salary, including any top-up payments, must appear as payments on the payslips. If payments or the monetary value of Board and Accommodation (or either of them) or Health Insurance is being included in the Gross Annual Remuneration this must be verifiable by way of supporting documentation in the event of a National Employment Rights Authority (NERA) inspection and/or at renewal stage.

8. Number of hours of work per week*:

   *Please note that for the purposes of Employment Permit applications, the standard working week is considered to be 39 hours per week.

9. Please detail the qualifications, skills, knowledge or experience required for this job:
10. Please detail the relevant qualifications, skills, knowledge and experience of the Foreign National:

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You must now attach the documents outlined in Requirement for Supporting Documentation under "(C) Application Requirements."
Part Six

Requirement for Payment

Is a fee payable for this Employment Permit application?  
Yes [ ]  No [ ]

If No, please indicate on what basis no fee is applicable?
The Connected Person has charitable status with the Revenue Commissioners [ ]  
Application is in respect of a non-EEA national married to or in a civil partnership with an EEA national [ ]

If no fee is payable proceed to Part Seven.

Details of Payment

Important Note for Business Users - Payment by Electronic Funds Transfer

In accordance with DF/Finance Circular 1/2013, from 19 September 2014 (e-Day) the public sector will no longer accept cheques, bank drafts or postal orders from business users in respect of services rendered. To facilitate this, the Employment Permits Section will no longer accept paper based payments from business users and has set up a commercial bank account into which payments can be made by Electronic Funds Transfer (EFT).

Business user applicants for employment permits should complete the Contact Details of Payer (Questions 1, 2, 3, 4, 5, 6, 7, and 8), Payment Details (Question 9) and the Payer's Declaration below and payment will be requested when an application is accepted into the Employment Permits Section as complete. An e-mail will issue to the applicant and their authorised agent (if applicable) giving details of the amount of the fee due, the bank account into which the payment should be made and an Application ID number which must be used as the reference when making the payment.

Applicants, other than business users can continue to make payment by cheque, bank draft or postal order and must complete all details below.

Contact Details of Payer

1. Please indicate who is making the payment:  
   Connected Person [ ]  Other [ ]

2. Title:  
   Mr [ ]  Mrs [ ]  Miss [ ]  Ms [ ]  Other [ ]

3. Name:  
   [ ] NAME

4. Company (if applicable):  
   [ ] COMPANY

5. Telephone Number:  
   [ ] TELEPHONE

6. Fax Number:  
   [ ] FAX

7. Mobile Phone Number:  
   [ ] MOBILE

8. E-mail:  
   [ ] EMAIL

Payment Details

9. Method of Payment:  
   Electronic Funds Transfer [ ]  Cheque [ ]  Bank Draft [ ]  Postal Order [ ]

10. Cheque No:  
    [ ] CHEQUE

11. Payment enclosed:  
    [ ] 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. Cheques should be made payable to the Department of Jobs, Enterprise and Innovation.

Payer's Declaration

I, the undersigned, agree that in the case of a refund of fees, the payment will be made payable to the Applicant specified on Page 1. (Under the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014 a refund in the case of a refused or withdrawn application will consist of 90% of the total fee paid).

Payer's Signature:  
   [ ] SIGNATURE

(Original signature required):

Date:  
   [ ] DATE

Employment Permits Section is unable to refund fees by postal order. If a refund of fees is due for any reason, a mandate form will be forwarded to the applicant for completion. The refund will be paid by EFT directly into the applicant's bank account, as per details provided on the mandate form.
Part Seven  Acceptance of Terms & Conditions

Foreign National’s Declaration

I, the undersigned, agree to carry out duties or undergo training with the Connected Person on the basis of this application. I hereby solemnly declare that:

- the qualification, skills, knowledge and experience I have attained, as stated in Part 2 of the application form, are true and they correspond with and are relevant to the position on offer;
- I am a fully accredited member of the relevant professional body pursuant to Part C of Schedule 2 in the Regulations for the position on offer, as stated in Part 6 of the application form (if applicable);
- I have been employed by the Foreign Employer named in this application form for a minimum of six months;
- I will continue to be employed, salaried and paid under an employment contract outside the State by the Foreign Employer stated on this application form, and
- I will be fully tax compliant.

Furthermore, I understand and accept that in accordance with Section 25 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, a person who furnishes to the Minister, on an application under section 4 information that is false or misleading in a material respect knowing that it is so false or misleading or being reckless as to whether it is so false or misleading is guilty of an offence.

<table>
<thead>
<tr>
<th>Signature of Foreign National:</th>
<th>Title:</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Original signature required)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name (in BLOCK CAPITALS):</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>DDMYY</td>
</tr>
</tbody>
</table>

Your employment permit will normally be posted to you at your current address as in Part 2 of this Form.

Tick this box if you want your permit to be posted to your current address.  

Tick this box if you want your permit to be posted to the Connected Person as stated in Part 1 of this Form.

Tick this box if you want your permit to be posted to your Authorised Agent (if applicable):
Connected Person Declaration

I, the Connected Person in the State, confirm that the Foreign National will be performing duties or undergoing training in the State that arise out of the Intra-Company Transfer arrangement between the Foreign Employer and me and I understand that the Foreign National will be returning to his/her employment outside the State with the Foreign Employer after the completion of the duties or training with me.

I hereby solemnly declare that I have taken reasonable steps to satisfy myself that:

- the qualifications, skills, knowledge and experience attained by the Foreign National, as stated in Part 2 of the application form, are true and they correspond with and are relevant to the position on offer;
- the Foreign National is a fully accredited member of the relevant professional body pursuant to Part C of Schedule 2 in the Regulations for the position on offer, as stated in Part 5 of the application form (if applicable);
- the Foreign National has been employed by the Foreign Employer named in this application form for a minimum of six months;
- the Foreign National named in this application form will continue to be employed, salaried and paid under an employment contract outside the State by the Foreign Employer as stated in Part 1 of this application form.

I understand and accept that:

- in accordance with Section 23 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, I shall not seek to recover from the Foreign National any charge, fee or expense arising out of the application for the Employment Permit or any matter relating to or concerning such an application or the grant of the Employment Permit.
- in accordance with Section 28 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, a person who furnishes to the Minister, on an application under section 4, information that is false or misleading in a material respect knowing that it is so false or misleading or being reckless as to whether it is so false or misleading is guilty of an offence.

Signature of Connected Person:
(Original signature required)

Name (in BLOCK CAPITALS):

Position Held:

Title:

Date:

Your certified copy of the employment permit will normally be posted to you at your current address as in Part 1 of this Form.

Tick this box if you want your certified copy of the employment permit to be posted to your current address.

Tick this box if you want your certified copy of the employment permit to be posted to your Authorised Agent (if applicable).
Foreign Employer Declaration

I, the Foreign Employer, give an undertaking that the Foreign National will be fully tax compliant for the duration of the Foreign National's stay in the State. I confirm that the Foreign National will be returning to my overseas place of employment after the completion of the duties or training with the Connected Person.

I hereby solemnly declare that:

- the qualifications, skills, knowledge and experience attained by the Foreign National, as stated in Part 2 of the application form, are true and they correspond with and are relevant to the position on offer;
- the Foreign National is a fully accredited member of the relevant professional body pursuant to Part C of Schedule 2 in the Regulations for the position on offer, as stated in Part 9 of the application form (if applicable);
- the Foreign National has been employed by me for a minimum of six months prior to the transfer;
- where the foreign salary currently paid by me does not meet the Irish National Minimum Wage hourly rate of pay or an hourly rate of pay fixed under or pursuant to any other enactment that applies to the employment concerned, I undertake to pay a Top-Up salary to achieve the National Minimum Wage hourly rate or the hourly rate fixed under or pursuant to any other enactment and that this amount will appear on the foreign national's payslip for the duration of their assignment in the State;
- the Foreign National named in this application form will continue to be employed, salaried and paid under an employment contract outside the State by me, the Foreign Employer, as stated in Part 1 of this application form.

I understand and accept that:

- in accordance with Section 23 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, I may not make any deductions from the remuneration of, or seek to recover from, the holder of the employment permit or any charge, fee or expense arising out of or concerning one or more of the following:
  - the application for the employment permit or any matter relating to or concerning such an application or the grant of the permit;
  - 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 in accordance with Section 25 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014;
  - a person who furnishes to the Minister, on an application under section 4, information that is false or misleading in a material respect knowing that it is so false or misleading or being reckless as to whether it is so false or misleading is guilty of an offence.

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

Signature of Foreign Employer: [Signature]
(Original signature required)

Name (in BLOCK CAPITALS): [Name]

Position Held: [Position]

Title: [Title]

Date: [Date]

ICTEP001/14
# Authorisation of Agent

If no agent is representing the applicant than this section to be left blank.

If you (the Connected Person) wish a third party (agent) to act on your behalf please ensure the following details are completed. To ensure privacy of data is respected, all parties must be in agreement with the nomination of an agent. Agents will be copied any correspondence regarding this application.

### Agent's Name:
(in BLOCK CAPITALS): [Name]

Title: [Title]

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.

Signature of Agent:
(Original signature required)

Date: [Date]

### Agent's Address for Correspondence:

<table>
<thead>
<tr>
<th>Address 1:</th>
<th>BLOCK CAPITALS</th>
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</thead>
<tbody>
<tr>
<td>Address 2:</td>
<td>BLOCK CAPITALS</td>
</tr>
<tr>
<td>Town:</td>
<td>BLOCK CAPITALS</td>
</tr>
<tr>
<td>County:</td>
<td>BLOCK CAPITALS</td>
</tr>
<tr>
<td>Country:</td>
<td>BLOCK CAPITALS</td>
</tr>
</tbody>
</table>

E-mail address: [Email]

Telephone number: [Number]

I, the Connected Person, permit the above named agent to act on my behalf in respect of this application.

Signature of Connected Person:
(Original signature required)

Date: [Date]

I, the Foreign National, permit the above named agent to act on my behalf in respect of this application.

Signature of Foreign National:
(Original signature required)

Date: [Date]

I, the Foreign Employer, permit the above named agent to act on my behalf in respect of this application.

Signature of Foreign Employer:
(Original signature required)

Date: [Date]
Requirements for Supporting Documentation

(A) Requirements for Connected Person

If the Connected Person has not been granted an Employment Permit before, they MUST submit clear copies of the following documentation:

- Copy of P30 returned to the Revenue Commissioners within the 2 months preceding this application or a receipt for such return whether issued through ROS (Revenue Online Service) or otherwise.

- OR

- If the Connected Person is a start-up Company which would not otherwise have returns to the Revenue Commissioners in respect of employees, a copy of an official letter from Revenue confirming registration as an employer, date of registration and the ERN (Employer's Registered Number).

If the Connected Person has been issued with an Employment Permit before but has not been issued with an Employment Permit within the 12 months preceding the application, they MUST submit clear copies of the following documentation:

- Copy of P30 returned to the Revenue Commissioners within the 2 months preceding this application or a receipt for such return whether issued through ROS (Revenue Online Service) or otherwise.

All Connected Persons who have not previously applied for and been issued with an Intra-Company Transfer Employment Permit within the past two years are required to submit the following documentation:

- Evidence of the connection between the Connected Person and the Foreign Employer.

Additional documentation

The Minister may request such other information as might materially assist in making a decision on an application.

(B) Requirements for Foreign National

For all Foreign Nationals:

- Clear, legible copy (preferably in colour) of the personal details pages of the Foreign National's passport, showing his or her picture, personal details and his or her signature.

- In the case of health professionals listed in Part B of Schedule 2 in the Regulations, a copy of the registration with the appropriate medical body or recognition of qualifications from the relevant Minister of the Government.

For all Foreign Nationals resident in the State:

- Please supply your GNIB personal identification number which is shown on your GNIB card. If not available please supply a clear, legible copy (preferably in colour) of your current immigration stamps and visa.

Please Note: Original documents should not be submitted.

Important Note concerning the passport expiry date:

In the case of all applications for employment permits, the Foreign National must hold a passport which is in date and valid for at least 12 months or more after the date of the application. Employment Permits cannot be considered for Foreign Nationals who do not fulfil this requirement.

(C) Application Requirements

For an employment in a restaurant or a fast food outlet

If the application is in respect of such employment the following additional documentation is required:

- If the establishment has been operating for one year or more, a copy of a "P3SL" form returned by the Person who has made the offer of employment to the Revenue Commissioners;

- An up-to-date tax clearance certificate in respect of the Person who has made the offer of employment;

- Copies of utility bills for the establishment's premises dated within the period of 2 months prior to the application;

- Copies of any certified qualifications of the Foreign National in respect of whom the application is made;

- In the case of an application for employment as an executive chef, head chef, sous chef or specialist chef specialising in cuisine originating from a state that is not a Member State of the EEA, a statement from the Person who has made the offer of employment, confirming that the Foreign National is in respect of whom the application is made shall be employed in an establishment other than a fast food outlet, and

- A letter from the relevant Local Health Authority confirming that the Person who has made the offer of employment has been granted permission to operate a restaurant at the premises.
## (D) Schedule of Fees

An application for a new employment permit shall be accompanied by the fee prescribed in the following table –

<table>
<thead>
<tr>
<th>EMPLOYMENT PERMIT TYPE</th>
<th>NEW APPLICATION FEE</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Employment Permit</td>
<td>€1,000 up to 24 month permit and €500 for six months</td>
</tr>
<tr>
<td>Critical Skills Employment Permit</td>
<td>€1,000 for 24 months</td>
</tr>
<tr>
<td>Dependant/Partner/Spouse Employment Permit</td>
<td>No Fee</td>
</tr>
<tr>
<td>Contract for Services Employment Permit</td>
<td>€1,000 up to 24 month permit and €500 for six months</td>
</tr>
<tr>
<td>Intra-Company Transfer Employment Permit</td>
<td>€1,000 up to 24 month permit and €500 for six months</td>
</tr>
<tr>
<td>Sport &amp; Cultural Employment Permit</td>
<td>€1,000 up to 24 month permit and €500 for six months</td>
</tr>
<tr>
<td>Reactivation Employment Permit</td>
<td>€1,000 up to 24 month permit and €500 for six months</td>
</tr>
<tr>
<td>Exchange Agreement Employment Permit</td>
<td>No Fee</td>
</tr>
<tr>
<td>Internship Employment Permit</td>
<td>€1,000 up to 12 month permit and €500 for six months</td>
</tr>
</tbody>
</table>

Fees not required in certain cases.

No fee is payable in respect of applications for Dependant/Partner/Spouse Employment Permits and Exchange Agreement Employment Permits.

In all other cases a fee as detailed above is payable depending on the duration of the Employment Permit. However, the fee may be waived in the following cases:

- Application in respect of a Foreign National who is the Spouse or Civil Partner of an EEA national.
- Where the Connected Person has been granted charitable tax exemption status by the Revenue Commissioners.

The following additional documentation is required in these cases:

- Applications in respect of Foreign Nationals who are the Spouses or Civil Partners of EEA nationals:
  - clear photograph of the relevant pages of the EEA Spouses/Civil Partners current passport showing is or her picture, personal details, passport expiry date and his or her signature, and
  - a copy of the marriage certificate or the civil partnership registration evidencing the relationship of the Foreign National and the EEA national.
- Where the Connected Person has been granted charitable tax exemption status by the Revenue Commissioners:
  - if the Connected Person has not been issued with an Employment Permit or the basis of not paying a fee due to charitable status within the 12 months preceding the application, please provide a copy of an official letter from the Revenue Commissioners confirming charitable status.

Refunds

95% of the fee will 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.

Employment Permits Section is unable to refund fees by postal order. If a refund of fees is due for any reason, a mandate form will be forwarded to the applicant for completion. The refund will be paid by EFT directly into the applicant’s bank account as per details provided on the mandate form.

Acceptable Forms of payment

In accordance with DFine Circular 12/2013, from 19 September 2014, all sectors of business users in respect of services rendered. To facilitate this, the Employment Permits Section now has a commercial bank account into which payments can be made by Electronic Funds Transfer (EFT). When an application is accepted as complete an email will issue to the applicant giving details of the amount of the fee due the bank account into which the payment should be made and an Application ID number which must be used as the reference when making the payment.

For all other users, payment can continue to be made 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 Jobs, Enterprise & Innovation.
(E) 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. All Employment Permits are issued on the proviso that the named foreign national is paid, as a minimum, the remuneration specified on the Employment Permit. The only allowable deductions are those which appear on that Employment Permit. The remuneration being paid must be verified in the event of a National Employment Rights Authority (NERA) inspection. Failure to comply could lead to the revocation of the Employment Permit under section 16(1)(d) of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014.

C. The Foreign National remains an employee of the Foreign Employer for the duration of the transfer.

D. The Foreign National only performs the duties or undergoes the training in respect of which the Employment Permit is issued.

E. If it is recommended that an application for an Employment Permit should be made at least 12 weeks before the foreign national is required to take up employment.

F. Any application that contains omissions or is incorrectly completed will be returned to the applicant or the authorised agent (if applicable) for completion.

G. A fee, as determined by the Minister for Jobs, Enterprise and Innovation is payable by the applicant or the authorised agent (if applicable) for each Employment Permit granted.

H. In line with section 24 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, should the employment that is the subject of the Employment Permit cease, for whatever reason, the original and the certified copy of the Employment Permit must be returned to the Employment Permissions Section within 4 weeks from the date of cessation. Failure to comply with this requirement is an offence.

Non-compliance with the provisions of the Aliens Act 1935, the Immigration Acts, the Employment Permits Acts 2003 and 2006, as amended by the Employment Permits (Amendment) Act 2014 and Orders made under these Acts is an offence punishable by Law.

(F) Declaration

Data Sharing and Data Protection

The Employment Permits Section may undertake verification of all data submitted on this application form. The Connected Person, the Foreign Employer, the Foreign National and the authorised agent (if applicable) 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.dataprotection.ie. Alternatively, they may call (057) 609 4000 / Lo-Call Number: 1890 252231.

Please note that a percentage of all applications will be chosen at random for inspection by the National Employment Rights Authority (NERA). Relevant documents will have to be provided as part of this inspection. Under Section 16 (d) of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, the Minister may revoke an employment permit if, in the opinion of the Minister, any information provided in respect of the application for it was false or misleading in a material respect.

In accordance with Section 25 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, a person who furnishes to the Minister, on an application under section 4 or 20, information that is false or misleading in a material respect knowing that it is so false or misleading or being reckless as to whether it is so false or misleading is guilty of an offence.

Furthermore, in accordance with Section 32 (1) of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, a person guilty of an offence under section 16(2), 19(3), 22(4) or 25 is liable—

(a) on summary conviction, to a fine not exceeding $5,000 or imprisonment for a term not exceeding 12 months at both, or

(b) on conviction on indictment, to a fine not exceeding $50,000 or imprisonment for a term not exceeding 5 years at both.

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.dje.ie/about/workpermits/).
(G) 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 to the applicant or authorised agent (if applicable).

Attach 1 passport sized photograph, with Foreign National’s name printed on the back.

Part One - Details of the Connected Person, Details of the Foreign Employer and Details of the Connection between the Connected Person and the Foreign Employer: Complete all questions

Connected Persons should include copies of:
- Completed PPS/ROS Online Receipt dated within 2 months preceding the application, Or a copy of a letter from Revenue Commissioners confirming registration as an employer, If a start-up Company (whichever is applicable).
- Evidence of Connection between Connected Person and Foreign Employer (if applicable).

Part Two - Details of Foreign National: Complete all questions

Please supply clear copies (preferably in colour) of the following:
- Passport pages showing photograph, personal details and expiry date.
- Immigration papers (if GNID personal identification number not available).
- Visa (if GNID personal identification number not available).

Original documents should not be submitted.

Part Three - Details of Redundancy: Complete all questions, as applicable.

- Please complete in relation to any redundancies within the last 6 months in the employment that is subject of the Employment Permit application.
- Sign and date the declaration - original signature required.

Part Four - Details of Intra-Company Transfer: Complete all questions.

- Please complete in relation to the reason for the Intra-Company Transfer.

Part Five - Details of Employment: Complete all questions (unless otherwise specified)

Please supply copies of the following in the case of health professions, including registered doctors and registered nurses who have not provided their Registration/PIN number at Part 5. Questions 3 and 4:
- A copy of registration with the appropriate regulatory body or recognition of qualifications pursuant to Schedule 2 in the Regulations.
- Please supply the following in the case of an employment in a restaurant or a fast food outlet:
  - if the establishment has been operating for one year or more, a copy of a "PSES" form returned by the Person who has made the offer of employment to the Revenue Commissioners,
  - an up-to-date tax clearance certificate in respect of the Person who has made the offer of employment,
  - copies of utility bills for the establishment's premises dated within the period of 2 months prior to the application,
  - copies of any certified qualifications of the Foreign National in respect of whom the application is made,
  - in the case of an application for employment as an executive chef, head chef, sous chef or specialist chef specialising in cuisine originating from a state that is not a Member State of the EEA, a statement from the Person who has made the offer of employment, confirming that the Foreign National in respect of whom the application is made shall be employed in an establishment other than a fast food outlet, and
  - a letter from the relevant Local Health Authority confirming that the Person who has made the offer of employment has been granted permission to operate a restaurant at the premises.

Part Six - Details of Payment: Complete all questions

- Include the appropriate fee if required (see (G) Schedule of Fees for further information).
- Sign Payeer declaration - original signature required.
- If applicable, a copy of an official letter from the Revenue Commissioners confirming charitable status.
- If applicable, clear photocopies of the relevant pages of the EEA Spouses/Civil Partners' current passport showing his or her picture, personal details, passport expiry date and his or her signature, and a copy of the marriage certificate or the civil partnership registration evidencing the relationship of the Foreign National and the EEA national.

Part Seven - Acceptance of Terms & Conditions

- Sign and date the appropriate declarations - original signatures required.
### EMPLOYMENT PERMITS SECTION

<table>
<thead>
<tr>
<th>Website:</th>
<th><a href="http://www.dji.ie/labour/workpermits/">www.dji.ie/labour/workpermits/</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Email:</td>
<td><a href="mailto:employmentpermits@dji.ie">employmentpermits@dji.ie</a></td>
</tr>
<tr>
<td>Call Centre:</td>
<td>353-1-417 5333</td>
</tr>
<tr>
<td></td>
<td>Local Call: 1850 201 616 (from within Ireland only)</td>
</tr>
<tr>
<td>Fax:</td>
<td>353-1-631 3268</td>
</tr>
<tr>
<td>Address:</td>
<td>Davitt House</td>
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<td></td>
<td>85a Aedeade Road</td>
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<td></td>
<td>Dublin 2</td>
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<td></td>
<td>Ireland</td>
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</tbody>
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### Contact Details

**Employment Permits Section Web pages**

Information and application forms may be downloaded from the Employment Permits Section web pages on the Department of Jobs, Enterprise and Innovation website: www.dji.ie/labour/workpermits/

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PLEASE NOTE: The pages giving details on Requirement for Supporting Documentation and Application Form Checklist - parts A, B, C, D, E, F and G are for instruction purposes only. It is not necessary to include these pages when submitting the completed application form.
Application form for grant of Contract for Services Employment Permit

Part One

Registration Details of Contractor

1. Employer Registered Number
2. Company Name Registered Number (if applicable)
3. Business Name Registered Number (if applicable)
4. If the Contractor is an Industrial and Provident Society, a Friendly Society or a Trade Union, please supply their Registration Number:
5. Registered name of Company/Business:
6. Trading name of business (if different):
7. Nature of business:
8. Company/Business Address (outside the State):

Who is applying for the permit (i.e. Who is the applicant)?

In accordance with the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, the Contractor (foreign employer) must be the applicant in respect of all Contract for Services Employment Permit applications.
Part One A
Details of Relevant Person

1. Name of Relevant Person (Irish Entity): 

2. Address of Relevant Person (Irish Entity):
   (Place at which the employment concerned, in respect
   of the Contract Service Agreement, is to be carried
   out)

3. Number of EEA* and/or Swiss nationals (including
   Irish) currently employed by the Relevant Person:

4. Number of non EEA nationals currently
   employed by the Relevant Person:

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

Part Two
Details of Foreign National

1. Job Title of Foreign National

2. Length of time that the Foreign National has been employed by the Contractor prior to this
   application:
   (The Foreign National must be employed by the Contractor for 6 months or more)

   * Documentary evidence may be requested in the form of relevant payslips.

3. Passport Number:

4. Expiry Date:

5. Nationality:

6. First Name:

7. Middle Name(s):

8. Family Name:

9. Date of Birth:

10. Male: 

11. Female: 

Enter these details exactly as they appear on the Foreign National’s passport.
12. Current Address of Foreign National:

<table>
<thead>
<tr>
<th>Block Capitals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Block Capitals</td>
</tr>
<tr>
<td>Block Capitals</td>
</tr>
</tbody>
</table>

13. Is the Foreign National currently in the State?  
Yes ☐  No ☐

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

| Block Capitals |

Enter these details exactly as they appear on the Foreign National's GNIB card:

<table>
<thead>
<tr>
<th>GNIB Pin No.</th>
<th>Dept. No.</th>
</tr>
</thead>
</table>

* If the Foreign National is in the State but does not have a GNIB personal identification number then please supply a copy of the current immigration stamp and visa.

14. Highest level of Qualification:  
e.g. Certificate, Diploma, Degree, etc.  

| Block Capitals |

14. Date of Completion:

| Block Capitals |

16. Title of Course:

| Block Capitals |

17. Final Subjects Taken:

| Block Capitals |

18. Result Achieved:  
e.g. 2.1

19. Has the Foreign National previously made an application for asylum in the State?  
Yes ☐  No ☐

20. Has the Foreign National 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:

| Block Capitals |

21. Has the Foreign National been in the State on a previous occasion without permission?  
Yes ☐  No ☐

22. Is the Foreign National currently employed in the State?  
Yes ☐  No ☐

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

| Block Capitals |

If 'Yes' please provide the Foreign National's PPS Number:

| Block Capitals |

23. Has the Foreign National been employed in the State previously?  
Yes ☐  No ☐

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

| Block Capitals |
24. Is the Foreign National married to, or in a civil partnership with an Irish or EEA national?

Yes [ ] No [ ]

If "Yes" what nationality is their spouse/partner?

[Block Capitals]

25. Is the Foreign National married to, or the dependant of, an Employment Permit holder 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 Requirement for Supporting Documentation under "(b) Requirements for Foreign National."
Part Three  Details of Redundancy

To be completed by the Relevant Person in respect of any dismissals by reason of redundancy within the meaning of section 5 of the Redundancy Payments Act 1967 and where such dismissal was attributable wholly or mainly to the conditions specified in paragraphs (a), (b), (c), (d) or (e) of section 7(2) or to section 21 of that Act.

Please complete and sign the declaration below in full.

Have any employees of the Relevant Person been made redundant in the employment that is the subject of this Employment Permit application over the last six months?  

Yes  No

If any employees have been made redundant in the employment that is the subject of this Employment Permit application over the last six months please outline the reason(s) for the redundancies. This should include information on the numbers of positions in that employment that have been made redundant and explain how the position, which is the subject of this Employment Permit application, differs from those positions in that employment made redundant. Please continue on a separate sheet if required and append it to the application form.

I hereby solemnly declare the above information to be true and accurate.

Signature of Relevant Person:
(Original signature required):  

Name (in BLOCK CAPITALS):  

Position Held:  

Title:  

Date:  

Page 5
Part Four  Details of Contract Service Agreement

1. Start Date of Contract: D M Y Y  End Date of Contract: D M Y Y

2. Please outline, in detail, the details of the Contract Service Agreement. This should include a description of the Contract entered into and should be as a result of a one to one contract with the Relevant Person (Irish Entity). Please continue on a separate sheet if required and append it to the application form.

   Documentary evidence may be requested.
### Part Five: Details of Employment

1. **Title of Job:**
   
   **NOTE:** Questions 2 and 3 to be completed by Health Professionals only.

2. **Regulatory Body:**

3. **Registration/Pin No.:**
   
   If the application is in respect of Registered Doctors or Nurses listed in Part A of Schedule 2 in the Regulations please provide your registration details above. Documentary evidence will not be required.

Applications for other Health Professionals listed in Part B of Schedule 2 in the Regulations must provide a copy of their registration with the appropriate medical body or recognition of their qualifications from the Department of Health.

4. **Place(s) at which the employment concerned is to be carried out:**

5. **Proposed Period of Employment Permit (maximum of 2 years):**

6. **Proposed Start Date:**
   
   We recommend all Employment Permit applications be submitted to the Department at least 12 weeks before the proposed start date of employment.

7. **Calculation of Remuneration:**
   
   Basic Salary. Payments in respect of Board and Accommodation (or its monetary value) and Health Insurance can be included. If the current basic hourly rate of pay is below the Irish National Minimum Wage hourly rate or an hourly rate of pay fixed under or pursuant to any other enactment, the top up to bring it up to the applicable hourly level should be shown separately below. The amount reimbursable for this purpose must be an amount that is deemed allowable under Schedule One of the Minimum Wage Act, 2000.

<table>
<thead>
<tr>
<th>Description</th>
<th>Annual Salary (Foreign Currency)</th>
<th>Hourly Rate (Foreign Currency)</th>
<th>Annual Salary (in euro)</th>
<th>Hourly Rate (in euro)</th>
<th>Exchange Rate Used</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Current Basic Annual Salary</td>
<td>€</td>
<td>€</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(b) Top up to bring Basic Annual Salary up to the Irish National Minimum Wage or the rate fixed under or pursuant to any other enactment (if applicable)</td>
<td>€</td>
<td>€</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(c) Deductions from either (a) or (b) above (if applicable)</td>
<td>€</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(d) Total Basic Annual Salary less deductions if (c) applicable</td>
<td>€</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Board and Accommodation Payments in respect of (if applicable)</td>
<td>€</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monetary Value of (if applicable)</td>
<td>€</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Payments in respect of Health Insurance (if applicable)</td>
<td>€</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Remuneration</td>
<td>€</td>
<td>€</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

All amounts which make up the basic salary, including any top-up payments, must appear as payments on the payslips. If payments or the monetary value of Board and Accommodation (or either of them) or Health Insurance is being included in the Gross Annual Remuneration this must be verifiable by way of supporting documentation in the event of a National Employment Rights Authority (NERPA) inspection and/or at renewal stage.

8. **Number of hours of work per week:**

*Please note that for the purposes of Employment Permit applications, the standard working week is considered to be 39 hours per week.*
5. Please detail the qualifications, skills, knowledge or experience required for this job:

<table>
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<tr>
<th>Block Capitals</th>
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</table>

10. Please detail the relevant qualifications, skills, knowledge and experience of the Foreign National:

<table>
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<th>Block Capitals</th>
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</table>

### Part Five A Details of Advertisement

The Contractor in the case of a Contract for Services Employment Permit application is required in all cases, other than the exemptions provided below, to offer the employment that is the subject of the Contract for Services Employment Permit application to an Irish or EEA citizen by way of a Labour Market Needs Test. The Labour Market Needs Test must be conducted within the 90 day period preceding the date of the application. Applications should not be submitted unless the Labour Market Needs Test has been completed.

The Labour Market Needs Test is not required in respect of the following applications:

- applications in respect of employment where there is a shortage in respect of the relevant qualifications, skills or experience which are required for the proper functioning of the economy and which are listed in Schedule 3 in the Regulations,
- applications in respect of all other employment with an annual remuneration of €60,000 or more, other than those employment for which an employment permit shall not be granted and which are listed in Schedule 4 in the Regulations, and
- applications that are supported by a State Enterprise Agency.

The requirements of the Labour Market Needs Test are that the employment that is the subject of the Contract for Services Employment Permit application must be:

- advertised with the Department of Social Protection Employment Services/EURES employment network for a period of at least two weeks; and
- advertised for three days in a national newspaper; and
- advertised in either a local newspaper or a job website (separate to DSP/EURES websites) for three days.

More information about the Department of Social Protection Employment Services/EURES employment network can be found on: www.welfare.ie

All Contract for Services Employment Permit applications must, if applicable, provide the vacancy reference number of their advertisement with the Department of Social Protection Employment Services/EURES Employment Network below, and attach copies of the other required advertisements with the application.

1. Please provide the Department of Social Protection Employment Services/EURES Employment Network Reference Number of your advertisement (if applicable):

   [ ]

   [ ]

   [ ]

   [ ]

   [ ]

See Requirement for Supporting Documentation "(CI) Application Requirements".
Part Six

Requirement for Payment

Is a fee payable for this Employment Permit application?  
Yes [ ]  No [ ]

If No, please indicate on what basis no fee is applicable.
Application is in respect of a non-EEA national married to or in a civil partnership with an EEA national [ ]

If no fee is payable proceed to Part Seven.

Details of Payment

Important Note for Business Users - Payment by Electronic Funds Transfer

In accordance with D/Finance Circular 120/13, from 18 September 2014 (e-Date) the public sector will no longer accept cheques, bank drafts or postal orders from business users in respect of services rendered. To facilitate this, the Employment Permit Section will no longer accept paper based payments from business users and has set up a commercial bank account into which payments can be made by Electronic Funds Transfer (EFT).

Business user applicants for employment permits should complete the Contact Details of Payer (Questions 1, 2, 3, 4, 5, 6, 7, and 8), Payment Details (Question 9) and the Payers Declaration below and payment will be requested when an application is accepted into the Employment Permit Section so complete. An e-mail will issue to the applicant and their authorised agent (if applicable) giving details of the amount of the fee due, the bank account into which the payment should be made and an Application ID number which must be used as the reference when making the payment.

Applicants other than business users can continue to make payment by cheque, bank draft or postal order and must complete all details below.

Contact Details of Payer

1. Please indicate who is making the payment:
   Contractor [ ]  Other [ ]

2. Title:
   Mr. [ ]  Mrs. [ ]  Miss. [ ]  Ms. [ ]  Other (please state) [ ]

3. Name: ____________________________

4. Company (if applicable): ________________

5. Telephone Number: ____________________________  6. Fax Number: ____________________________

7. Mobile Phone Number: ____________________________

8. E-mail: ____________________________

Payment Details

9. Method of Payment:
   Electronic Funds Transfer [ ] Cheque [ ] Bank Draft [ ] Postal Order [ ]

10. Cheque No. ____________________________

11. Payment enclosed: € ____________________________

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. Cheques should be made payable to the Department of Jobs, Enterprise and Innovation.

Payer's Declaration

I, the undersigned, agree that in the case of a refund of fees, the payment will be made payable to the Applicant specified on Page 1. (Under the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014 a refund in the case of a refused or withdrawn application will consist of 50% of the total fee paid).

Payer's Signature: ____________________________

Original signature required: ____________________________

Date: ____________________________

Employment Permits Section is unable to refund fees by payable order. If a refund of fees is due for any reason, a mandate form will be forwarded to the applicant for completion. The refund will be paid by EFT directly into the applicant's bank account, as per details provided on the mandate form.
Part Seven
Acceptance of Terms & Conditions

Foreign National Declaration

I, the undersigned, agree to perform the duties with the Relevant Person on the basis of this application. I hereby solemnly declare that:

- the qualification, skills, knowledge and experience I have attained, as stated in Part 2 of the application form are true and they correspond with and are relevant to the position on offer;
- I am a fully accredited member of the relevant professional body pursuant to Part C of Schedule 2 in the Regulations for the position on offer, as stated in Part 5 of the application form if applicable;
- I have been employed by the Contractor named in this application form for a minimum of six months prior to this application;
- I will continue to be employed, salaried and paid under an employment contract outside the State by the Contractor stated on this application form; and
- I will be fully tax compliant.

Furthermore, I understand and accept that in accordance with Section 55 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, a person who furnishes to the Minister, on an application under section 4, information that is false or misleading in a material respect knowing that it is false or misleading or being reckless as to whether it is false or misleading is guilty of an offence.

Signature of Foreign National:
(Original signature required)

Name (in BLOCK CAPITALS):

Date:

Your employment permit will normally be posted to you at your current address as in Part 2 of this Form.

Tick this box if you want your permit to be posted to your current address.

Tick this box if you want your permit to be posted to the Contractor as stated in Part 1 of this Form.

Tick this box if you want your permit to be posted to your Authorised Agent (if applicable).

Relevant Person Declaration

I, the Relevant Person in Ireland, confirm that the Foreign National will be performing duties in the State that arise out of the contract service agreement between the Contractor and me and I understand that the Foreign National will be returning to his/her employment outside the State with the Contractor after the completion of the duties which are part of the contract service agreement.

I understand and accept that:

- In accordance with Section 55 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, a person who furnishes to the Minister, on an application under section 4, information that is false or misleading in a material respect knowing that it is false or misleading or being reckless as to whether it is false or misleading is guilty of an offence.

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

Signature of Relevant Person:
(Original signature required)

Name (in BLOCK CAPITALS):

Date:

Page 10
Contractor Declaration

I, the Contractor, give an undertaking that the Foreign National will be fully tax compliant for the duration of the Foreign National’s stay in Ireland. I confirm that the Foreign National will be returning to my overseas place of employment after the completion of the duties as part of the contract service agreement.

I hereby solemnly declare that:

- the qualifications, skills, knowledge and experience attained by the Foreign National, as stated in Part 2 of the application form, are true and they correspond with and are relevant to the position on offer;
- the Foreign National is a fully accredited member of the relevant professional body pursuant to Part C of Schedule 2 in the Regulations for the position on offer, as stated in Part 5 of the application form (if applicable);
- the Foreign National has been employed by me for a minimum of six months prior to this application;
- where the foreign salary currently paid by me does not meet the Irish National Minimum Wage hourly rate of pay or an hourly rate of pay fixed under or pursuant to any other enactment that applies to the employment concerned, I undertake to pay a Top-Up salary to achieve the National Minimum Wage hourly rate or the hourly rate fixed under or pursuant to any other enactment and that this amount will appear on the foreign national’s payslip for the duration of other assignment in the State.
- the Foreign National named in this application form will continue to be employed, salaried and paid under an employment contract outside the State by me, the Foreign Employer, as stated in Part 1 of this application form.

I understand and accept that:

- in accordance with Section 23 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, 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 any matter relating to or concerning such application or the grant of the permit;
  - 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 in accordance with Section 26 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, as a person who furnishes to the Minister, on an application under section 4, information that is false or misleading in a material respect knowing that it is so false or misleading or being reckless as to whether it is so false or misleading is guilty of an offence.
- neither I, nor a person acting on my behalf, shall keep any personal document belonging to a holder of an employment permit.

Signature of Contractor: _______________________________  (Original signature required)

Name (in BLOCK CAPITALS): _______________________________

Position Held: _______________________________

Title: _______________________________

Date: _______________________________
Authorisation of Agent

If no agent is representing the applicant then this section to be left blank.

If you (the Contractor) wish a third party (agent) to act on your behalf please ensure the following details are completed. To ensure privacy of data is respected, all parties must be in agreement with the nomination of an agent. Agents will be copied any correspondence regarding this application.

Agent Name
(in BLOCK CAPITALS):

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.

Signature of Agent:
(Original signature required)

Date:

Agent's Address for Correspondence:

Address 1:

Address 2:

Town:

County:

Country:

E-mail address:

Telephone number:

I, the Contractor, permit the above named agent to act on my behalf in respect of this application.

Signature of Contractor:
(Original signature required)

Date:

I, the Foreign National, permit the above named agent to act on my behalf in respect of this application.

Signature of Foreign National:
(Original signature required)

Date:

I, the Relevant Person, permit the above named agent to act on my behalf in respect of this application.

Signature of Relevant Person:
(Original signature required)

Date:
Requirements for Supporting Documentation

(A) Requirements for Contractor

If the Contractor has not been granted an Employment Permit before, they MUST submit clear copies of the following documentation:

- Copy of P30 returned to the Revenue Commissioners within the 2 months preceding this application or a receipt for such return whether issued through ROS (Revenue Online Service) or otherwise.
- OR
- If the Contractor has not yet made returns to the Revenue Commissioners in respect of employees, a copy of an official letter from Revenue confirming registration as an employer, date of registration and the CRN (Employer’s Registered Number).

If the Contractor has been granted an Employment Permit before but has not been granted an Employment Permit within the 12 months preceding the application they MUST submit clear copies of the following documentation:

- Copy of P30 returned to the Revenue Commissioners within the 2 months preceding this application or a receipt for such return whether issued through ROS (Revenue Online Service) or otherwise.

Additional documentation

The Authorities may request such other information as might materially assist in making a decision on an application.

(B) Requirements for Foreign National

For all Foreign Nationals:

- Clear, legible copy (preferably in colour) of the personal details pages of the Foreign National’s passport, showing his or her picture, personal details and his or her signature.
- In the case of health professionals listed in Part B of Schedule 2 in the Regulations, a copy of the registration with the appropriate medical body or recognition of qualifications from the relevant Minister of the Government.

For all Foreign Nationals resident in the State:

- Please supply your GNIB personal identification number which is shown on your GNIB card. If not available please supply a clear, legible copy (preferably in colour) of your current immigration stamps and visa.

Please Note: Original documents should not be submitted.

Important Note concerning the passport expiry date

In the case of all applications for employment permits, the Foreign National must hold a passport which is in date and valid for at least 12 months or more after the date of the application. Employment Permits cannot be considered for Foreign Nationals who do not fulfill this requirement.

(C) Application Requirements

Labour Market Needs Test

If applicable, please provide copies of newspaper and website advertisements which show clearly the dates of publication of such advertisements.

(D) Schedule of Fees

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

<table>
<thead>
<tr>
<th>EMPLOYMENT PERMIT TYPE</th>
<th>NEW APPLICATION FEE</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Employment Permit</td>
<td>€1,000 up to 24 month permit and €500 for six months or less</td>
</tr>
<tr>
<td>Critical Skills Employment Permit</td>
<td>€1,000 for 24 months</td>
</tr>
<tr>
<td>Dependant/Partner/Spouse Employment Permit</td>
<td>No Fee</td>
</tr>
<tr>
<td>Contract for Services Employment Permit</td>
<td>€1,000 up to 24 month permit and €500 for six months or less</td>
</tr>
<tr>
<td>Intra-Company Transfer Employment Permit</td>
<td>€1,000 up to 24 month permit and €500 for six months or less</td>
</tr>
<tr>
<td>Sport &amp; Cultural Employment Permit</td>
<td>€1,000 up to 24 month permit and €500 for six months or less</td>
</tr>
<tr>
<td>Residency Employment Permit</td>
<td>€1,000 up to 24 month permit and €500 for six months or less</td>
</tr>
<tr>
<td>Exchange Agreement Employment Permit</td>
<td>No Fee</td>
</tr>
<tr>
<td>Internship Employment Permit</td>
<td>€1,000 up to 12 month permit and €500 for six months or less</td>
</tr>
</tbody>
</table>
Fees not required in certain cases.

No fee is payable in respect of applications for Dependant/Partner/Spouse Employment Permits and Exchange Agreement Employment Permits.

In all other cases a fee as detailed above is payable depending on the duration of the Employment Permit. However, the fee may be waived in the following cases:

- Application is in respect of a foreign national who is the spouse or Civil Partner of an EEA national.

The following additional documentation is required in these cases:

- Applications in respect of Foreign Nationals who are the Spouses or Civil Partners of EEA nationals:
  - clear photocopies of the relevant pages of the EEA Spouse/Civil Partner’s current passport showing his or her picture, personal details, passport expiry date and his or her signature, and
  - a copy of the marriage certificate or the civil partnership registration evidencing the relationship of the Foreign National and the EEA national.

Refunds

90% of the fee will 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.

Employment Permits Section is unable to refund fees by postal order. If a refund of fees is due for any reason, a mandate form will be forwarded to the applicant for completion. The refund will be paid by EFT directly into the applicant’s bank account, as per details provided on the mandate form.

Acceptable Forms of Payment

In accordance with DF Exchequer Circular 12/2013, from 19 September 2014 (e-Day) the public sector will no longer accept cheques, bank drafts or postal orders from business users in respect of services rendered. To facilitate this, the Employment Permits Section now has a commercial bank account into which payments can be made by Electronic Funds Transfer (EFT). When an application is accepted as complete an email will issue to the applicant giving details of the amount of the fee due, the bank account into which the payment should be made and an Application ID Number which must be used as the reference when making the payment.

For all other users, payment can continue to be made 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 Jobs, Enterprise & Innovation.

(E) 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. As Employment Permits are issued on the proviso that the named foreign national is paid, as a minimum, the remuneration specified on the Employment Permit. The only allowable deductions are those which appear on that Employment Permit. The remuneration being paid must be verifiable in the event of a National Employment Rights Authority (NERA) inspection. Failure to comply could lead to the revocation of the Employment Permit under section 16(1)(d) of the Employment Permits Act 2000, as amended by the Employment Permits (Amendment) Act 2014.

C. The Foreign National remains an employee of the Foreign Employer for the duration of the transfer.

D. The Foreign National only performs the duties or undergoes the training in respect of which the Employment Permit is issued.

E. It is recommended that an application for an Employment Permit should be made at least 12 weeks before the foreign national is required to take up employment.

F. Any application that contains omissions or is incorrectly completed will be returned to the applicant or the authorised agent (if applicable) for completion.

G. A fee, as determined by the Minister for Jobs, Enterprise and Innovation, is payable by the applicant or the authorised agent (if applicable) for each Employment Permit granted.

H. In line with section 24 of the Employment Permits Act 2000, as amended by the Employment Permits (Amendment) Act 2014, should the employment that is the subject of the Employment Permit cease, for whatever reason, the original and the certified copy of the Employment Permit must be returned to the Employment Permits Section within 4 weeks from the date of cessation. Failure to comply with this requirement is an offence.

Non-compliance with any provision of this Act 1924, the Immigration Acts, the Employment Permits Acts 2003 and 2006, as amended by the Employment Permits (Amendment) Act 2014 or any Order made under these Acts is an offence punishable by Law.
(F) Declaration

Data Sharing and Data Protection

The Employment Permits Section may undertake verification of all data submitted on this application form. The Contractor, the Relevant Person, the Foreign National and the authorised Agent (if applicable) 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.dataprotection.ie. Alternatively, they may call: 057 868 4000 / Lo-Call Number: 1590 352231.

Please note that a percentage of all applications will be chosen at random for inspection by the National Employment Rights Authority (NERA). Relevant documents will have to be provided as part of this inspection. Under Section 18 (d) of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, the Minister may revoke an employment permit if, in the opinion of the Minister, any information provided in respect of the application for it was false or misleading in a material respect.

In accordance with Section 35 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, a person who furnishes to the Minister, on an application under section 4 or 23, information that is false or misleading in a material respect knowing that it is so false or misleading or being reckless as to whether it is so false or misleading is guilty of an offence.

Furthermore, in accordance with Section 32 (1) of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, a person guilty of an offence under Section 16(2), 19(3), 23(4) or 35 is liable—

(a) on summary conviction, to a fine not exceeding €5,000 or imprisonment for a term not exceeding 12 months or both, or
(b) on conviction on indictment, to a fine not exceeding €50,000 or imprisonment for a term not exceeding 5 years or both.

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.diplo.ie/labour/workpermits/).
(G) 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 to the applicant or authorised agent (if applicable).

Attach 1 passport sized photograph, with Foreign National's name printed on the back.

Part One – Details of the Contractor and the Details of the Relevant Person: Complete all questions.

Contractors should include copies of:
• Completed P30/RDS Online Receipt dated within 2 months preceding the application, or a copy of a letter from Revenue Commissioners confirming registration as an employer, if no returns have been made in respect of employees (whichever is applicable).

Part Two – Details of Foreign National: Complete all questions.

Please supply clear copies (preferably in colour) of the following:
• Passport pages showing photograph, personal details and expiry date.
• Immigration stamps (if GNIB personal identification number not available).
• Visa (if GNIB personal identification number not available).

Original documents should not be submitted.

Part Three – Details of Redundancy: Complete all questions, as applicable.
• Please provide details in relation to any redundancies within the last 6 months in the employment that is the subject of the Employment Permit application.
• Sign and date the declaration - original signature required.

Part Four – Details of Contract Service Agreement: Complete all questions.
• Please complete in relation to the details of the contract service agreement.

Part Five – Details of Employment: Complete all questions (unless otherwise specified)

Please provide copies of newspaper and website advertisements which show clearly the dates of publication of such advertisements.

Please supply copies of the following in the case of health professionals, including registered doctors and registered nurses who have not provided their Registration/PIN number at Part 5, Questions 3 and 4:
• A copy of registration with the appropriate regulatory body or recognition of qualifications pursuant to Schedule 2 in the Regulations.

Part Six – Details of Payment: Complete all questions.
• Include the appropriate fee if required (see (G) Schedule of Fees for further information.
• Sign Payer declaration - original signature required.
• If applicable, clear photocopies of the relevant pages of the EEA Spouse/Civil Partners' current passport showing his or her picture, personal details, passport expiry date and his or her signature, and a copy of the marriage certificate or the civil partnership registration evidencing the relationship of the Foreign National and the EEA national.

Part Seven - Acceptance of Terms & Conditions
• Sign and date the appropriate declarations - original signatures required.

EMPLOYMENT PERMITS SECTION

Website: www.djei.ie/abuse/workpermits/
E-mail: employmentpermits@djei.ie
Call Centre: 1800 201 500
Local: 1800 201 610 (from within Ireland only)
Fax: 353-1-631 3298
Address: Davitt House
85a Adelaide Road
Dublin 2
Ireland

Contact Details

Employment Permits Section Web pages

Information and application forms may be downloaded from the Employment Permits Section web pages on the Department of Jobs, Enterprise and Innovation website – www.djei.ie/labour/workpermits

PLEASE NOTE: The pages giving details on Requirement for Supporting Documentation and Application Form Checklist – parts A, B, C, D, E, F and G are for instruction purposes only. It is not necessary to include these pages when submitting the completed application form.
Form F
Application form for grant of Reactivation Employment Permit
8. Please state the nationality of the Person who has made the offer of employment:

9. If the Person who has made the offer of employment is not an EEA citizen, do they hold appropriate permission from the Minister for Justice and Equality to operate a business in the State?

   Yes  ☐  No  ☐  Not applicable  ☐  If Yes, please specify  ☐

   If yes, you must enclose copies of supporting documentation from the Minister for Justice and Equality confirming your permission to operate a business in the State or your application will be returned (see Requirements for Supporting Documentation).

10. Registered name of Company/Business:

11. Trading name of business (if different):

12. Nature of business:

13. Company/Business Address:

   Address 1:
   Address 2:
   Town:
   County:
   Country:

14. Telephone Number:  ☐  15. Fax:  ☐

16. Mobile Phone Number:

17. E-mail:

18. Website:

19. Number of EEA* and/or Swiss nationals (including Irish) currently employed by the Person who has made the offer of employment:

20. Number of non-EEA nationals currently employed by the Person who has made the offer of employment:

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

   You must now attach the documents outlined in Requirement for Supporting Documentation under "(A) Requirements for Person who has made the offer of employment."

---

Part Two

Details of Foreign National

1. Passport Number:

2. Expiry Date:  ☐  ☐  ☐  ☐  ☐  ☐

3. Nationality:

4. First Name:

5. Middle Name(s):

6. Family Name:

7. Date of Birth:  ☐  ☐  ☐  ☐  ☐  ☐

8. Male:  ☐  9. Female:  ☐

Enter these details exactly as they appear on the Foreign National'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 Foreign National’s PPS Number if available:  

14. E-mail address:  

15. Is the Foreign National currently in the State?  

| Yes | No |

If “Yes” on what basis are they currently in the State, please describe, and complete GNIB card details, as requested, below:  

| BLOCK CAPITALS |

---

Enter below details exactly as they appear on the Foreign National’s GNIB card:

| GNIB Pin No. | Dept. No. |

*If the Foreign National is in the State but does not have a GNIB personal identification number then please supply a copy of the current immigration stamps and visa.*

If the Foreign National has held consecutive employment permits for an uninterrupted period of 5 years and has been working lawfully during this time, s/he may be eligible to apply for a Stamp 4 permission to remain from the Irish Naturalisation and Immigration Service. However, if the Foreign National is unable to obtain a Stamp 4, an employment permit will be required.

If this is the case, by submitting this application the Foreign National confirms that s/he has considered the available options and believes that an employment permit is still required.

---

Enter education details of the Foreign National below, which are relevant to the Job Offer as stated in Part 4 of the application form:

16. Highest Level of Qualification:  
   e.g. Certificate, Diploma, Degree, etc.:  
   |

17. Date of Completion:  

18. Title of Course:  
   |

19. Final Subjects Taken:  
   |

20. Result Achieved:  
   e.g. 2.1 |

21. Has the Foreign National previously made an application for asylum in the State?  

| Yes | No |

22. Has the Foreign National 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:  

| BLOCK CAPITALS |
23. Has the Foreign National been in the State on a previous occasion without permission?
   Yes ☐  No ☐

24. Is the Foreign National currently employed in the State?
   Yes ☐  No ☐
   If 'Yes' please describe or what permission they have to be employed:  ☐

25. Has the Foreign National been employed in the State previously?
   Yes ☐  No ☐
   If 'Yes' please describe or what permission they had to be employed:  ☐

26. Is the Foreign National married to, or in a civil partnership with an Irish or EEA national?
   Yes ☐  No ☐
   If 'Yes' what nationality is their spouse/partner?

27. Is the Foreign National the spouse, civil partner or dependant of, the holder of an Employment Permit or the holder of any other type of permission to work in the State?
   Yes ☐  No ☐
Part Three Details of Redundancy

To be completed by the Person who has made the offer of employment in respect of any dismissals by reason of redundancy within the meaning of section 9 of the Redundancy Payments Act 1967 and where such dismissal was attributable wholly or mainly to the conditions specified in paragraphs (a), (b), (c), (d) or (e) of section 7(2) or to section 21 of that Act.

Please complete and sign the declaration below in full.

Have any employees of the Person who has made the offer of employment been made redundant in the employment that is the subject of this Employment Permit application over the last six months?

Yes [ ] No [ ]

If any employees have been made redundant in the employment that is the subject of this Employment Permit application over the last six months please outline the reason(s) for the redundancies. This should include information on the numbers of positions in that employment that have been made redundant and explain how the position, which is the subject of this Employment Permit application, differs from those positions in that employment made redundant. Please continue on a separate sheet if required and append it to the application form.

I hereby solemnly declare the above information to be true and accurate:

Signature of Person who has made the offer of employment:
(Original signature required)

Name (in BLOCK CAPITALS):

Position Held:

Title:

Date: [ ]

Page 5
Part Four
Details of Employment

1. Title of Job:

NOTE: Questions 2 and 3 to be completed by Health Professionals and Security Personnel who are listed in Part A and Part B of Schedule 2 in the Regulations.

2. Regulatory Body:

3. Registration/PA/Licence No.:

If the application is in respect of Registered Doctors, Nurses or Security Personnel listed in Part A or Part B of Schedule 2 in the Regulations please provide your registration details above. Documentary evidence will not be required.

Applications for other Health Professionals listed in Part B of Schedule 2 in the Regulations must provide a copy of their registration with the appropriate medical body or recognition of their qualifications from the Department of Health.

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

5. Proposed Period of Employment Permit (maximum of 2 years)

6. Proposed Start Date:

"We recommend all Employment Permit applications be submitted to the Department at least 12 weeks before the proposed start date of employment.

7. Gross Annual Remuneration:

8. Gross Annual Salary:

(If different from above)

9. Gross Weekly Salary:

10. Hourly Rate of Pay:

7. Gross Annual Remuneration* €

8. Gross Annual Salary: €

9. Gross Weekly Salary: €

10. Hourly Rate of Pay: €

*Gross remuneration excludes overtime or premium payments.

11. Deductions from Gross Weekly Salary:

12. Health Insurance:

* At amounts which make up the basic salary must appear as payments on the payslips. If Health Insurance is being included in the Gross Annual Remuneration this must be verifiable by way of supporting documentation at renewal stage; such documentation may also be required in the event of a National Employment Rights Authority (NERA) inspection.

* Health Insurance can only be considered if the provider of the health insurance is a person entered in the Register of Health Benefits Undertakings referred to in section 14 of the Health Insurance Act, 1994.

13. Number of hours of work per week:

"Please note that for the purposes of Employment Permit Applications, the standard working week is 39 hours per week.

14. What are the main functions of this job:

15. Please detail the qualifications, skills, knowledge and experience required for this job:
10. Please detail the relevant qualifications, skills, knowledge and experience of the Foreign National:

   BLOCK CAPITALS

   BLOCK CAPITALS

   BLOCK CAPITALS

   BLOCK CAPITALS

17. Did you use an Agent/Recruitment Agency to recruit the Foreign National? [ ] Yes  [ ] No

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

   BLOCK CAPITALS

   BLOCK CAPITALS

   BLOCK CAPITALS

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

   BLOCK CAPITALS

   BLOCK CAPITALS

   BLOCK CAPITALS

You must now attach the documents outlined in Requirement for Supporting Documentation under "(C) Application Requirements" (if applicable)
Part Five

Requirement for Payment

Is a fee payable for this Employment Permit application? Yes ☐ No ☐

If No, please indicate on what basis no fee is applicable?

The Person who made the offer of employment is the applicant and has charitable status with the Revenue Commissioners

Dependant/Partner/Spouse Employment Permit

If no fee is payable proceed to Part Six.

Details of Payment

Important Note for Business Users - Payment by Electronic Funds Transfer

In accordance with DIFinance Circular 1/2013, from 19 September 2014 (e-Day) the public sector will no longer accept cheques, bank drafts or postal orders from business users in respect of services rendered. To facilitate this, the Employment Permits Section will no longer accept paper based payments from business users and has set up a commercial bank account into which payments can be made by Electronic Funds Transfer (EFT).

Business user applicants for employment permits should complete the Contact Details of Payer (Questions 1, 2, 3, 4, 5, 6, 7, and 8). Payment Details (Question 9) and the Payers Declaration below and payment will be requested when an application is accepted into the Employment Permits Section as complete. An e-mail will issue to the applicant and their authorised agent (if applicable); giving details of the amount of the fee due, the bank account into which the payment should be made and an Application ID number which must be used as the reference when making the payment.

Applicants, other than business users can continue to make payment by cheque, bank draft or postal order and must complete all details below.

Contact Details of Payer

1. Please indicate who is making the payment: Person who has made the offer of employment ☐ Foreign National ☐ Other ☐

2. Title: Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other (please state) ☐

3. Name: [BLOCK CAPITALS]

4. Company (if applicable): [BLOCK CAPITALS]

5. Telephone Number: ☐ 6. Fax Number: ☐

7. Mobile Phone Number: ☐

8. E-mail: ☐

Payment Details

9. Method of Payment: Electronic Funds Transfer ☐ Cheque ☐ Bank Draft ☐ Postal Order ☐

10. Cheque No.: ☐

11. Payment enclosed: ☐

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. Cheques should be made payable to the Department of Jobs, Enterprise and Innovation.

Payer's Declaration

I, the undersigned, agree that in the case of a refund of fees, the payment will be made payable to the Applicant specified on Page 1. (Under the Employment Permits Act 2008, as amended by the Employment Permits (Amendment) Act 2013 a refund in the case of a refused or withdrawn application will consist of 90% of the total fee paid).

Payer's Signature: ____________________________ Date: ____________

Employment Permits Section is unable to refund fees by postal order. If a refund of fees is due for any reason, a mandate form will be forwarded to the applicant for completion. The refund will be paid by EFT directly into the applicant's bank account, as per details provided on the mandate form.

Page 8
Part Six

Acceptance of Terms & Conditions

Declaration of Foreign National

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

I hereby solemnly declare that:

- the qualifications, skills, knowledge and experience I have attained are as stated in Part 2 of the application form and they correspond with and are relevant to the position on offer;
- I am a fully accredited member of the relevant professional body pursuant to Part C of Schedule 2 in the Regulations for the position on offer, as stated in Part 4 of the application form (if applicable);
- if this application is for a Critical Skills Employment Permit, I have received a job offer of 2 years, or more, from the Person who has made the offer of employment, as stated in Part 1 of the application form;
- if this application is for an employment in respect of a Caretaker in a private home and an employment permit is granted, I will have no objection to an Inspector from the National Employment Rights Authority (NERA) visiting the premises where employment is being carried out and to speak to me and the employer should the need arise; and
- I will be fully tax compliant;

and that to the best of my knowledge and belief:

- I will be employed, salaried and paid under an employment contract governed by the laws of the State by the Person who has made the offer of employment, as stated in Part 1 of the application form;

Furthermore, I understand and accept that in accordance with Section 26 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, a person who furnishes to the Minister, on an application under section 4, information that is false or misleading in a material respect knowing that it is so false or misleading or being reckless as to whether it is so false or misleading is guilty of an offence.

Signature of Foreign National: ___________________________ Title: ___________________________

(Original signature required)

Name (in BLOCK CAPITALS): ___________________________

Date: DD MM YY

Your employment permit will normally be posted to you at your current address as in Part 2 of this Form.

Tick this box if you want your permit to be posted to your current address.

Tick this box if you want your permit to be posted to the Person who has made the offer of employment as stated in Part 1 of this Form.

Tick this box if you want your permit to be posted to your Authorised Agent (if applicable).
Declaration of Person who has made the offer of employment

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 will be applied to this Foreign National.

I hereby solemnly declare that:

- I have taken reasonable steps to satisfy myself that:
  - the qualifications, skills, knowledge and experience attained by the Foreign National are as stated in Part 2 of the application form and they correspond with and are relevant to the position on offer;
  - the Foreign National is a fully accredited member of the relevant professional body pursuant to Part C of Schedule 2 in the Regulations for the position on offer, as stated in Part 4 of the application form (if applicable);
- if this application is in respect of a Critical Skills Employment Permit, a job offer of 2 years, or more, has been made to the Foreign National, as stated in Part 2 of the application form; and
- the Foreign National, as stated in Part 2 of the application form, will be employed, salaried and paid under an employment contract governed by the laws of the State by me, the Person who has made the offer of employment, as stated in Part 1 of the application form.

I further understand, declare and accept that:

- in accordance with Section 23 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, I may not make any deductions from the remuneration of, or seek to recover from, the holder of an 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 any matter relating to or concerning such an application or the grant 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;
- in accordance with Section 25 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, a person who furnishes to the Minister, on an application under section 4, information that is false or misleading in a material respect knowing that it is so false or misleading or being reckless as to whether it is so false or misleading is guilty of an offence;
- if this application is for an employment in respect of a Carer in a private home and an employment permit is granted, I will have no objection to an inspector from the National Employment Rights Authority (NERA) visiting the premises where employment is being carried out and to speak to me and the employee should the need arise; and
- I have full responsibility for guaranteeing that the appropriate deductions under the PAYE system will be made from all payments (including benefits-in-kind) made to the Foreign National and that all such deductions will be paid to the Revenue Commissioners.

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.

Signature of Person who has made the offer of employment:
(Original signature required)

Name (in BLOCK CAPITALS):

Position Held:

Title:

Date:

Your certified copy of the employment permit will normally be posted to you at your current address as in Part 1 of this Form.

Tick this box if you want your certified copy of the employment permit to be posted to your current address.

Tick this box if you want your certified copy of the employment permit to be posted to your Authorised Agent (if applicable).
Authorisation of Agent

If no agent is representing the applicant then this section to be left blank.

If you (the applicant) wish a third party (agent) to act on your behalf please ensure the following details are completed. To ensure privacy of data is respected, all parties must be in agreement with the nomination of an agent. All parties must sign below. Agents will be copied any correspondence regarding this application.

Agent Name:
(In BLOCK CAPITALS): [Blank]

Title: [Blank]

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.

Signature of Agent:
(Original signature required) [Blank]

Date: [DDMMYYYY]

Agent’s Address for Correspondence:

Address 1: [Blank]
Address 2: [Blank]
Town: [Blank]
County: [Blank]
Country: [Blank]

E-mail address: [Blank]
Telephone number: [Blank]

I, the Person who has made the offer of employment, permit the above named agent to act on my behalf in respect of this application.

Signature of Person who has made the offer of employment: [Blank]
(Original signature required) [Blank]

Date: [DDMMYYYY]

I, the Foreign National, permit the above named agent to act on my behalf in respect of this application.

Signature of Foreign National: [Blank]
(Original signature required) [Blank]

Date: [DDMMYYYY]
## Requirements for Supporting Documentation

### (A) Requirements for Person who has made the offer of employment

If the person who has made the offer of employment has not been granted an Employment Permit before, they **MUST** submit clear copies of the following documentation:

- Copy of P30 returned to the Revenue Commissioners within the 2 months preceding this application or a receipt for such return whether issued through ROC (Revenue Online Service) or otherwise, or
- If the person who has made the offer of employment is a start-up Company which would not yet have made returns to the Revenue Commissioners in respect of employees, a copy of an official letter from Revenue confirming registration as an employer, date of registration and the ERN (Employer's Registered Number).

If the person who has made the offer of employment has been granted an Employment Permit before but has not been granted an Employment Permit within the 12 months preceding the application, they **MUST** submit clear copies of the following documentation:

- Copy of P30 returned to the Revenue Commissioners within the 2 months preceding this application or a receipt for such return whether issued through ROC (Revenue Online Service) or otherwise.

**Business Permit**

If the person who has made the offer of employment has indicated they are a foreign national operating a business in the State, they are required to submit copies of documentary evidence from the Minister for Justice and Equality clearly demonstrating their status within the State and their entitlement to operate a business in the State.

**Additional documentation**

The Minister may request such other information as might materially assist in making a decision on an application.

### (B) Requirements for Foreign National

**For all Foreign Nationals**

- Clear, legible copy (preferably in colour) of the personal details pages of the Foreign National's passport, showing his or her picture, personal details and his or her signature.
- In the case of health professionals listed in Part B of Schedule 2 in the Regulations, a copy of the registration with the appropriate medical body or recognition of qualifications from the relevant Minister of the Government.

**For all Foreign Nationals resident in the State**

- Please supply your GNIB personal identification number which is shown on your GNIB card. If not available, please supply a clear, legible copy (preferably in colour) of your current immigration stamps and visa.

**Please Note:** Original documents should not be submitted.

**Important Note concerning the passport expiry date**

If the application for employment permits, the Foreign National must hold a passport which is in date and valid for at least 12 months or more after the date of the application. Employment Permits cannot be considered for Foreign Nationals who do not fulfill this requirement.

### (C) Application Requirements

Please provide a copy of the Reactivation Employment Permit letter issued to the Foreign National by the Department of Justice and Equality.

**For an employment in a restaurant or a fast food outlet**

If the application is in respect of such employment, the following additional documentation is required:

- If the establishment has been operating for one year or more, a copy of a "P35L" form returned by the Person who has made the offer of employment to the Revenue Commissioners,
- An up-to-date tax clearance certificate in respect of the Person who has made the offer of employment,
- Copies of utility bills for the establishment's premises dated within the period of 3 months prior to the application,
- Copies of any certified qualifications of the Foreign National in respect of whom the application is made,
- In the case of application for employment as an executive chef, head chef, sous chef or specialist chef specialising in cuisine originating from a state that is not a Member State of the EU, a statement from the Person who has made the offer of employment, confirming that the Foreign National in respect of whom the application is made shall be employed in an establishment other than a fast food outlet, and
- A letter from the relevant Local Health Authority confirming that the Person who has made the offer of employment has been granted permission to operate a restaurant at the premises.

**For an employment as a Cater in a private home**

If the application is in respect of such employment, the following additional documentation is required:

- In the case of a trained medical professional:
  - Copies of qualifications confirming that the Foreign National in respect of whom the application is made is a trained medical professional in a profession listed in Part A of Schedule 2 in the Regulations, and
  - A letter from a registered medical practitioner specialising in the area of illness for the person for whom the Foreign National will be caring, confirming that that person has a severe medical condition, or
• In the case of a Carer with a long history of care:

(a) a copy of a PRO, pay slips, a notarised letter or an affidavit establishing that the Foreign National in respect of whom the application is made has a long history of caring for the person concerned, and a letter from a registered medical practitioner specialising in the area of illness of the person for whom the Foreign National will be caring confirming that that person has special care needs.

(D) Schedule of Fees

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

<table>
<thead>
<tr>
<th>EMPLOYMENT PERMIT TYPE</th>
<th>NEW APPLICATION FEE</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Employment Permit</td>
<td>€1,000 up to 24 month permit and €500 for six months or less</td>
</tr>
<tr>
<td>Critical Skills Employment Permit</td>
<td>€1,000 for 24 months</td>
</tr>
<tr>
<td>Dependant/Partner/Spouse Employment Permit</td>
<td>No Fee</td>
</tr>
<tr>
<td>Contract for Services Employment Permit</td>
<td>€1,000 up to 24 month permit and €500 for six months or less</td>
</tr>
<tr>
<td>Intra-Company Transfer Employment Permit</td>
<td>€1,000 up to 24 month permit and €500 for six months or less</td>
</tr>
<tr>
<td>Sport &amp; Cultural Employment Permit</td>
<td>€1,000 up to 24 month permit and €500 for six months or less</td>
</tr>
<tr>
<td>Reactivation Employment Permit</td>
<td>€1,000 up to 24 month permit and €500 for six months or less</td>
</tr>
<tr>
<td>Exchange Agreement Employment Permit</td>
<td>No Fee</td>
</tr>
<tr>
<td>Internship Employment Permit</td>
<td>€1,000 up to 12 month permit and €500 for six months or less</td>
</tr>
</tbody>
</table>

Fees not required in certain cases.

No fee is payable in respect of applications for Dependant/Partner/Spouse Employment Permits and Exchange Agreement Employment Permits.

In all other cases a fee as detailed above is payable depending on the duration of the Employment Permit. However, the fee may be waived in the following cases:

• Application in respect of a Foreign National who is the Spouse or Civil Partner of an EEA national.
• Where the Person who has made the offer of employment is the applicant for the Employment Permit and they have been granted charitable tax exemption status by the Revenue Commissioners.

The following additional documentation is required in these cases:

• Applications in respect of Foreign Nationals who are the Spouses or Civil Partners of EEA nationals:
  - clear photocopies of the relevant pages of the EEA Spouse/Civil Partners' current passport showing is or her picture, personal details, passport expiry date and his or her signature, and
  - a copy of the marriage certificate or the civil partnership registration evidencing the relationship of the Foreign National and the EEA national.
• Where the Person who has made the offer of employment is the applicant for the Employment Permit and they have been granted charitable tax exemption status by the Revenue Commissioners.
  - If the Person who has made the offer of employment has not been issued with an Employment Permit on the basis of not paying a fee due to charitable status within the 12 months preceding the application, please provide a copy of an official letter from the Revenue Commissioners confirming charitable status.

Refunds

90% of the fee will 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.

Employment Permits Section is unable to refund fees by payable order. If a refund of fees is due for any reason, a mandate form will be forwarded to the applicant for completion. The refund will be paid by EFT directly into the applicant's bank account, as per details provided on the mandate form.

Acceptable Forms of payment

In accordance with D/Finance Circular 1/2013, from 19 September 2014 (e-Day) the public sector will no longer accept cheques, bank drafts or postal orders from business users in respect of services rendered. To facilitate this, the Employment Permits Section now has a commercial bank account into which payments can be made by Electronic Funds Transfer (EFT). When an application is accepted as complete an email will issue to the applicant giving details of the amount of the fee due, the bank account into which the payment should be made and an Application ID number which must be used as the reference when making the payment.

For all other users, payment can continue to be made 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 Jobs, Enterprise & Innovation.
(E) 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. All Employment Permits are issued on the proviso that the named foreign national is paid, as a minimum, the remuneration specified on the Employment Permit. The only allowable deductions are those which appear on that Employment Permit. The remuneration being paid must be verifiable in the event of a National Employment Rights Authority (NERA) inspection. Failure to comply could lead to the revocation of the Employment Permit under section 18(2) of the Employment Permits Act 2005, as amended by the Employment Permits (Amendment) Act 2014.

C. It is recommended that an application for an Employment Permit should be made at least 12 weeks before the foreign national is required to take up employment.

D. Any application that contains omissions or is incorrectly completed will be returned to the applicant or the authorised agent (if applicable) for completion.

E. A fee, as determined by the Minister for Jobs, Enterprise and Innovation is payable by the applicant or the authorised agent (if applicable) for each Employment Permit granted.

F. In line with section 24 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, should the employment that is the subject of the Employment Permit cease, for whatever reason, the original and the certified copy of the Employment Permit must be returned to the Employment Permits Section within 4 weeks from the date of cessation. Failure to comply with this requirement is an offence.

Non-compliance with any provision of the Aliens Act 1938, the Immigration Acts, the Employment Permits Acts 2003 and 2004, as amended by the Employment Permits (Amendment) Act 2014 or any Order made under these Acts is an offence punishable by law.

(F) Declaration

Data Sharing and Data Protection

The Employment Permits Section may undertake verification of all data submitted on this application form. The Person who has made the offer of employment, the Foreign National and the authorised Agent (if applicable) 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 signatures on this application may further information concerning data sharing and the obligations of Data Controllers on the Data Protection Commissioner’s website at www.dataprotection.ie. Alternatively, they may call: (057) 689 4900 (Lo-Call Number: 1890 252231).

Please note that a percentage of all applications will be chosen at random for inspection by the National Employment Rights Authority (NERA). Relevant documents will have to be provided as part of this inspection. Under Section 16 (d) of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, the Minister may revoke an employment permit if, in the opinion of the Minister, any information provided in respect of the application for it was false or misleading in a material respect.

In accordance with Section 25 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, a person who furnishes to the Minister, in an application under section 4 or 20, information that is false or misleading in a material respect knowing that it is false or misleading or being reckless as to whether it is false or misleading is guilty of an offence.

Furthermore, in accordance with Section 32 (1) of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, a person guilty of an offence under section 16(2), 18(2), 23(3) or 25 is liable—

(a) on summary conviction, to a fine not exceeding €5,000 or imprisonment for a term not exceeding 12 months or both, or

(b) on conviction on indictment, to a fine not exceeding €50,000 or imprisonment for a term not exceeding 5 years or both.

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.dipie/labour/workpermits/).
(G) 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 to the applicant or authorised agent (if applicable).

Attach 1 passport sized photograph, with Foreign National's name printed on the back.

Indicate the following:
- The applicant (person applying i.e. Person who has made the offer of employment or the Foreign National).

Part One - Details of Person who has made the offer of employment: Complete all questions

Person who has made the offer of employment should include copies of:
- Completed P30/RS Form: Online Receipt dated within 2 months preceding the application; Or a copy of a letter from Revenue Commissioners confirming registration as an employer, if a start-up Company (whichever is applicable).
- Evidence of Business Permission (if applicable).

Part Two - Details of Foreign National: Complete all questions

Please supply clear copies (preferably in colour) of the following:
- Passport pages showing photograph, personal details and expiry date.
- Immigration stamps (if GNIB personal identification number not available).
- Visa (if GNIB personal identification number not available).

Original documents should not be submitted.

Part Three - Details of Redundancy: Complete all questions, as applicable.

- Please complete in relation to any redundancies within the last 6 months in the employment that is subject of the Employment Permit application.
- Sign and date the declaration - original signature required.

Part Four - Details of Employment: Complete all questions (unless otherwise specified)

Please provide a copy of the Reactive Employment Permit letter issued to the Foreign National concerned by the Department of Justice and Equality.

Please supply copies of the following in the case of health professionals including registered doctors, registered nurses and security personnel who have not provided their Registration/PIN/Licence number at Part 3, Question 3:
- A copy of registration with the appropriate regulatory body or recognition of qualifications pursuant to Schedule 2 in the Regulations

Please supply the following in the case of an employment in a restaurant or a fast food outlet:
- if the establishment has been operating for one year or more, a copy of a "F35L" form returned by the Person who has made the offer of employment to the Revenue Commissioners.
- an up-to-date tax clearance certificate in respect of the Person who has made the offer of employment.
- copies of utility bills for the establishment's premises dated within the period of 2 months prior to the application.
- copies of any certified qualifications of the Foreign National in respect of whom the application is made.
- in the case of an application for employment as an executive chef, head chef, sous chef or specialist chef specializing in cuisine originating from a state that is not a Member State of the EEA, a statement from the Person who has made the offer of employment, confirming that the Foreign National in respect of whom the application is made shall be employed in an establishment other than a fast food outlet, and
- a letter from the relevant Local Health Authority confirming that the Person who has made the offer of employment has been granted permission to operate a restaurant at the premises.

Please supply the following, whenever applicable, in the case of an application for an employment in respect of an eligible Carer in a private home:
- copies of qualifications confirming that the Foreign National in respect of whom the application is made is a trained medical professional in a profession listed in Part A of Schedule 2 in the Regulations.
- a letter from a registered medical practitioner specializing in the area of illness of the person for whom the Foreign National will be caring, confirming that that person has a severe medical condition or that that person has special care needs.
- a copy of a P60, payslip, a notarized letter or an affidavit establishing that the Foreign National in respect of whom the application is made has a long history of caring for the person concerned.

Part Five - Details of Payment: Complete all questions

- Include the appropriate fee if required (see (G) Schedule of Fees for further information).
- Sign Payment declaration - original signature required.
- If applicable, a copy of an official letter from the Revenue Commissioners confirming charitable status.
- If applicable, clear photocopies of the relevant pages of the EEA Spouse/Civil Partners' current passport showing is or her picture, personal details, passport expiry date and his or her signature, and a copy of the marriage certificate or the civil partnership registration evidencing the relationship of the Foreign National and the EEA national.

Part Six - Acceptance of Terms & Conditions

- Sign and date the appropriate declarations - original signatures required.
### EMPLOYMENT PERMITS SECTION

<table>
<thead>
<tr>
<th>Website:</th>
<th><a href="http://www.djoe.ie/labour/workpermits/">www.djoe.ie/labour/workpermits/</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>E-mail:</td>
<td><a href="mailto:employmentpermits@djoe.ie">employmentpermits@djoe.ie</a></td>
</tr>
<tr>
<td>Call Centre:</td>
<td>1800-417-5333</td>
</tr>
<tr>
<td></td>
<td>LoCall: 1850-201-616</td>
</tr>
<tr>
<td></td>
<td>(from within Ireland only)</td>
</tr>
<tr>
<td>Fax:</td>
<td>353-1-631-3289</td>
</tr>
<tr>
<td>Address:</td>
<td>Davitt House</td>
</tr>
<tr>
<td></td>
<td>66a Adelaide Road</td>
</tr>
<tr>
<td></td>
<td>Dublin 2</td>
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<td></td>
<td>Ireland</td>
</tr>
</tbody>
</table>

### Contact Details

**Employment Permits Section Web pages**

Information and application forms may be downloaded from the Employment Permits Section web pages on the Department of Jobs, Enterprise and Innovation website — www.djoe.ie/labour/workpermits/

**PLEASE NOTE:** The pages giving details on Requirement for Supporting Documentation and Application Form Checklist – parts A, B, C, D, E, F and G are for instruction purposes only. It is not necessary to include these pages when submitting the completed application form.
Form G
Application form for grant of Exchange Agreement Employment Permit

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**Exchange Agreement Employment Permit Application**

This form should be used by either the person who has made the offer of employment or the Foreign National, the subject of that offer of employment, who wish to apply for:

- An Employment Permit to facilitate the employment in the State, of a foreign national pursuant to an agreement or an international agreement to which the State is a party and which agreements are listed in Schedule 6 in the Regulations.
- Applications can be in respect of all employers that come within the terms of the relevant Exchange Agreement.
- Exchange Agreement Employment Permits are non-renewable and are issued for a maximum period of 12 months.

For permission to work in the State for a period of less than 90 days, the Atypical Working Scheme operated by the Department of Justice and Equality may be appropriate.

Complete ALL parts of this form as required in BLOCK CAPITALS. The person who has made the offer of employment, the Foreign National and the Agent (if applicable), must sign the declarations at the end of the form.

**INCOMPLETE FORMS WILL BE RETURNED TO THE APPLICANT OR THE AUTHORISED AGENT (IF APPLICABLE).**

---

**Who is applying for the permit (i.e. Who is the applicant)?**

*In accordance with the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, an employer making an Employment Permit application may not seek to recover the fee, if applicable, from the foreign national. (This section MUST be completed for all applications)*

<table>
<thead>
<tr>
<th>Person who has made the offer of employment</th>
<th>Foreign National</th>
<th>Health Professional</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

If this is an application for a Health Professional listed in Part A or Part B of Schedule 2 in the Regulations please tick this box.

---

**Part One**

**Registration Details of Person who has made the offer of employment**

1. Employer Registered Number: ☐

2. Company Name Registered Number (if applicable): ☐

3. Business Name Registered Number (if applicable): ☐

4. If the person who has made the offer of employment is an Industrial and Provident Society, a Friendly Society or a Trade Union, please supply their Registration Number: ☐

5. If the person who has made the offer of employment is a Charity, please supply the Charity Number: ☐

**If the person who has made the offer of employment is not a Limited Company, please complete Questions 6, 7, 8 and 9.**

**If the person who has made the offer of employment is a Limited Company, please proceed to Question 10.**

6. If the person who has made the offer of employment is not a registered company, please indicate what type of entity it is:

- Sole Trader: ☐
- Partnership: ☐
- Other (please specify): ☐

---

Page 1
7. Please state the full name of the Person who has made the offer of employment:

8. Please state the nationality of the Person who has made the offer of employment:

9. If the Person who has made the offer of employment is not an EEA citizen, do they hold appropriate permission from the Minister for Justice and Equality to operate a business in the State?
   - Yes [ ]
   - No [ ]
   - Not applicable [ ]
   - If Yes, please specify: [ ]

   If yes, you must enclose copies of supporting documentation from the Minister for Justice and Equality confirming your permission to operate a business in the State or your application will be returned (see Requirements for Supporting Documentation).

10. Registered name of Company/Business:

11. Trading name of business (if different):

12. Nature of business:

13. Company/Business Address:
   - Address 1:
   - Address 2:
   - Town:
   - County:
   - Country:

14. Telephone Number:

15. Fax:

16. Mobile Phone Number:

17. E-mail:

18. Website:

19. Number of EEA* and/or Swiss nationals (including Irish) currently employed by the Person who has made the offer of employment:

20. Number of non-EEA nationals currently employed by the Person who has made the offer of employment:

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

You must now attach the documents outlined in "Requirements for Supporting Documentation under "A" Requirements for Person who has made the offer of employment."

**Part Two**

Details of Foreign National

1. Passport Number:

2. Expiry Date: [ ]

3. Nationality:

4. First Name:

5. Middle Name(s):

6. Family Name:

7. Date of Birth: [ ]

8. Male: [ ]

9. Female: [ ]

Enter these details exactly as they appear on the Foreign National's passport.
10. Current Address (foreign address required if residing outside the State):
   Address 1:  
   Address 2:  
   Town:  
   County:  
   Country:  

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

13. Please provide the Foreign National's PPS Number if available:  

14. E-mail address:  

15. Is the Foreign National currently in the State?  
   Yes [ ] No [ ]  
   If 'Yes' on what basis are they currently in the State, please describe, and complete GNIB card details, as requested, below:  
   [Block Capitalized]  

16. Highest level of Qualification:  
   e.g. Certificate, Diploma, Degree, etc.  
   [Block Capitalized]  

17. Date of Completion:  

18. Title of Course:  
   [Block Capitalized]  

19. Final Subjects Taken:  
   [Block Capitalized]  

20. Result Achieved:  
   e.g. 2.1  
   [Block Capitalized]  

21. Has the Foreign National previously made an application for asylum in the State?  
   Yes [ ] No [ ]  

22. Has the Foreign National 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:  
   [Block Capitalized]  

Enter below details exactly as they appear on the Foreign National's GNIB card:

GNIB Pin No.  
Dept. No.  

*If the Foreign National is in the State but does not have a GNIB personal identification number then please supply a copy of the current immigration stamps and visa.

If the Foreign National has held consecutive employment permits for an uninterrupted period of 5 years and has been working lawfully during this time, s/he may be eligible to apply for a Stamp 4 permission to remain from the Irish Naturalisation and Immigration Service. However, if the Foreign National is unable to obtain a Stamp 4, an employment permit will be required.

If this is the case, by submitting this application the Foreign National confirms that s/he has considered the available options and believes that an employment permit is still required.

Enter education details of the Foreign National below, which are relevant to the Job Offer as stated in Part 4 of the application form.
23. Has the Foreign National been in the State on a previous occasion without permission?  

Yes ☐ No ☐

24. Is the Foreign National currently employed in the State?  

Yes ☐ No ☐

If 'Yes' please describe on what permission they have to be employed: [Block Capitals]

25. Has the Foreign National been employed in the State previously?  

Yes ☐ No ☐

If 'Yes' please describe on what permission they had to be employed: [Block Capitals]

26. Is the Foreign National married to or in a civil partnership with an Irish or EEA national?  

Yes ☐ No ☐

If 'Yes' what nationality is their spouse/partner? [Block Capitals]

27. Is the Foreign National the spouse, civil partner or dependant of the holder of an Employment Permit or the holder of any other type of permission to work in the State?  

Yes ☐ No ☐

Yes must now attach the documents outlined in Requirement for Supporting Documentation under "(B) Foreign National Requirements."

Part Three  Details of Redundancy

To be completed by the Person who has made the offer of employment in respect of any dismissals by reason of redundancy within the meaning of section 9 of the Redundancy Payments Act 1967 and where such dismissal was attributable wholly or mainly to the conditions specified in paragraphs (a), (b), (c), (d) or (e) of section 7(2) or to section 21 of that Act.

Please complete and sign the declaration below in full.

Have any employees of the Person who has made the offer of employment been made redundant in the employment that is the subject of this Employment Permit application over the last six months?

If any employees have been made redundant in the employment that is the subject of this Employment Permit application over the last six months please outline the reason(s) for the redundancies. This should include information on the numbers of positions in that employment that have been made redundant and explain how the position, which is the subject of this Employment Permit application, differs from those positions in that employment made redundant. Please continue on a separate sheet if required and append it to the application form.

---

I hereby solemnly declare the above information to be true and accurate.

Signature of Person who has made the offer of employment:  
(Original signature required)

Name (in BLOCK CAPITALS):

Position Held:

Title:  
Date:  

---
Part Four  Details of Employment

1. Title of Job:  

NOTE: Questions 2 and 3 to be completed by Health Professionals and Security Personnel who are listed in Part A and Part B of Schedule 2 in the Regulations.

2. Regulatory Body:  

3. Registration/Per/  
   Licence No.:  

   If the application is in respect of Registered Doctors, Nurses or Security Personnel listed in Part A of Schedule 2 in the Regulations please provide your registration details above. Documentary evidence will not be required.

   Applications for other Health Professionals listed in Part B of Schedule 2 in the Regulations must provide a copy of their registration with the appropriate medical body or recognition of their qualifications from the Department of Health.

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

5. Proposed Period of Employment  
   Permit (maximum of 1 year)  

6. Proposed Start Date*:  
   * We recommend all Employment Permit applications be submitted to the Department at least 12 weeks before the proposed start date of employment.

7. Gross Annual Remuneration*  
   (Gross remuneration excludes overtime or premium payments)  

8. Gross Annual Salary:  
   (if different from above)  

9. Gross Weekly Salary:  

10. Hourly Rate of Pay:  

11. Deductions from Gross Weekly Salary:  

12. Health Insurance*:  
   * All amounts which make up the basic salary must appear as payments on the payslips. If Health Insurance is being included in the Gross Annual Remuneration this must be verifiable by way of supporting documentation in the event of a National Employment Rights Authority (NERA) inspection.

   * Health Insurace can only be considered if the provider of the health insurance is a person entered in the Register of Health Benefits Undertakings referred to in section 14 of the Health Insurance Act, 1994.

13. Number of hours of work per week*:  
   *Please note that for the purposes of Employment Permit Applications, the standard working week is 39 hours per week.

14. What are the main functions of this job:  

15. Please detail the qualifications, skills, knowledge and experience required for this job:  

   (continued on next page)
16. Please detail the relevant qualifications, skills, knowledge and experience of the Foreign National:

17. Did you use an Agent/Recruitment Agency to recruit the Foreign National?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

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

If ‘No’ please provide details of the recruitment method:

You must now attach the documents outlined in Requirement for Supporting Documentation under "(C) Application Requirements" (if applicable)
### Part Five
#### Requirement for Payment

Is a fee payable for this Employment Permit application?  
- **Yes** [ ]  
- **No** [ ]

If No, please indicate on what basis no fee is applicable:
- Application is in respect of a non-EEA national married to or in a civil partnership with an EEA national [ ]
- Exchange Agreement Employment Permit [ ]

If no fee is payable proceed to Part Six.

#### Details of Payment

**Important Note for Business Users - Payment by Electronic Funds Transfer**

In accordance with DfInre Circular 1/2013, from 19 September 2014 (e-Day) the public sector will no longer accept cheques, bank drafts or postal orders from business users in respect of services rendered. To facilitate this, the Employment Permits Section will no longer accept paper based payments from business users and has set up a commercial bank account into which payments can be made by Electronic Funds Transfer (EFT).

Business user applicants for employment permits should complete the Contact Details of Payer (Questions 1, 2, 3, 4, 5, 6, 7, and 8). Payment Details (Question 9) and the Payer's Declaration below and payment will be requested when an application is accepted into the Employment Permits Section as complete. An e-mail will issue to the applicant and their authorised agent (if applicable) giving the details of the amount of the fee due, the bank account into which the payment should be made and an Application ID number which must be used as the reference when making the payment.

Applicants other than business users can continue to make payment by cheque, bank draft or postal order and must complete all details below.

#### Contact Details of Payer

1. Please indicate who is making the payment:
   - Person who has made the offer of employment [ ]
   - Foreign National [ ]
   - Other [ ]

2. Title:  
   - **Mr** [ ]
   - **Mrs** [ ]
   - **Miss** [ ]
   - **Ms** [ ]
   - **Other** (please state) [ ]

3. Name:  

4. Company (if applicable):  

5. Telephone Number:

6. Fax Number:

7. Mobile Phone Number:

8. E-mail:

#### Payment Details

9. Method of Payment:
   - Electronic Funds Transfer [ ]
   - Cheque [ ]
   - Bank Draft [ ]
   - Postal Order [ ]

10. Cheque No.:

11. Payment enclosed: €

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. Cheques should be made payable to the Department of Jobs, Enterprise and Innovation.

#### Payer's Declaration

I, the undersigned, agree that in the case of a refund of fees, the payment will be made payable to the Applicant specified on Page 1. (Under the Employment Permits Act 2001, as amended by the Employment Permits (Amendment) Act 2014 a refund in the case of a refused or withdrawn application will consist of 90% of the total fee paid)

Payer’s Signature:  
(Opposite signature required)  
Date: __________

Employment Permits Section is unable to refund fees by payable order. If a refund of fees is due for any reason, a mandate form will be forwarded to the applicant for completion. The refund will be paid by EFT directly into the applicant’s bank account, as per details provided on the mandate form.
Part Six

Acceptance of Terms & Conditions

Declaration of Foreign National

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

I hereby solemnly declare that:

- the qualifications, skills, knowledge and experience I have attained are as stated in Part 2 of the application form and they correspond with and are relevant to the position on offer;
- I am a fully accredited member of the relevant professional body pursuant to Part C of Schedule 2 in the Regulations for the position on offer, as stated in Part 4 of the application form (if applicable);
- If this application is for a Critical Skills Employment Permit, I have received a job offer of 2 years, or more, from the Person who has made the offer of employment, as stated in Part 1 of the application form;
- If this application is for an employment in respect of a Carer in a private home and an employment permit is granted, I will have no objection to an Inspector from the National Employment Rights Authority (NERA) visiting the premises where employment is being carried out and to speak to me and the employer should the need arise; and
- I will be fully tax compliant;

and that to the best of my knowledge and belief:

- I will be employed, salaried and paid under an employment contract governed by the laws of the State by the Person who has made the offer of employment, as stated in Part 1 of the application form.

Furthermore, I understand and accept that in accordance with Section 25 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, a person who furnishes to the Minister, on an application under section 4, information that is false or misleading in a material respect knowing that it is so false or misleading or being reckless as to whether it is so false or misleading is guilty of an offence.

Signature of Foreign National: ___________________________ Date: ______/_____/____
(Original signature required)

Name (in BLOCK CAPITALS): ___________________________

Title: ___________________________

Your employment permit will normally be posted to you at your current address as in Part 2 of this Form.

Tick this box if you want your permit to be posted to your current address. [ ]

Tick this box if you want your permit to be posted to the Person who has made the offer of employment as stated in Part 1 of this Form. [ ]

Tick this box if you want your permit to be posted to your Authorised Agent (if applicable). [ ]
Declaration of Person who has made the offer of employment

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 will be applied to this Foreign National.

I hereby solemnly declare that:

- I have taken reasonable steps to satisfy myself that:
  - the qualifications, skills, knowledge and experience attained by the Foreign National are as stated in Part 2 of the application form and they correspond with and are relevant to the position on offer;
  - the Foreign National is a fully accredited member of the relevant professional body pursuant to Part C of Schedule 2 in the Regulations for the position on offer, as stated in Part 4 of the application form (if applicable);
  - if this application is in respect of a Critical Skills Employment Permit, a job offer of 2 years, or more, has been made to the Foreign National, as stated in Part 2 of the application form; and
  - the Foreign National, as stated in Part 2 of the application form, will be employed, salaried and paid under an employment contract governed by the laws of the State by me, the Person who has made the offer of employment, as stated in Part 1 of the application form.

I further understand, declare and accept that:

- in accordance with Section 23 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, I may not make any deductions from the remuneration of, or seek to recover from, the holder of an 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 any matter relating to or concerning such an application or the grant 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.

- in accordance with Section 25 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, a person who furnishes to the Minister, on an application under section 4, information that is false or misleading in a material respect knowing that it is so false or misleading or being reckless as to whether it is so false or misleading is guilty of an offence.

- if this application is for an employment in respect of a Carer in a private home and an employment permit is granted, I will have no objection to an inspector from the National Employment Rights Authority (NERA) visiting the premises where employment is being carried out and to speak to me and the employee should the need arise; and

- I have full responsibility for guaranteeing that the appropriate deductions under the PAYE system will be made from all payments (including benefits-in-kind) made to the Foreign National and that all such deductions will be paid to the Revenue Commissioners.

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.

Signature of Person who has made the offer of employment:

(Original signature required)

Name (in BLOCK CAPITALS):

Title:

Position Held:

Date:

Your certified copy of the employment permit will normally be posted to you at your current address as in Part 1 of this Form.

Tick this box if you want your certified copy of the employment permit to be posted to your current address.

Tick this box if you want your certified copy of the employment permit to be posted to your Authorised Agent (if applicable).
Authorisation of Agent

If no agent is representing the applicant then this section to be left blank.

If you (the applicant) wish a third party (agent) to act on your behalf please ensure the following details are completed. To ensure privacy of data is respected, all parties must be in agreement with the nomination of an agent. All parties must sign below. Agents will be copied any correspondence regarding this application.

Agent Name
(in BLOCK CAPITALS):

Title:

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.

Signature of Agent:
(Original signature required)

Date:

Agent's Address for Correspondence:

Address 1:

Address 2:

Town:

County:

Country:

E-mail address:

Telephone number:

I, the Person who has made the offer of employment, permit the above named agent to act on my behalf in respect of this application.

Signature of Person who has made the offer of employment:
(Original signature required)

Date:

I, the Foreign National, permit the above named agent to act on my behalf in respect of this application.

Signature of Foreign National:
(Original signature required)

Date:
Requirements for Supporting Documentation

(A) Requirements for Person who has made the offer of employment

If the Person who has made the offer of employment has not been granted an Employment Permit before, they MUST submit clear copies of the following documentation:

- Copy of P30 returned to the Revenue Commissioners within the 2 months preceding this application or a receipt for such return whether issued through ROS (Revenue Online Service) or otherwise.
- OR
- If the Person who has made the offer of employment is a start-up Company which would not yet have made returns to the Revenue Commissioners in respect of employees, a copy of an official letter from Revenue confirming registration as an employer, date of registration and the ERN (Employers Registered Number).

If the Person who has made the offer of employment has been granted an Employment Permit before but has not been granted an Employment Permit within the 12 months preceding the application, they MUST submit clear copies of the following documentation:

- Copy of P30 returned to the Revenue Commissioners within the 2 months preceding this application or a receipt for such return whether issued through ROS (Revenue Online Service) or otherwise.

Business Permission

If the Person who has made the offer of employment has indicated that they are a foreign national operating a business in the State, they are required to submit copies of documentary evidence from the Minister for Justice and Equality clearly demonstrating their status within the State and their entitlement to operate a business in the State.

Additional documentation

The Minister may request such other information as might materially assist in making a decision on an application.

(B) Requirements for Foreign National

For all Foreign Nationals

- Clear, legible copy (preferably in colour) of the personal details pages of the Foreign National's passport showing his or her picture, personal details and his or her signature.
- In the case of health professionals listed in Part 8 of Schedule 2 in the Regulations, a copy of the registration with the appropriate medical body or recognition of qualifications from the relevant Minister of the Government.

For all Foreign Nationals resident in the State

- Please supply your GNIB personal identification number which is shown on your GNIB card. If not available please supply a clear, legible copy (preferably in colour) of your current immigration stamp and visa.

Please Note: Original documents should not be submitted

Important Note concerning the passport expiry date

In the case of all applications for employment permits, the Foreign National must hold a passport which is in date and valid for at least 12 months or more after the date of the application. Employment Permits cannot be considered for Foreign Nationals who do not fulfil this requirement.

(C) Application Requirements

The following additional documentation must be supplied with all Exchange Agreement Employment Permit applications:

- An original letter from the organisation operating the Exchange Agreement confirming that the Exchange Agreement applies to the Foreign National concerned.
(D) Schedule of Fees

An application for a new employment permit shall be accompanied by the fee prescribed in the following table –

<table>
<thead>
<tr>
<th>EMPLOYMENT PERMIT TYPE</th>
<th>NEW APPLICATION FEE</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Employment Permit</td>
<td>€1,000 up to 24 month permit and €500 for six months or less</td>
</tr>
<tr>
<td>Critical Skills Employment Permit</td>
<td>€1,000 for 24 months</td>
</tr>
<tr>
<td>Dependant/Partner/Spouse Employment Permit</td>
<td>No Fee</td>
</tr>
<tr>
<td>Contract for Services Employment Permit</td>
<td>€1,000 up to 24 month permit and €500 for six months or less</td>
</tr>
<tr>
<td>Intra-Company Transfer Employment Permit</td>
<td>€1,000 up to 24 month permit and €500 for six months or less</td>
</tr>
<tr>
<td>Sport &amp; Cultural Employment Permit</td>
<td>€1,000 up to 24 month permit and €500 for six months or less</td>
</tr>
<tr>
<td>Reactivation Employment Permit</td>
<td>€1,000 up to 24 month permit and €500 for six months or less</td>
</tr>
<tr>
<td>Exchange Agreement Employment Permit</td>
<td>No Fee</td>
</tr>
<tr>
<td>Internship Employment Permit</td>
<td>€1,000 up to 12 month permit and €500 for six months or less</td>
</tr>
</tbody>
</table>

Fees not required in certain cases.

No fee is payable in respect of applications for Dependant/Partner/Spouse Employment Permits and Exchange Agreement Employment Permits.

In all other cases a fee as detailed above is payable depending on the duration of the Employment Permit. However, the fee may be waived in the following cases:

- Application is in respect of a Foreign National who is the Spouse or Civil Partner of an EEA national.
- Where the Person who has made the offer of employment is the applicant for the Employment Permit and they have been granted charitable tax exemption status by the Revenue Commissioners.

The following additional documentation is required in these cases:

- Applications in respect of Foreign Nationals who are the Spouses or Civil Partners of EEA nationals:
  - clear photocopies of the relevant pages of the EEA Spouse/Civil Partners' current passport showing his or her picture, personal details, passport expiry date and his or her signature, and
  - a copy of the marriage certificate or the civil partnership registration evidencing the relationship of the Foreign National and the EEA national.
- Where the Person who has made the offer of employment is the applicant for the Employment Permit and they have been granted charitable tax exemption status by the Revenue Commissioners:
  - If the Person who has made the offer of employment has not been issued with an Employment Permit on the basis of not paying a fee due to charitable status within the 12 months preceding the application, please provide a copy of an official letter from the Revenue Commissioners confirming charitable status.

Refunds

50% of the fee will 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.

Employment Permits Section is unable to refund fees by payable order. If a refund of fees is due for any reason, a mandate form will be forwarded to the applicant for completion. The refund will be paid by EFT directly into the applicant's bank account, as per details provided on the mandate form.

Acceptable Forms of payment

In accordance with FinFance Circular 1/2013 from 19 September 2014 (e-Day) the public sector will no longer accept cheques, bank drafts or postal orders from business users in respect of services rendered. To facilitate this, the Employment Permits Section now has a commercial bank account into which payments can be made by Electronic Funds Transfer (EFT). When an application is accepted as complete an email will issue to the applicant giving details of the amount of the fee due, the bank account into which the payment should be made and an Application ID number which must be used as the reference when making the payment.

For all other users, payment can continue to be made 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 Jobs, Enterprise & Innovation.
(E) 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. All Employment Permits are issued on the proviso that the named foreign national is paid, as a minimum, the remuneration specified on the Employment Permit. The only allowable deductions are those which appear on that Employment Permit. The remuneration being paid must be verifiable in the event of a National Employment Rights Authority (NERA) inspection. Failure to comply could lead to the revocation of the Employment Permit under section 18(1)(d) of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014.

C. It is recommended that an application for an Employment Permit should be made at least 12 weeks before the foreign national is required to take up employment.

D. Any application that contains omissions or is incorrectly completed will be returned to the applicant or the authorised agent (if applicable) for completion.

E. A fee, as determined by the Minister for Jobs, Enterprise and Innovation is payable by the applicant or the authorised agent (if applicable) for each Employment Permit granted.

F. In line with section 24 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, the employment that is the subject of the Employment Permit ceases, for whatever reason, the original and the certified copy of the Employment Permit must be returned to the Employment Permits Section within 4 weeks from the date of cessation. Failure to comply with this requirement is an offence.

Non-compliance with any provision of the Aliens Act 1935, the Immigration Acts, the Employment Permits Acts 2003 and 2006, as amended by the Employment Permits (Amendment) Act 2014 or any Order made under these Acts is an offence punishable by law.

(F) Declaration

Data Sharing and Data Protection
The Employment Permits Section may undertake verification of all data submitted on this application form. The Person who has made the offer of employment, the Foreign National and the authorised Agent (if applicable) 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.dataprotection.ie. Alternatively, they may call: (01) 858 4800 / Lo-Call Number: 1850 202 231.

Please note that a percentage of all applications will be chosen at random for inspection by the National Employment Rights Authority (NERA). Relevant documents will have to be provided as part of this inspection. Under Section 19 (4) of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, the Minister may revoke an employment permit if, in the opinion of the Minister, any information provided in respect of the application for it was false or misleading in a material respect.

In accordance with Section 25 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, a person who furnishes to the Minister, on an application under section 4 or 20, information that is false or misleading in a material respect knowing that it is so false or misleading or being reckless as to whether it is so false or misleading is guilty of an offence.

Furthermore, in accordance with Section 32 (1) of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, a person guilty of an offence under section 16(2), 19(3), 23(4) or 25 is liable—

(a) on summary conviction, to a fine not exceeding €5,000 or imprisonment for a term not exceeding 12 months or both;

(b) on conviction on indictment, to a fine not exceeding €50,000 or imprisonment for a term not exceeding 5 years or both.

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.djet.ie/labourworkpermits/).
(G) 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 to the applicant or authorised agent (if applicable).

Attach 1 passport sized photograph, with Foreign National's name printed on the back.

Indicate the following:
- The applicant (person applying i.e. Person who has made the offer of employment or the Foreign National).

Part One - Details of Person who has made the offer of employment: Complete all questions

Person who has made the offer of employment should include copies of:
- Completed F30/ROS Online Receipt dated within 2 months preceding the application Or a copy of a letter from Revenue Commissioners confirming registration as an employer, if a start-up Company (whichever is applicable).
- Evidence of Business Permission (if applicable).

Part Two - Details of Foreign National: Complete all questions

Please supply clear copies (preferably in colour) of the following:
- Passport pages showing photograph, personal details and expiry date.
- Immigration stamps (if GNIB personal identification number not available).
- Visa (if GNIB personal identification number not available).

Original documents should not be submitted.

Part Three - Details of Redundancy: Complete all questions, as applicable

- Please complete in relation to any redundancies within the last 6 months in the employment that is the subject of the Employment Permit application.
- Sign and date the declaration - original signature required.

Part Four - Details of Employment: Complete all questions (unless otherwise specified)

Please supply an original letter from the organisation operating the Exchange Agreement confirming that the Exchange Agreement applies to the Foreign National concerned.

Part Five - Details of Payment: Complete all questions

- Include the appropriate fee (see (D) Schedule of Fees for further information).
- Sign payer declaration - original signature required.
- If applicable, a copy of an official letter from the Revenue Commissioners confirming charitable status.
- If applicable, clear photocopies of the relevant pages of the EEA Spouse/Civil Partner current passport showing her or his picture, personal details, passport expiry date and his or her signature, and a copy of the marriage certificate or the civil partnership registration evidencing the relationship of the Foreign National and the EEA national.

Part Six - Acceptance of Terms & Conditions

- Sign and date the appropriate declarations - original signatures required.

EMPLOYMENT PERMITS SECTION

Website: www.dipi.ie/labour/workpermits/
E-mail: employmentpermits@dipi.ie
Call Centre: 353-1-417 5333
(LoCall: 1850 201 616)
Fax: 353-1-631 3268
Address: Davitt House
89A Adelaide Road
Dublin 2
Ireland

Contact Details

Employment Permits Section Web Pages

Information and application terms may be downloaded from the Employment Permits Section web pages on the Department of Jobs, Enterprise and Innovation website – www.dipi.ie/labour/workpermits/.

PLEASE NOTE: The pages giving details on Requirement for Supporting Documentation and Application Form Checklist - parts A, B, C, D, E, F and G are for instruction purposes only. It is not necessary to include these pages when submitting the completed application form.
Form H

Application form for grant of Sport and Cultural Employment Permit

This form should be used by either the Person who has made the offer of employment or the Foreign National, the subject of that offer of employment, who wish to apply for:

- An employment permit for a foreign national who has the relevant qualifications, skills, experience or knowledge and whose employment is required for the development, operation and capacity of sporting and cultural activities in the State.

Applications can be in respect of all employment in sport and cultural activities other than those employment for which an employment permit shall not be granted pursuant to Schedule 4 in the Regulations.

Complete ALL parts of this form as required in BLOCK CAPITALS. The Person who has made the offer of employment, the Foreign National and the Agent (if applicable), must sign the declarations at the end of the form. INCOMPLETE FORMS WILL BE RETURNED TO THE APPLICANT OR THE AUTHORISED AGENT (IF APPLICABLE).

Who is applying for the permit (i.e. Who is the applicant)?

In accordance with the Employment Permits Act 2008, as amended by the Employment Permits (Amendment) Act 2014, an employer making an Employment Permit application may not seek to recover the fee, if applicable, from the foreign national.

(This section MUST be completed for all applications)

- Person who has made the offer of employment
- Foreign National
- Health Professional

If this is an application for a Health Professional listed in Part A or Part B of Schedule 2 in the Regulations please tick this box

Part One

Registration Details of Person who has made the offer of employment

1. Employer Registered Number:
2. Company Name Registered Number (if applicable):
3. Business Name Registered Number (if applicable):
4. If the Person who has made the offer of employment is an Industrial and Provident Society, a Friendly Society or a Trade Union, please supply their Registration Number:
5. If the Person who has made the offer of employment is a Charity, please supply the Charity Number:

If the Person who has made the offer of employment is not a Limited Company, please complete Questions 5, 7, 8 and 9.

If the Person who has made the offer of employment is a Limited Company, please proceed to Question 10.

6. If the Person who has made the offer of employment is not a registered company, please indicate what type of entity it is:

- Sole Trader
- Partnership
- Other (please specify)
7. Please state the full name of the Person who has made the offer of employment:

8. Please state the nationality of the Person who has made the offer of employment:

9. If the Person who has made the offer of employment is not an EEA citizen, do they hold appropriate permission from the Minister for Justice and Equality to operate a business in the State?

   Yes ☐   No ☐   Not applicable ☐   If Yes, please specify ☐

   If yes, you must enclose copies of supporting documentation from the Minister for Justice and Equality confirming your permission to operate a business in the State or your application will be returned (see Requirements for Supporting Documentation).

10. Registered name of Company/Business:

11. Trading name of business (if different):

12. Nature of business:

13. Company/Business Address:
   Address 1:
   Address 2:
   Town:
   County:
   Country:

14. Telephone Number:

15. Fax:

16. Mobile Phone Number:

17. E-mail:

18. Website:

19. Number of EEA* and/or Swiss nationals (including Irish) currently employed by the Person who has made the offer of employment:

20. Number of non-EEA nationals currently employed by the Person who has made the offer of employment:

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

You must now attach the documents outlined in Requirement for Supporting Documentation under “A) Requirements for Person who has made the offer of employment”.

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**Part Two**

**Details of Foreign National**

1. Passport Number:

2. Expiry Date: DDMMYY

3. Nationality:

4. First Name:

5. Middle Name(s):

6. Family Name:

7. Date of Birth: DDMMYY

8. Male: ☐   9. Female: ☐

Enter these details exactly as they appear on the Foreign National’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 Foreign National’s PPS Number if available:

14. E-mail address: |

15. Is the Foreign National currently in the State?  
   Yes ☐ No ☐

   *If ‘Yes’ on what basis are they currently in the State, please describe, and complete GNIB card details, as requested, below.*

   **Enter below details exactly as they appear on the Foreign National’s GNIB card.**

   | GNIB Pin No. |  |
   | Dept. No. |  |

   *If the Foreign National is in the State but does not have a GNIB personal identification number then please supply a copy of the current immigration stamps and visa.*

   *If the Foreign National has held consecutive employment permits for an uninterrupted period of 5 years and has been working lawfully during this time, s/he may be eligible to apply for a Stamp 4 permission to remain from the Irish Naturalisation and Immigration Service. However, if the Foreign National is unable to obtain a Stamp 4, an employment permit will be required.*

   *If this is the case, by submitting this application the Foreign National confirms that s/he has considered the available options and believes that an employment permit is still required.*

16. Highest level of Qualification:  
   e.g. Certificate, Diploma, Degree, etc.  
   | BLOCK CAPITALS |

17. Date of Completion: |

18. Title of Course:  
   | BLOCK CAPITALS |

19. Final Subjects Taken:  
   | BLOCK CAPITALS |

20. Result Achieved:  
   e.g. 2.1 |

21. Has the Foreign National previously made an application for asylum in the State?  
   Yes ☐ No ☐

22. Has the Foreign National 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.*

   | BLOCK CAPITALS |
23. Has the Foreign National been in the State on a previous occasion without permission?
   Yes ☐ No ☐

24. Is the Foreign National currently employed in the State?
   Yes ☐ No ☐
   If ‘Yes’ please describe on what permission they have to be employed:
   BLOCK CAPITALS

25. Has the Foreign National been employed in the State previously?
   Yes ☐ No ☐
   If ‘Yes’ please describe on what permission they had to be employed:
   BLOCK CAPITALS

26. Is the Foreign National married to, or in a civil partnership with an Irish or EEA national?
   Yes ☐ No ☐
   If ‘Yes’ what nationality is their spouse/partner?
   BLOCK CAPITALS

27. Is the Foreign National the spouse, civil partner or dependant of, the holder of an Employment Permit or the holder of any other type of permission to work in the State?
   Yes ☐ No ☐

You must now attach the documents outlined in Requirement for Supporting Documentation under “(B) Foreign National Requirements.”
Part Three

Details of Redundancy

To be completed by the Person who has made the offer of employment in respect of any dismissals by reason of redundancy within the meaning of section 9 of the Redundancy Payments Act 1967 and where such dismissal was attributable wholly or mainly to the conditions specified in paragraphs (a), (b), (c), (d) or (e) of section 7(2) or to section 21 of that Act.

Please complete and sign the declaration below in full.

Have any employees of the Person who has made the offer of employment been made redundant in the employment that is the subject of this Employment Permit application over the last six months?

Yes [ ] No [ ]

If any employees have been made redundant in the employment that is the subject of this Employment Permit application over the last six months please outline the reason(s) for the redundancies. This should include information on the numbers of positions in that employment that have been made redundant and explain how the positions, which is the subject of this Employment Permit application, differs from those positions in that employment made redundant. Please continue on a separate sheet if required and append it to the application form.

I hereby solemnly declare the above information to be true and accurate.

Signature of Person who has made the offer of employment: [ ]

Title: [ ]

Date: [ ]

Name (in BLOCK CAPITALS): [ ]

Position Held: [ ]
Part Four

Details of Employment

1. Title of Job: ____________________________

NOTE: Questions 2 and 3 to be completed by Health Professionals and Security Personnel who are listed in Part A and Part B of Schedule 2 in the Regulations.

2. Regulatory Body: ____________________________

3. Registration/Pla/ Licence No.: ____________________________

If the application is in respect of Registered Doctors, Nurses or Security Personnel listed in Part A of Schedule 2 in the Regulations please provide your registration details above. Documentary evidence will not be required.

Applications for other Health Professionals listed in Part B of Schedule 2 in the Regulations must provide a copy of their registration with the appropriate medical body or recognition of their qualifications from the Department of Health.

4. Place(s) at which the employment concerned is to be carried out: ____________________________

5. Proposed Period of Employment Permit (maximum of 2 years) ____________________________

6. Proposed Start Date*: ______/______/______

*We recommend all Employment Permit applications be submitted to the Department at least 12 weeks before the proposed start date of employment.

7. Gross Annual Remuneration* € ____________________________

(Gross remuneration excludes overtime or premium payments)

8. Gross Annual Salary: (If different from above) € ____________________________

9. Gross Weekly Salary: € ____________________________

10. Hourly Rate of Pay: € ____________________________

Please specify purpose of deductions: ____________________________

Please specify name of Health Insurance Provider: ____________________________

11. Deductions from Gross Weekly Salary: € ____________________________

12. Health Insurance*: € ____________________________

* All amounts which make up the basic salary must appear as payments on the payslip. If Health Insurance is being included in the Gross Annual Remuneration this must be verified by way of supporting documentation at renewal stage, such documentation may also be required in the event of a National Employment Rights Authority (NERA) inspection.

* Health Insurance can only be considered if the provider of the health insurance is a person entered in the Register of Health Benefits Undertakings referred to in section 14 of the Health Insurance Act, 1994.

13. Number of hours of work per week*: ____________________________

* Please note that for the purposes of Employment Permit Applications, the standard working week is 39 hours per week.

14. What are the main functions of this job: ____________________________

15. Please detail the qualifications, skills, knowledge and experience required for this job: ____________________________

__________________________
Page 6

SCEP001/14
16. Please detail the relevant qualifications, skills, knowledge and experience of the Foreign National:

- BLOCK CAPITALS
- BLOCK CAPITALS
- BLOCK CAPITALS
- BLOCK CAPITALS

17. Did you use an Agent/Recruitment Agency to recruit the Foreign National?  
   Yes [ ]  No [ ]

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

   - BLOCK CAPITALS
   - BLOCK CAPITALS
   - BLOCK CAPITALS

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

   - BLOCK CAPITALS
   - BLOCK CAPITALS

**Part Four A Details of Governing Body**

In accordance with Section 3F of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, the Minister may consult with any person who, the Minister is satisfied, has knowledge of or expertise in the sport or cultural activity concerned, e.g. the sport's Governing Body. Please provide contact details below.

26. Name of organisation:  

   - BLOCK CAPITALS

29. Contact person:  

   - BLOCK CAPITALS

30. Title: [ ]

31. Position Held:  

   - BLOCK CAPITALS

32. Telephone Number:  

   - BLOCK CAPITALS

You must now attach the documents outlined in Requirement for Supporting Documentation under "(C) Application Requirements" (if applicable)
Part Five

Requirement for Payment

Is a fee payable for this Employment Permit application? Yes [ ] No [ ]

If No, please indicate on what basis no fee is payable.

The Person who made the offer of employment is the applicant and has charitable status with the Revenue Commissioners [ ]

Application is in respect of a non-EEA national married to or in a civil partnership with an EEA national [ ]

Dependant/Partner/Spouse Employment Permit [ ]

Exchange Agreement Employment Permit [ ]

If no fee is payable proceed to Part Six.

Details of Payment

Important Note for Business Users - Payment by Electronic Funds Transfer

In accordance with D/Finance Circular 1/2013, from 19 September 2014 (e-Day) the public sector will no longer accept cheques, bank drafts or postal orders from business users in respect of services rendered. To facilitate this, the Employment Permits Section will no longer accept paper based payments from business users and has set up a commercial bank account into which payments can be made by Electronic Funds Transfer (EFT).

Business user applicants for employment permits should complete the Contact Details of Payer (Questions 1, 2, 3, 4, 5, 6, 7, and 8); Payment Details (Question 9) and the Payee's Declaration below and payment will be requested when an application is accepted into the Employment Permits Section as complete. An e-mail will issue to the applicant and their authorised agent (if applicable) giving details of the amount of the fee due, the bank account into which the payment should be made and an Application ID number which must be used as the reference when making the payment.

Applicants, other than business users, can continue to make payment by cheque, bank draft or postal order and must complete all details below.

Contact Details of Payer

1. Please indicate who is making the payment: Person who has made the offer of employment: [ ] Foreign National [ ] Other [ ]

2. Title: [ ] Mr [ ] Mrs [ ] Miss [ ] Ms [ ] Other (please state) [хаунт]

3. Name: [Blank]

4. Company (if applicable): [Blank]

5. Telephone Number: [ ] 6. Fax Number: [ ]

7. Mobile Phone Number: [ ]

8. E-mail: [ ]

Payment Details

9. Method of Payment: [ ] Electronic Funds Transfer [ ] Cheque [ ] Bank Draft [ ] Postal Order [ ]

10. Cheque No: [ ]

11. Payment enclosed: [ ]

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. Cheques should be made payable to the Department of Jobs, Enterprise and Innovation.

Payer's Declaration

I, the undersigned, agree that in the case of a refund of fees, the payment will be made payable to the Applicant specified on Page 1. (Under the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014 a refund in the case of a refused or withdrawn application will consist of 90% of the total fee paid).

Payer's Signature: [Blank]

(Original signature required) Date: DD MM YYYY

Employment Permits Section is unable to refund fees by payable order. If a refund of fees is due for any reason, a mandate form will be forwarded to the applicant for completion. The refund will be paid by EFT directly into the applicant's bank account, as per details provided on the mandate form.

SCEP001/14
Part Six  
Acceptance of Terms & Conditions

Declaration of Foreign National

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

I hereby solemnly declare that:

- the qualifications, skills, knowledge and experience I have attained areas stated in Part 2 of the application form and they correspond with and are relevant to the position on offer;
- I am a fully accredited member of the relevant professional body pursuant to Part C of Schedule 2 in the Regulations for the position on offer, as stated in Part 4 of the application form (if applicable);
- if this application is for a Critical Skills Employment Permit, I have received a job offer of 2 years, or more, from the Person who has made the offer of employment, as stated in Part 1 of the application form;
- if this application is for an employment in respect of a Carer in a private home and an employment permit is granted, I will have no objection to an Inspector from the National Employment Rights Authority (NERA) visiting the premises where employment is being carried out and to speak to me and the employer should the need arise; and
- I will be fully tax compliant;

and that to the best of my knowledge and belief:

- I will be employed, salaried and paid under an employment contract governed by the laws of the State by the Person who has made the offer of employment, as stated in Part 1 of the application form.

Furthermore, I understand and accept that in accordance with Section 25 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, a person who furnishes to the Minister, on an application under section 4, information that is false or misleading in a material respect knowing that it is so false or misleading or being reckless as to whether it is so false or misleading is guilty of an offence.

Signature of Foreign National:  
(Original signature required)

Name (in BLOCK CAPITALS):

Title:  
Date:  

Your employment permit will normally be posted to you at your current address as in Part 2 of this Form.

Tick this box if you want your permit to be posted to your current address.

Tick this box if you want your permit to be posted to the Person who has made the offer of employment as stated in Part 1 of this Form.

Tick this box if you want your permit to be posted to your Authorised Agent (if applicable).
Declaration of Person who has made the offer of employment

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 will be applied to this Foreign National.

I hereby solemnly declare that:

- I have taken reasonable steps to satisfy myself that:
  - the qualifications, skills, knowledge and experience attained by the Foreign National are as stated in Part 2 of the application form and they correspond with and are relevant to the position on offer;
  - the Foreign National is a fully accredited member of the relevant professional body pursuant to Part C of Schedule 2 in the Regulations for the position on offer, as stated in Part 4 of the application form (if applicable);

- If this application is in respect of a Critical Skills Employment Permit, a job offer of 2 years or more, has been made to the Foreign National, as stated in Part 2 of the application form and
  - the Foreign National, as stated in Part 2 of the application form, will be employed, salaried and paid under an employment contract governed by the laws of the State by me, the Person who has made the offer of employment, as stated in Part 1 of the application form.

I further understand, declare and accept that:

- In accordance with Section 23 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, I may not make any deductions from the remuneration of, or seek to recover from, the holder of an 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 any matter relating to or concerning such an application or the grant 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.

- In accordance with Section 25 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, a person who furnishes to the Minister, on an application under section 4, information that is false or misleading in a material respect knowing that it is so false or misleading or being reckless as to whether it is so false or misleading is guilty of an offence.

- If this application is for an employment in respect of a Care in a private home and an employment permit is granted, I will have no objection to an Inspector from the National Employment Rights Authority (NERA) visiting the premises where employment is being carried out and to speak to me and the employee about the need arise; and

- I have full responsibility for guaranteeing that the appropriate deductions under the PAYE system will be made from all payments (including benefits-in-kind) made to the Foreign National and that all such deductions will be paid to the Revenue Commissioners.

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.

Signature of Person who has made the offer of employment:

(Original signature required)

Name (in BLOCK CAPITALS):

Title:

Position Held:

Date: Month Day Year

Your certified copy of the employment permit will normally be posted to you at your current address as in Part 1 of this Form.

Tick this box if you want your certified copy of the employment permit to be posted to your current address.

Tick this box if you want your certified copy of the employment permit to be posted to your Authorised Agent (if applicable).
**Authorisation of Agent**

If you the applicant wish a third party (agent) to act on your behalf please ensure the following details are completed. To ensure privacy of data is respected, all parties must be in agreement with the nomination of an agent. All parties must sign below. Agents will be copied any correspondence regarding this application.

**Agent Name**  
(In BLOCK CAPITALS)  
Title: [ ]

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.

**Signature of Agent:**  
(Original signature required)  
Date: [ ]

**Agent’s Address for Correspondence:**

<table>
<thead>
<tr>
<th>Address 1:</th>
<th>BLOCK CAPITALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address 2:</td>
<td>BLOCK CAPITALS</td>
</tr>
<tr>
<td>Town:</td>
<td>BLOCK CAPITALS</td>
</tr>
<tr>
<td>County:</td>
<td>BLOCK CAPITALS</td>
</tr>
<tr>
<td>Country:</td>
<td>BLOCK CAPITALS</td>
</tr>
</tbody>
</table>

**E-mail address:** [ ]

**Telephone number:** [ ]

I, the Person who has made the offer of employment, permit the above named agent to act on my behalf in respect of this application.

**Signature of Person who has made the offer of employment:** [ ]  
(Original signature required)  
Date: [ ]

I, the Foreign National, permit the above named agent to act on my behalf in respect of this application.

**Signature of Foreign National:** [ ]  
(Original signature required)  
Date: [ ]
Requirements for Supporting Documentation

(A) Requirements for Person who has made the offer of employment

If the Person who has made the offer of employment has not been granted an Employment Permit before, they MUST submit clear copies of the following documentation:

- Copy of P30 returned to the Revenue Commissioners within the 12 months preceding this application or a receipt for such return whether issued through ROS (Revenue Online Service) or otherwise.
- OR
- If the Person who has made the offer of employment is a start-up Company which would not yet have made returns to the Revenue Commissioners in respect of employees, a copy of an official letter from Revenue confirming registration as an employer, date of registration and the ERN (Employers Registered Number).

If the Person who has made the offer of employment has been granted an Employment Permit before but has not been granted an Employment Permit within the 12 months preceding the application, they MUST submit clear copies of the following documentation:

- Copy of P30 returned to the Revenue Commissioners within the 2 months preceding this application or a receipt for such return whether issued through ROS (Revenue Online Service) or otherwise.

Business Permission

If the Person who has made the offer of employment has indicated that they are a foreign national operating a business in the State, they are required to submit copies of documentary evidence from the Minister for Justice and Equality clearly demonstrating their status within the State and their entitlement to operate a business in the State.

Additional documentation

The Minister may request such other information as might materially assist in making a decision on an application.

(B) Requirements for Foreign National

For all Foreign Nationals

- Clear, legible copy (preferably in colour) of the personal details pages of the Foreign National’s passport, showing his or her name, personal details and his or her signature.
- In the case of health professionals listed in Part B of Schedule 2 in the Regulations, a copy of the registration with the appropriate medical body or recognition of qualifications from the relevant Minister of the Government.

For all Foreign Nationals resident in the State

- Please supply your GNIB personal identification number which is shown on your GNIB card. If not available please supply a clear, legible copy (preferably in colour) of your current immigration stamps and visa.

Please Note: Original documents should not be submitted.

Important Note concerning the passport expiry date

In the case of all applications for employment permits, the Foreign National must hold a passport which is in date and valid for at least 12 months or more after the date of the application. Employment Permits cannot be considered for Foreign Nationals who do not fulfill this requirement.

(C) Application Requirements

For an employment in a restaurant or a fast food outlet

If the application is in respect of such employment the following additional documentation is required:

- If the establishment has been operating for one year or more, a copy of a "PSSL" form returned by the Person who has made the offer of employment to the Revenue Commissioners.
- An up-to-date tax clearance certificate in respect of the Person who has made the offer of employment.
- Copies of utility bills for the establishment’s premises dated within the period of 2 months prior to the application.
- Copies of any certifications that the Foreign National in respect of whom the application is made, etc.
- In the case of an application for employment as an executive chef, head chef, sous chef or specialist chef specialising in cuisine originating from a state that is not a Member State of the EEA, a statement from the Person who has made the offer of employment confirming that the Foreign National in respect of whom the application is made shall be employed in an establishment other than a fast food outlet, and
- A letter from the relevant Local Health Authority confirming that the Person who has made the offer of employment has been granted permission to operate a restaurant at the premises.
### (D) Schedule of Fees

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

<table>
<thead>
<tr>
<th>Employment Permit Type</th>
<th>New Application Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Employment Permit</td>
<td>€1,000 up to 24 month permit and €500 for six months or less</td>
</tr>
<tr>
<td>Critical Skills Employment Permit</td>
<td>€1,000 for 24 months</td>
</tr>
<tr>
<td>Dependant/Partner/Spouse Employment Permit</td>
<td>No Fee</td>
</tr>
<tr>
<td>Contract for Services Employment Permit</td>
<td>€1,000 up to 24 month permit and €500 for six months or less</td>
</tr>
<tr>
<td>Intra-Company Transfer Employment Permit</td>
<td>€1,000 up to 24 month permit and €500 for six months or less</td>
</tr>
<tr>
<td>Sport &amp; Cultural Employment Permit</td>
<td>€1,000 up to 24 month permit and €500 for six months or less</td>
</tr>
<tr>
<td>Reactivation Employment Permit</td>
<td>€1,000 up to 24 month permit and €500 for six months or less</td>
</tr>
<tr>
<td>Exchange Agreement Employment Permit</td>
<td>No Fee</td>
</tr>
<tr>
<td>Internship Employment Permit</td>
<td>€1,000 up to 12 month permit and €500 for six months or less</td>
</tr>
</tbody>
</table>

**Fees not required in certain cases.**

No fee is payable in respect of applications for Dependant/Partner/Spouse Employment Permits and Exchange Agreement Employment Permits.

In all other cases a fee as detailed above is payable depending on the duration of the Employment Permit. However, the fee may be waived in the following cases:

- Application in respect of a Foreign National who is the Spouse or Civil Partner of an EEA national.
- Where the Person who has made the offer of employment is the applicant for the Employment Permit and they have been granted charitable tax exemption status by the Revenue Commissioners.

The following additional documentation is required in these cases:

- Applications in respect of Foreign Nationals who are the Spouses or Civil Partners of EEA nationals:
  - clear photocopies of the relevant pages of the EEA Spouse/Civil Partners' current passport showing is or her picture, personal details, passport expiry date and his or her signature, and
  - a copy of the marriage certificate or the civil partnership registration evidencing the relationship of the Foreign National and the EEA national.
- Where the Person who has made the offer of employment is the applicant for the Employment Permit and they have been granted charitable tax exemption status by the Revenue Commissioners.
  - If the Person who has made the offer of employment has not been issued with an Employment Permit on the basis of not paying a fee due to charitable status within the 12 months preceding the application, please provide a copy of an official letter from the Revenue Commissioners confirming charitable status.

**Refunds.**

90% of the fee will 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.

Employment Permits Section is unable to refund fees by payable order. If a refund of fees is due for any reason, a mandate form will be forwarded to the applicant for completion. The refund will be paid by EFT directly into the applicant's bank account, as per details provided on the mandate form.

**Acceptable Forms of payment**

In accordance with D/Finance Circular 1/2015, from 19 September 2014 (e-Day) the public sector will no longer accept cheques, bank drafts or postal orders from business users in respect of services rendered. To facilitate this, the Employment Permits Section now has a commercial bank account into which payments can be made by Electronic Funds Transfer (EFT). When an application is accepted as complete, an email will issue to the applicant giving details of the amount of the fee due, the bank account into which the payment should be made and an Application ID number which must be used as the reference when making the payment.

For all other users, payment can continue to be made 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 Jobs, Enterprise & Innovation.
(E) 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. All Employment Permits are issued on the proviso that the named foreign national is paid, as a minimum, the remuneration specified on the Employment Permit. The only allowable deductions are those which appear on that Employment Permit. The remuneration being paid must be verifiable in the event of a National Employment Rights Authority (NERA) inspection. Failure to comply could lead to the revocation of the Employment Permit under section 16(1)(c) of the Employment Permits Act 2008, as amended by the Employment Permits (Amendment) Act 2014.

C. It is recommended that an application for an Employment Permit should be made at least 12 weeks before the foreign national is required to take up employment.

D. Any application that contains omissions or is incorrectly completed will be returned to the applicant or the authorised agent (if applicable) for completion.

E. A fee, as determined by the Minister for Jobs, Enterprise and Innovation,  is payable by the applicant or the authorised agent (if applicable) for each Employment Permit granted.

F. In line with section 24 of the Employment Permits Act 2008, as amended by the Employment Permits (Amendment) Act 2014, should the employer that is the subject of the Employment Permit cease, for whatever reason, the original and the certified copy of the Employment Permit must be returned to the Employment Permits Section within 4 weeks from the date of cessation. Failure to comply with this requirement is an offence.

Non-compliance with any provision of the Aliens Act 1935, the Immigration Acts, the Employment Permits Acts 2003 and 2006, as amended by the Employment Permits (Amendment) Act 2014 or any Order made under these Acts is an offence punishable by Law.

(F) Declaration

Data Sharing and Data Protection
The Employment Permits Section may undertake verification of all data submitted on this application form. The person who has made the offer of employment, the foreign national and the authorised agent (if applicable) 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 form may find further information concerning data sharing and the obligations of Data Controllers on the Data Protection Commissioner’s website at www.dataprotection.ie. Alternatively, they may call (051) 899 4800 / Lo-Call Number: 1800 252531.

Please note that a percentage of all applications will be chosen at random for inspection by the National Employment Rights Authority (NERA). Relevant documents will have to be provided as part of this inspection. Under Section 16 (d) of the Employment Permits Act 2008, as amended by the Employment Permits (Amendment) Act 2014, the Minister may revoke an Employment permit if, in the opinion of the Minister, any information provided in respect of the application for it was false or misleading in a material respect.

Furthermore, in accordance with Section 32 (1) of the Employment Permits Act 2008, as amended by the Employment Permits (Amendment) Act 2014, a person who furnishes to the Minister, on an application under section 4 or 20, information that is false or misleading in a material respect knowing that it is so false or misleading or being reckless as to whether it is so false or misleading is guilty of an offence.

(a) on summary conviction, to a fine not exceeding €5,000 or imprisonment for a term not exceeding 12 months or both.
(b) on conviction on indictment, to a fine not exceeding €50,000 or imprisonment for a term not exceeding 5 years or both.

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.djei.ie/labour/workpermits/)
(G) 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 to the applicant or authorised agent (if applicable).

Attach 1 passport sized photograph, with Foreign National’s name printed on the back.

Indicate the following:

- The applicant (person applying i.e. Person who has made the offer of employment or the Foreign National).

Part One – Details of Person who has made the offer of employment: Complete all questions

Person who has made the offer of employment should include copies of:

- Completed P30DRS Online Receipt dated within 2 months preceding the application. Or a copy of a letter from Revenue Commissioners confirming registration as an employer, if a start-up Company (whichever is applicable).
- Evidence of Business Permission (If applicable).

Part Two – Details of Foreign National: Complete all questions

Please supply clear copies (preferably in colour) of the following:

- Passport pages showing photograph, personal details and expiry date
- Immigration stamps (If GNB personal identification number not available)
- Visa (If GNB personal identification number not available)

Original documents should not be submitted.

Part Three – Details of Redundancy: Complete all questions, as applicable.

- Please complete in relation to any redundancies within the last 6 months in the employment that is the subject of the Employment Permit application.
- Sign and date the declaration – original signature required.

Part Four – Details of Employment: Complete all questions (Unless otherwise specified)

Please supply copies of the following in the case of health professionals, including registered doctors, registered nurses and security personnel who have not provided their Registration/PSN number at Part 3, Question 3:

- A copy of registration with the appropriate regulatory body or recognition of qualifications pursuant to Schedule 2 in the Regulations.

Please supply details of the Governing Body of the Sport or Cultural activity concerned.

Please supply the following in the case of an employment in a restaurant or a fast food outlet:

- If the establishment has been operating for one year or more, a copy of a "P30L" form returned by the Person who has made the offer of employment to the Revenue Commissioners,
- An up-to-date tax clearance certificate in respect of the Person who has made the offer of employment,
- Copies of utility bills for the establishment’s premises dated within the period of 2 months prior to the application,
- Copies of any certified qualifications of the Foreign National in respect of whom the application is made,
- In the case of an application for employment as an executive chef, head chef, sous chef or specialist chef specialising in cuisine originating from a state that is not a Member State of the EEA, a statement from the Person who has made the offer of employment, confirming that the Foreign National in respect of whom the application is made shall be employed in an establishment other than a fast food outlet, and
- A letter from the relevant Local Health Authority confirming that the Person who has made the offer of employment has been granted permission to operate a restaurant at the premises.

Part Five – Details of Payment: Complete all questions

- Include the appropriate fee if required (see D) Schedule of Fees for further information.
- Sign Payer declaration - original signature required.
- If applicable, a copy of an official letter from the Revenue Commissioners confirming charitable status.
- If applicable, clear photocopies of the relevant pages of the EEA Spouse/Civil Partners current passport showing his or her picture, personal details, passport expiry date and his or her signature, and a copy of the marriage certificate or the civil partnership registration evidencing the relationship of the Foreign National and the EEA national.

Part Six – Acceptance of Terms & Conditions

- Sign and date the appropriate declarations - original signature required.
PLEAS NOTE: The pages giving details on Requirement for Supporting Documentation and Application Form Checklist – parts A, B, C, D, E, F and G are for instruction purposes only. It is not necessary to include these pages when submitting the completed application form.
Form I

Application form for grant of Internship Employment Permit

Internship Employment Permit Application

This form should be used by either the Person who has made the offer of employment or the Foreign National, the subject of that offer of employment who wishes to apply for:

- An Employment Permit to facilitate the employment in the State, of a foreign national who is a full-time student enrolled in a third level institution outside the State, for the purposes of gaining work experience for the completion of their Degree.
- The foreign national must
  > be pursuing a degree course or higher in a discipline linked to the employment in respect of which there is a shortage in respect of the qualifications, skills, knowledge or experience and which are required for the proper functioning of the economy and which are listed in Schedule 3 in the Regulations, and
  > have an offer of an Internship with an employer in the State.

Internship Employment Permits are non-renewable and are issued for a maximum period of 12 months.

For permission to work in the State for a period of less than 90 days, the Alytusal Working Scheme operated by the Department of Justice and Equality may be appropriate.

Complete ALL parts of this form as required in BLOCK CAPITALS. The Person who has made the offer of employment, the Foreign National and the Agent (if applicable) must sign the declarations at the end of the form.

INCOMPLETE FORMS WILL BE RETURNED TO THE APPLICANT OR THE AUTHORISED AGENT (IF APPLICABLE).

Who is applying for the permit (i.e. Who is the applicant)?

In accordance with the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, an employer making an Employment Permit application may not seek to recover the fee, if applicable, from the foreign national.

(This section MUST be completed for all applications)

Person who has made the offer of employment ☐ Foreign National ☐

Health Professional ☐

If this is an application for a Health Professional listed in Part A or Part B of Schedule 2 in the Regulations please tick this box ☐

Part One

Registration Details of Person who has made the offer of employment

1. Employer Registered Number: ☐ Obtained from the Revenue Commissioners

2. Company Name Registered Number (if applicable): ☐ Obtained from the Companies Registration Office

3. Business Name Registered Number (if applicable): ☐ Obtained from the Companies Registration Office

4. If the Person who has made the offer of employment is an Industrial and Provident Society, a Friendly Society or a Trade Union, please supply their Registration Number: ☐ Obtained from the Registry of Friendly Societies

5. If the Person who has made the offer of employment is a Charity, please supply the Charity Number: ☐ Obtained from the Revenue Commissioners
If the Person who has made the offer of employment is not a Limited Company, please complete Questions 6, 7, 8 and 9.

If the Person who has made the offer of employment is a Limited Company, please proceed to Question 10.

6. If the Person who has made the offer of employment is not a registered company, please indicate what type of entity it is:

   Sole Trader ☐ Partnership ☐ Other (please specify):

7. Please state the full name of the Person who has made the offer of employment:

8. Please state the nationality of the Person who has made the offer of employment:

9. If the Person who has made the offer of employment is not an EEA citizen, do they hold appropriate permission from the Minister for Justice and Equality to operate a business in the State?

   Yes ☐ No ☐ Not applicable ☐ If Yes, please specify:

   If yes, you must enclose copies of supporting documentation from the Minister for Justice and Equality confirming your permission to operate a business in the State or your application will be returned (see Requirements for Supporting Documentation).

10. Registered name of Company/Business:

11. Trading name of business (if different):

12. Nature of business:

13. Company/Business Address:

   Address 1:

   Address 2:

   Town:

   County:

   Country:

14. Telephone Number:  

15. Fax:

16. Mobile Phone Number:

17. E-mail:

18. Website:

19. Number of EEA* and/or Swiss nationals (including Irish) currently employed by the Person who has made the offer of employment:

20. Number of non-EEA nationals currently employed by the Person who has made the offer of employment:

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

"You must now attach the documents outlined in Requirement for Supporting Documentation under "(A) Requirements for Person who has made the offer of employment."
### Part Two: Details of Foreign National

1. **Passport Number:**

2. **Expiry Date:**

3. **Nationality:** BLOCK CAPITALS

4. **First Name:** BLOCK CAPITALS

5. **Middle Name(s):** BLOCK CAPITALS

6. **Family Name:** BLOCK CAPITALS

7. **Date of Birth:**

8. **Male:** [ ]
9. **Female:** [ ]

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 Foreign National’s PPS Number if available:**

14. **E-mail address:**

15. **Is the Foreign National currently in the State?**

   - Yes [ ]
   - No [ ]

   **If 'Yes', on what basis are they currently in the State, please describe, and complete GNI B card details, as requested, below:**

   BLOCK CAPITALS

---

**Enter below details exactly as they appear on the Foreign National’s GNI B card.**

- **GNI B Pin No.:**
- **Dept. No.:**

*If the Foreign National is in the State but does not have a GNI B personal identification number then please supply a copy of the current immigration stamps and visa.

If the Foreign National has held consecutive employment permits for an uninterrupted period of 5 years and has been working lawfully during this time, s/he may be eligible to apply for a Stamp 4 permission to remain from the Irish Naturalisation and Immigration Service. However, if the Foreign National is unable to obtain a Stamp 4, an employment permit will be required.

If this is the case, by submitting this application the Foreign National confirms that s/he has considered the available options and believes that an employment permit is still required.
16. Highest level of Qualification:
   *e.g. Certificate, Diploma, Degree, etc.*

17. Date of Completion:

18. Title of Course:

19. Final Subjects Taken:

20. Result Achieved:
   *e.g. 2.1*

21. Has the Foreign National previously made an application for asylum in the State?

22. Has the Foreign National sought permission to land in the State on a previous occasion?
   If ‘Yes’ please describe on what basis the permission was sought and indicate whether or not permission was granted:

23. Has the Foreign National been in the State on a previous occasion without permission?

24. Is the Foreign National currently employed in the State?
   If ‘Yes’ please describe on what permission they have to be employed:

25. Has the Foreign National been employed in the State previously?
   If ‘Yes’ please describe on what permission they had to be employed:

26. Is the Foreign National married to, or in a civil partnership with, an Irish or EEA national?
   If ‘Yes’ what nationality is their spouse/partner?

27. Is the Foreign National the spouse, civil partner or dependant of, the holder of an Employment Permit or the holder of any other type of permission to work in the State?

You must now attach the documents outlined in Requirement for Supporting Documentation under "(B) Foreign National Requirements."
Part Three  
Details of Redundancy

To be completed by the Person who has made the offer of employment in respect of any dismissals by reason of redundancy within the meaning of section 9 of the Redundancy Payments Act 1967 and where such dismissal was attributable wholly or mainly to the conditions specified in paragraphs (a), (b), (c), (d) or (e) of section 7(2) or to section 21 of that Act.

Please complete and sign the declaration below in full.

Have any employees of the Person who has made the offer of employment been made redundant in the employment that is the subject of this Employment Permit application over the last six months?

Yes ☐  No ☐

If any employees have been made redundant in the employment that is the subject of this Employment Permit application over the last six months please outline the reason(s) for the redundancies. This should include information on the numbers of positions in that employment that have been made redundant and explain how the position, which is the subject of this Employment Permit application, differs from those positions in that employment made redundant. Please continue on a separate sheet if required and append it to the application form.

I hereby solemnly declare the above information to be true and accurate.

Signature of Person who has made the offer of employment:  
(Original signature required)

Name (in BLOCK CAPITALS):  

Position Held:  

Title:  

Date:  

Page 5
Part Four
Details of Employment

1. Title of Job: ____________________________

NOTE: Questions 2 and 3 to be completed by Health Professionals and Security Personnel who are listed in Part A and Part B of Schedule 2 in the Regulations.

2. Regulatory Body: ____________________________

3. Registration/Pin/ License No.: ____________________________

   If the application is in respect of Registered Doctors, Nurses or Security Personnel listed in Part A of Schedule 2 in the Regulations please provide your registration details above. Documentary evidence will not be required.

   Applications for other Health Professionals listed in Part B of Schedule 2 in the Regulations must provide a copy of their registration with the appropriate medical body or recognition of their qualifications from the Department of Health.

4. Place(s) at which the employment concerned is to be carried out: ____________________________

5. Proposed Period of Employment Permit (maximum of 1 year): ____________________________

6. Proposed Start Date*: ____________________________

*We recommend all Employment Permit applications be submitted to the Department at least 12 weeks before the proposed start date of employment.

7. Gross Annual Remuneration* € ____________________________

   (Gross remuneration excludes overtime or premium payments)

8. Gross Annual Salary: (if different from above) € ____________________________

9. Gross Weekly Salary: € ____________________________

10. Hourly Rate of Pay: € ____________________________

   Please specify purpose of deductions:

   Please specify name of Health Insurance Provider:

11. Deductions from Gross Weekly Salary: € ____________________________

12. Health Insurance*: € ____________________________

   * All amounts which make up the basic salary must appear as payments on the payslips. If Health insurance is being included in the Gross Annual Remuneration this must be verifiable by way of supporting documentation in the event of a National Employment Rights Authority (NERA) inspection.

   * Health Insurance can only be considered if the provider of the health insurance is a person entered in the Register of Health Benefits Undertakings referred to in section 14 of the Health Insurance Act, 1994.

13. Number of hours of work per week*: ____________________________

   *Please note that for the purposes of Employment Permit Applications, the standard working week is 39 hours per week.

14. What are the main functions of this job: ____________________________

15. Please detail the qualifications, skills, knowledge and experience required for this job: ____________________________
16. Please detail the relevant qualifications, skills, knowledge and experience of the Foreign National:

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<tbody>
<tr>
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</table>

17. Did you use an Agent/Recruitment Agency to recruit the Foreign National?  
Yes [ ]  No [ ]

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

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</table>

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

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</tbody>
</table>

You must now attach the documents outlined in Requirement for Supporting Documentation under "(C) Application Requirements" (if applicable)
### Part Five

#### Requirement for Payment

<table>
<thead>
<tr>
<th>Is a fee payable for this Employment Permit application?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>If No. please indicate on what basis no fee is applicable?</td>
<td>Application is in respect of a non-EEA national married to or in a civil partnership with an EEA national</td>
<td>Exchange Agreement Employment Permit</td>
</tr>
</tbody>
</table>

If no fee is payable proceed to Part Six.

### Details of Payment

**Important Note for Business Users - Payment by Electronic Funds Transfer**

In accordance with D/Finance Circular 1/2013, from 19 September 2014 (e-Day) the public sector will no longer accept cheques, bank drafts or postal orders from business users in respect of services rendered. To facilitate this, the Employment Permits Section will no longer accept paper based payments from business users and has set up a commercial bank account into which payments can be made by Electronic Funds Transfer (EFT).

Business user applicants for employment permits should complete the Contact Details of Payer (Questions 1, 2, 3, 4, 5, 6, 7, and 8), Payment Details (Question 9) and the Payees Declaration below and payment will be requested when an application is accepted into the Employment Permits Section as complete. An e-mail will issue to the applicant and their authorised agent (if applicable) giving details of the amount of the fee due, the bank account into which the payment should be made and an Application ID number which must be used as the reference when making the payment.

Applicants, other than business users can continue to make payment by cheque, bank draft or postal order and must complete all details below.

#### Contact Details of Payer

1. Please indicate who is making the payment:
   - Person who has made the offer of employment
   - Foreign National
   - Other

2. Title:
   - Mr
   - Mrs
   - Miss
   - Ms
   - Other (please state)

3. Name: [BLOCK CAPITALS]

4. Company (if applicable): [BLOCK CAPITALS]

5. Telephone Number: [ENTER NUMBER]

6. Fax Number: [ENTER NUMBER]

7. Mobile Phone Number: [ENTER NUMBER]

8. E-mail: [ENTER EMAIL]

#### Payment Details

9. Method of Payment:
   - Electronic Funds Transfer
   - Cheque
   - Bank Draft
   - Postal Order

10. Cheque No.: [ENTER NUMBER]

11. Payment enclosed: [CIRCLE]

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. Cheques should be made payable to the Department of Jobs, Enterprise and Innovation.

### Payer’s Declaration

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

(under the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2016 a refund in the case of a refused or withdrawn application will consist of 90% of the total fee paid).

Payer’s Signature: ____________________________ Date: __________ DDMYY

(Please sign in original)

Employment Permits Section is unable to refund fees by payable order. If a refund of fees is due for any reason, a mandate form will be forwarded to the applicant for completion. The refund will be paid by EFT directly into the applicant’s bank account, as per details provided on the mandate form.
Part Six

Acceptance of Terms & Conditions

Declaration of Foreign National

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

I hereby solemnly declare that:

- the qualifications, skills, knowledge and experience I have attained are as stated in Part 2 of the application form and they correspond with and are relevant to the position on offer;
- I am a fully accredited member of the relevant professional body pursuant to Part C of Schedule 2 in the Regulations for the position on offer, as stated in Part 4 of the application form (if applicable);
- if this application is for a Critical Skills Employment Permit, I have received a job offer of 2 years, or more, from the Person who has made the offer of employment, as stated in Part 1 of the application form;
- if this application is for an employment in respect of a Caregiver in a private home and an employment permit is granted, I will have no objection to an Inspector from the National Employment Rights Authority (NERA) visiting the premises where employment is being carried out and to speak to me and the employer should the need arise; and
- I will be fully tax compliant;

and that to the best of my knowledge and belief:

- I will be employed, salaried and paid under an employment contract governed by the laws of the State by the Person who has made the offer of employment, as stated in Part 1 of the application form.

Furthermore, I understand and accept that in accordance with Section 25 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, a person who furnishes to the Minister, on an application under section 4, information that is false or misleading in a material respect knowing that it is false or misleading or being reckless as to whether it is so false or misleading is guilty of an offence.

Signature of Foreign National:
(Original signature required)

Title:

Date:

Your employment permit will normally be posted to you at your current address as in Part 2 of this Form.

Tick this box if you want your permit to be posted to your current address.

Tick this box if you want your permit to be posted to the Person who has made the offer of employment as stated in Part 1 of this Form.

Tick this box if you want your permit to be posted to your Authorised Agent (if applicable).
Declaration of Person who has made the offer of employment

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 will be applied to this Foreign National.

I hereby solemnly declare that:

- I have taken reasonable steps to satisfy myself that:
  - the qualifications, skills, knowledge and experience attained by the Foreign National are as stated in Part 2 of the application form and they correspond with and are relevant to the position on offer;
  - the Foreign National is a fully accredited member of the relevant professional body pursuant to Part C of Schedule 2 in the Regulations for the position on offer, as stated in Part 4 of the application form (if applicable);
  - if this application is in respect of a Critical Skills Employment Permit, a job offer of 2 years, or more, has been made to the Foreign National, as stated in Part 2 of the application form; and
  - the Foreign National, as stated in Part 2 of the application form, will be employed, salaried and paid under an employment contract governed by the laws of the State by me, the Person who has made the offer of employment, as stated in Part 1 of the application form.

I further understand, declare and accept that:

- in accordance with Section 23 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, I may not make any deductions from the remuneration of, or seek to recover from, the holder of an employment permit concerning any charge, fee or expense arising out of or concerning one or more of the following:
  - the application for the employment permit or any matter relating to or concerning such an application or the grant 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.
- in accordance with Section 28 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, a person who furnishes to the Minister, on an application under section 4, information that is false or misleading in a material respect knowing that it is so false or misleading or being reckless as to whether it is so false or misleading is guilty of an offence.
- if this application is for an employment in respect of a Carer in a private home and an employment permit is granted, I will have no objection to an inspector from the National Employment Rights Authority (NERA) visiting the premises where employment is being carried out and to speak to me and the employee should the need arise; and
- I have full responsibility for guaranteeing that the appropriate deductions under the PAYE system will be made from all payments (including benefits in kind) made to the Foreign National and that all such deductions will be paid to the Revenue Commissioners.

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.

Signature of Person who has made the offer of employment:

(Original signature required)

Name (in BLOCK CAPITALS):

BLOCK CAPITALS

Position Held:

BLOCK CAPITALS

Title:

Date: D M Y

Your certified copy of the employment permit will normally be posted to you at your current address as in Part 1 of this Form.

Tick this box if you want your certified copy of the employment permit to be posted to your current address.

Tick this box if you want your certified copy of the employment permit to be posted to your Authorised Agent (if applicable).
# Authorisation of Agent

If no agent is representing the applicant then this section to be left blank.

If you the applicant wish a third party (agent) to act on your behalf please ensure the following details are completed. To ensure privacy of data is respected, all parties must be in agreement with the nomination of an agent. All parties must sign below. Agents will be copied any correspondence regarding this application.

**Agent Name**
(in BLOCK CAPITALS):

**Title:**

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.

**Signature of Agent:**
(Original signature required)

**Date:**

**Agent's Address for Correspondence:**

<table>
<thead>
<tr>
<th>Address 1:</th>
<th>Block Capital</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address 2:</td>
<td>Block Capital</td>
</tr>
<tr>
<td>Town:</td>
<td>Block Capital</td>
</tr>
<tr>
<td>County:</td>
<td>Block Capital</td>
</tr>
<tr>
<td>Country:</td>
<td>Block Capital</td>
</tr>
</tbody>
</table>

**E-mail address:**

**Telephone number:**

I, the Person who has made the offer of employment, permit the above named agent to act on my behalf in respect of this application.

**Signature of Person who has made the offer of employment:**
(Original signature required)

**Date:**

I, the Foreign National, permit the above named agent to act on my behalf in respect of this application.

**Signature of Foreign National:**
(Original signature required)

**Date:**
Requirements for Supporting Documentation

(A) Requirements for Person who has made the offer of employment

If the Person who has made the offer of employment has not been granted an Employment Permit before, they MUST submit clear copies of the following documentation:

- Copy of P30 returned to the Revenue Commissioners within the 2 months preceding this application or a receipt for such return whether issued through ROS (Revenue Online Service) or otherwise.
  OR
- If the Person who has made the offer of employment is a start-up Company which would not yet have made returns to the Revenue Commissioners in respect of employees, a copy of an official letter from Revenue confirming registration as an employer, date of registration and the ERN (Employers Registered Number).

If the Person who has made the offer of employment has been granted an Employment Permit before but has not been granted an Employment Permit within the 12 months preceding the application, they MUST submit clear copies of the following documentation:

- Copy of P30 returned to the Revenue Commissioners within the 2 months preceding this application or a receipt for such return whether issued through ROS (Revenue Online Service) or otherwise.

Business Permit

If the Person who has made the offer of employment has indicated that they are a foreign national operating a business in the State, they are required to submit copies of documentary evidence from the Minister for Justice and Equality clearly demonstrating their status within the State and their entitlement to operate a business in the State.

Additional documentation

The Minister may request such other information as might materially assist in making a decision on an application.

(B) Requirements for Foreign Nationals

For all Foreign Nationals

- Clear legible copy (preferably in colour) of the personal details pages of the Foreign National’s passport, showing his or her picture, personal details and his or her signature.
- In the case of health professionals listed in Part B of Schedule 2 in the Regulations, a copy of the registration with the appropriate medical body or recognition of qualifications from the relevant Minister of the Government.

For all Foreign Nationals resident in the State

- Please supply your GNB personal identification number which is shown on your GNB card. If not available please supply a clear legible copy (preferably in colour) of your current immigration stamps and visa.

Please Note: Original documents should not be submitted.

Important Note concerning the passport expiry date

In the case of all applications for employment permits, the Foreign National must hold a passport which is in date and valid for at least 12 months or more after the date of the application. Employment Permits cannot be considered for Foreign Nationals who do not fulfil this requirement.

(C) Application Requirements

The following additional documentation must be supplied with all Internship Employment Permit applications.

An original letter from a third level institution outside the State—
- confirming that the foreign national is enrolled as a full-time student at that institution,
- providing the name and description of the course of study in which the foreign national is enrolled,
- providing the qualifications or skills with which the course of study is wholly or substantially concerned,
- confirming that the employment in respect of which the application is made is wholly or substantially concerned with the course of study on which the foreign national is enrolled,
- confirming that the foreign national is required, for the completion of the course of study, to obtain experience in the practice of the skills or qualifications with which the course of study is concerned for a period of not more than 12 months in an employment that requires the practice of those skills or qualifications, and
- confirming that the foreign national is required to return to the institution at the end of the 12 month period in order to complete the course of study.

An original letter from the person who has made the offer of employment—
- confirming that the employment is for a period not exceeding 12 months, and
- stating the employment, as listed in Schedule 3 of the Regulations, in which the foreign national is to be employed.
## (D) Schedule of Fees

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

<table>
<thead>
<tr>
<th>EMPLOYMENT PERMIT TYPE</th>
<th>NEW APPLICATION FEE</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Employment Permit</td>
<td>€1,000 up to 24 month permit and €500 for six months or less</td>
</tr>
<tr>
<td>Critical Skills Employment Permit</td>
<td>€1,000 for 24 months</td>
</tr>
<tr>
<td>Dependant/Partner/Spouse Employment Permit</td>
<td>No Fee</td>
</tr>
<tr>
<td>Contract for Services Employment Permit</td>
<td>€1,000 up to 24 month permit and €500 for six months or less</td>
</tr>
<tr>
<td>Intra-Company Transfer Employment Permit</td>
<td>€1,000 up to 24 month permit and €500 for six months or less</td>
</tr>
<tr>
<td>Sport &amp; Cultural Employment Permit</td>
<td>€1,000 up to 24 month permit and €500 for six months or less</td>
</tr>
<tr>
<td>Reactivation Employment Permit</td>
<td>€1,000 up to 24 month permit and €500 for six months or less</td>
</tr>
<tr>
<td>Exchange Agreement Employment Permit</td>
<td>No Fee</td>
</tr>
<tr>
<td>Internship Employment Permit</td>
<td>€1,000 up to 12 month permit and €500 for six months or less</td>
</tr>
</tbody>
</table>

*Fees not required in certain cases.*

No fee is payable in respect of applications for Dependant/Partner/Spouse Employment Permits and Exchange Agreement Employment Permits.

In all other cases a fee as detailed above is payable depending on the duration of the Employment Permit. However, the fee may be waived in the following cases:

- Application in respect of a Foreign National who is the Spouse or Civil Partner of an EEA national,
- Where the Person who has made the offer of employment is the applicant for the Employment Permit and they have been granted charitable tax exemption status by the Revenue Commissioners.

The following additional documentation is required in these cases:

- Applications in respect of Foreign Nationals who are the Spouses or Civil Partners of EEA nationals:
  - clear photocopies of the relevant pages of the EEA Spouse/Civil Partners' current passport showing his or her picture, personal details, passport expiry date and his or her signature, and
  - a copy of the marriage certificate or the civil partnership registration evidencing the relationship of the Foreign National and the EEA national.
- Where the Person who has made the offer of employment is the applicant for the Employment Permit and they have been granted charitable tax exemption status by the Revenue Commissioners:
  - if the Person who has made the offer of employment has not been issued with an Employment Permit on the basis of not paying a fee due to charitable status within the 12 months preceding the application, please provide a copy of an official letter from the Revenue Commissioners confirming charitable status.

**Refunds**

90% of the fee will 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.

Employment Permits Section is unable to refund fees by payable order. If a refund of fees is due for any reason, a mandate form will be forwarded to the applicant for completion. The refund will be paid by EFT directly into the applicant's bank account, as per details provided on the mandate form.

**Acceptable Forms of Payment**

In accordance with Dfence Circular 1/2013, from 18 September 2013 (e-Day) the public sector will no longer accept cheques, bank drafts or postal orders from business users in respect of services rendered. To facilitate this, the Employment Permits Section now has a commercial bank account into which payments can be made by Electronic Funds Transfer (EFT). When an application is accepted as complete an email will issue to the applicant giving details of the amount of the fee due, the bank account into which the payment should be made and an Application ID number which must be used as the reference when making the payment.

For all other users, payment can continue to be made 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 Jobs, Enterprise & Innovation.
(E) 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. All Employment Permits are issued on the proviso that the named foreign national is paid, as a minimum, the remuneration specified on the Employment Permit. The only allowable deductions are those which appear on that Employment Permit. The remuneration being paid must be verifiable in the event of a National Employment Rights Authority (NERA) inspection. Failure to comply could lead to the revocation of the Employment Permit under section 16(1)(d) of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014.

C. It is recommended that an application for an Employment Permit should be made at least 12 weeks before the foreign national is required to take up employment.

D. Any application that contains omissions or is incorrectly completed will be returned to the applicant or the authorised agent (if applicable) for completion.

E. A fee, as determined by the Minister for Jobs, Enterprise and Innovation is payable by the applicant or the authorised agent (if applicable) for each Employment Permit granted.

F. In line with section 24 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, should the employment is the subject of the Employment Permit cease, for whatever reason, the original and the certified copy of the Employment Permit must be returned to the Employment Permits Section within 4 weeks from the date of cessation. Failure to comply with this requirement is an offence.

Non-compliance with any provision of the Aliens Act 1935, the Immigration Acts, the Employment Permits Acts 2003 and 2006, as amended by the Employment Permits (Amendment) Act 2014 or any Order made under these Acts is an offence punishable by Law.

(F) Declaration

Data Sharing and Data Protection

The Employment Permits Section may undertake verification of all data submitted on this application form. The Person who has made the offer of employment, the Foreign National and the authorised Agent (if applicable) 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.dataprotection.ie. Alternatively, they may call (01) 898 4888 / In-Call Number: 1890 252231.

Please note that a percentage of all applications will be chosen at random for inspection by the National Employment Rights Authority (NERA). Relevant documents will have to be provided as part of this inspection. Under Section 16(1)(d) of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, the Minister may revoke an employment permit if, in the opinion of the Minister, any information provided in respect of the application for it was false or misleading in a material respect.

In accordance with Section 25 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, a person who furnishes to the Minister, on an application under section 4 or 29, information that is false or misleading in a material respect knowing that it is false or misleading or being reckless as to whether it is false or misleading is guilty of an offence.

Furthermore, in accordance with Section 32(1) of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, a person guilty of an offence under section 18(2), 19(6), 23(4) or 25 is liable—

(a) on summary conviction, to a fine not exceeding €5,000 or imprisonment for a term not exceeding 12 months or both, or

(b) on conviction on indictment, to a fine not exceeding €50,000 or imprisonment for a term not exceeding 5 years or both.

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.dje.ie/employpermits/).
## (G) 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 to the applicant or an authorised agent (if applicable).

### Attach 1 passport sized photograph, with Foreign National’s name printed on the back.

Indicate the following:
- The applicant (person applying i.e. Person who has made the offer of employment or the Foreign National).

### Part One – Details of Person who has made the offer of employment: Complete all questions

Person who has made the offer of employment should include copies of:
- Completed P30/ROS Online Receipt dated within 2 months preceding the application or a copy of a letter from Revenue Commissioners confirming registration as an employer, if a start-up company (whichever is applicable).
- Evidence of Business Permission (if applicable).

### Part Two – Details of Foreign National: Complete all questions

Please supply clear copies (preferably in colour) of the following:
- Passport pages showing photograph, personal details and expiry date.
- Immigration stamp (if GNIB personal identification number not available).
- Visa (if GNIB personal identification number not available).

Original documents should not be submitted.

### Part Three – Details of Redundancy: Complete all questions, as applicable

- Please complete in relation to any redundancies within the last 6 months in the employment that is the subject of the Employment Permit application.
- Sign and date the declaration - original signature required.

### Part Four – Details of Employment: Complete all questions (unless otherwise specified)

Please supply an original letter from the third level institution outside the State to include the following:
- Confirmation that the foreign national is enrolled as a full-time student at that institution.
- Providing the name and description of the course of study in which the foreign national is enrolled.
- Providing the qualifications or skills with which the course of study is wholly or substantially concerned.
- Confirming that the employment in respect of which the application is made is wholly or substantially concerned with the course of study on which the foreign national is enrolled.
- Confirming that the foreign national is required, for the completion of the course of study, to obtain experience in the practice of the skills or qualifications with which the course of study is concerned for a period of not more than 12 months in an employment that requires the practice of those skills or qualifications. And
- Confirming that the foreign national is required to return to the institution at the end of the 12 month period in order to complete the course of study.

Please supply an original letter from the person who has made the offer of employment to include the following:
- Confirming that the employment is for a period not exceeding 12 months, and
- Stating the employment, as listed in Schedule 3 of the Regulations, in which the foreign national is to be employed.

### Part Five – Details of Payment: Complete all questions

- Include the appropriate fee if required (see (D) Schedule of Fees for further information).
- Sign Payment declaration - original signature required.
- If applicable, a copy of an official letter from the Revenue Commissioners confirming charitable status.
- If applicable, clear photocopies of the relevant pages of the EEA Spouse/Civil Partners’ current passport showing his or her picture, personal details, passport expiry date and his or her signature, and a copy of the marriage certificate or the civil partnership registration evidencing the relationship of the Foreign National and the EEA national.

### Part Six - Acceptance of Terms & Conditions

- Sign and date the appropriate declarations - original signatures required.
PLEASE NOTE: The pages giving details on Requirement for Supporting Documentation and Application Form Checklist – parts A, B, C, D, E, F and G are for instruction purposes only. It is not necessary to include these pages when submitting the completed application form.
Dependant/Partner/Spouse Employment Permit RENEWAL Application

This form should be used by either the Employer or the Foreign National, who is the holder of the Employment Permit concerned, who wish to apply for:

- A renewal of an existing Dependant/Partner/Spouse Employment Permit for the same employer and employment.
- A renewal application for a Dependant/Partner/Spouse Employment Permit should be made within the period of 4 months ending on the date of expiry of the existing Dependant/Partner/Spouse Employment Permit.

This form should NOT be used where an Employer or a Foreign National wishes to apply for:

- a change in the type of Employment Permit held by the foreign national.
- a change in the type of employment currently specified on the existing Employment Permit, or
- an Employment Permit for a foreign national currently employed by a different employer on foot of an Employment Permit.

In these cases a new Employment Permit application is required and the New Employment Permit Application Form for the relevant permit type should be used.

Before completing this form, please read the relevant permit information which is available on our website: www.diet labour workspermits. Complete ALL parts of this form as required in BLOCK CAPITALS. The Employer, the Foreign National and the Agent (if applicable), must sign the declarations at the end of the form.

INCOMPLETE FORMS WILL BE RETURNED TO THE APPLICANT OR THE AUTHORISED AGENT (IF APPLICABLE).

Who is applying for the permit (i.e. Who is the applicant)?

In accordance with the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, an employer making an Employment Permit application may not seek to recover the fee, if applicable, from the foreign national.

(This section MUST be completed for all applications)

Employer
Foreign National (Holder of Employment Permit)
Health Professional

If this is an application for a Health Professional listed in Part A or Part B of Schedule 2 in the Regulations please tick this box

Part One
Registration Details of Employer

1. Employer Registered Number: [ ] Obtained from the Revenue Commissioners
2. Company Name Registered Number
   (if applicable): [ ] Obtained from the Companies Registration Office
3. Business Name Registered Number
   (if applicable): [ ] Obtained from the Companies Registration Office
4. If the Employer is an Industrial and Provident Society, a Friendly Society or a Trade Union, please supply their Registration Number:
5. If the Employer is a Charity, please supply the Charity Number:

[ ] Obtained from the Revenue Commissioners
If the Employer is not a Limited Company, please complete Questions 6, 7, 8 and 9. If the Employer is a Limited Company, please proceed to Question 10.

6. If the Employer is not a registered company, please indicate what type of entity it is:
   - Sole Trader
   - Partnership
   - Other (please specify):

7. Please state the full name of the Employer:

8. Please state the nationality of the employer:

9. If the Employer is not an EEA citizen, do they hold appropriate permission from the Minister for Justice and Equality to operate a business in the State?
   - Yes
   - No
   - Not applicable
   - If Yes, please specify:

   If yes, you must enclose copies of supporting documentation from the Minister for Justice and Equality confirming your permission to operate a business in the State or your application will be returned (see Requirements for Supporting Documentation).

10. Registered name of Company/Business:

11. Trading name of business (if different):

12. Nature of business:

13. Company/Business Address:
   - Address 1:
   - Address 2:
   - Town:
   - County:
   - Country:

14. Telephone Number:

15. Fax:

16. Mobile Phone Number:

17. E-mail:

18. Website:

19. Number of EEA* and/or Swiss nationals (including Irish) currently employed by the Employer:

20. Number of non-EEA nationals currently employed by the Employer:

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

You must now attach the documents outlined in Requirement for Supporting Documentation under "(A) Requirements for Employer."
Part Two

Details of Foreign National
(Holder of Employment Permit)

1. Passport Number:

2. Expiry Date: ____________

3. Nationality: BLOCK CAPITALS

4. First Name: BLOCK CAPITALS

5. Middle Name(s): BLOCK CAPITALS

6. Family Name: BLOCK CAPITALS

7. Date of Birth: ____________

8. Male: [ ] Female: [ ]

10. Telephone No.: ____________

11. Mobile Phone No.: ____________

12. Current Address:

13. Please provide the Foreign National's PPS Number:

14. Please provide the number of the Employment Permit being renewed:

15. E-mail:

16. Immigration Details (Please enter the details exactly as they appear on your current GNI card*)

GNIB Pnc

No.

Dept. No.

*If the Foreign National is in the State but does not have a GNI personal identification number then please supply a copy of their current immigration stamps and visa.

If the proposed Foreign National has held consecutive employment permits for an uninterrupted period of 5 years and has been working lawfully during this time, she may be eligible to apply for a Stamp 4 permission to remain from the Irish Naturalisation and Immigration Service. However, if the proposed Foreign National is unable to obtain a Stamp 4, an employment permit will be required.

If this is the case, by submitting this application the proposed Foreign National confirms that she has considered the available options and believes that an employment permit is still required.

You must now attach the documents outlined in Requirement for Supporting Documentation under "(B) Foreign National (Holder of Employment Permit) Requirements ."
# Part Three

**Details of Employment**

1. **Title of Job:**

   BLOCK CAPITALS

**NOTE:** Questions 2 and 3 to be completed by Health Professionals and Security Personnel who are listed in Part A and Part B of Schedule 2 in the Regulations.

2. **Regulatory Body:**

   BLOCK CAPITALS

3. **Registration/PIN/Licence No.:**

   BLOCK CAPITALS

   If the application is in respect of Registered Doctors, Nurses or Security Personnel listed in Part A of Schedule 2 in the Regulations please provide your registration details above. Documentary evidence will not be required.

   Applications for other Health Professionals listed in Part B of Schedule 2 in the Regulations must provide a copy of their registration with the appropriate medical body or recognition of their qualifications from the Department of Health.

4. **Place(s) at which the employment concerned is to be carried out:**

   BLOCK CAPITALS

5. **Proposed Period of Employment**

   Permit (maximum period of 3 years)*

   If this is an application for an unlimited permit, please write "Unlimited" in this box. An unlimited Employment Permit may be applied for at the renewal stage if a foreign national has been in continuous employment with the same employer for five years or more. Please note that all Employment Permit renewal applications should be submitted to this Department at least 12 weeks before the expiry date of the existing Employment Permit.

6. **Gross Annual Remuneration**

   €

   (Gross remuneration excludes overtime or premium payments)

7. **Gross Annual Salary:**

   €

8. **Gross Weekly Salary:**

   €

9. **Hourly Rate of Pay:**

   €

10. **Deductions from Gross Weekly Salary:**

    €

    Please specify purpose of deductions:

    BLOCK CAPITALS

11. **Health insurance:**

    €

    Please specify name of Health Insurance Provider:

    BLOCK CAPITALS

   * All amounts which make up the basic salary must appear as payments on the payslip. If Health Insurance is being included in the Gross Annual Remuneration this must be verifiable by way of supporting documentation at renewal stage; such documentation may also be required in the event of a National Employment Rights Authority (NERA) inspection.

   * Health insurance can only be considered if the provider of the health insurance is a person entered in the Register of Health Benefits Undertakings referred to in section 14 of the Health Insurance Act, 1994.

12. **Number of hours of work per week:**

    * Please note that for the purposes of Employment Permit Applications, the standard working week is 39 hours per week.

13. **What are the main functions of this job:**

    BLOCK CAPITALS
**Part Three A**  
**Details of Primary Permit Holder/Researcher**

<p>| | | | | | | | | |</p>
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<tr>
<td><strong>1. Passport Number:</strong></td>
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<td><strong>2. Expiry Date:</strong></td>
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<td>M</td>
<td>Y</td>
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<td><strong>3. Nationality:</strong></td>
<td>BLOCK CAPITALS</td>
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<td><strong>4. First Name:</strong></td>
<td>BLOCK CAPITALS</td>
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<tr>
<td><strong>5. Middle Name(s):</strong></td>
<td>BLOCK CAPITALS</td>
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<td><strong>6. Family Name:</strong></td>
<td>BLOCK CAPITALS</td>
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<tr>
<td><strong>7. Date of Birth:</strong></td>
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<td>M</td>
<td>M</td>
<td>Y</td>
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<tr>
<td><strong>8. Male:</strong></td>
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<tr>
<td><strong>9. Female:</strong></td>
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</tr>
</tbody>
</table>

Enter these details exactly as they appear on the Primary Permit Holder's or Researcher's passport.

---

**10. Primary Permit Holder's/Researcher's immigration details**

Enter below details exactly as they appear on the Primary Permit Holder's/Researcher's GNIB card:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GNIB Pin No.</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Dept. No.</strong></td>
<td></td>
</tr>
</tbody>
</table>

* If the Primary Permit Holder/Researcher is in the State but does not have a GNIB personal identification number then please supply a copy of their current immigration stamps and visa.

**11. Please enter the Hosting Agreement number for the Researcher (if applicable):**

You must now attach the documents outlined in Requirement for Supporting Documentation under "(C) Application Requirements" (if applicable)
### Part Four
#### Requirement for Payment

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is a fee payable for this Employment Permit application?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If No, please indicate on what basis no fee is applicable?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>The Employer is the applicant and has charitable status with the Revenue Commissioner</td>
<td></td>
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</tr>
<tr>
<td>Dependant/Partner/Spouse Employment Permit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Application is in respect of a non-EEA national married to or in a civil partnership with an EEA national</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unlimited General, Reactivation or Sports and Cultural Employment Permit</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If no fee is payable proceed to Part Five.

### Details of Payment

**Important Note for Business Users - Payment by Electronic Funds Transfer**

In accordance with DiFinance Circular 1/2013, from 19 September 2014 (e-Day) the public sector will no longer accept cheques, bank drafts or postal orders from business users in respect of services rendered. To facilitate this, the Employment Permits Section will no longer accept paper based payments from business users and has set up a commercial bank account into which payments can be made by Electronic Funds Transfer (EFT).

Business user applicants for employment permits should complete the Contact Details of Payer (Questions 1, 2, 3, 4, 5, 6, 7, and 8), Payment Details (Question 9) and the Payer’s Declaration below and payment will be requested when an application is accepted into the Employment Permits Section as complete. An e-mail will issue to the applicant and their authorised agent (if applicable) giving details of the amount of the fee due, the bank account into which the payment should be made and an Application ID number which must be used as the reference when making the payment.

Applicants, other than business users can continue to make payment by cheque, bank draft or postal order and must complete all details below.

### Contact Details of Payer

1. Please indicate who is making the payment:
   - Employer
   - Foreign National
   - Miss
   - Mr
   - Other (please state)

2. Title:
   - Mr
   - Mrs
   - Miss
   - Ms
   - Other (please state)

3. Name: [BLOCK CAPITALS]

4. Company (if applicable): [BLOCK CAPITALS]

5. Telephone Number:

6. Fax Number:

7. Mobile Phone Number:

8. E-mail:

### Payment Details

9. Method of Payment:
   - Electronic Funds Transfer
   - Cheque
   - Bank Draft
   - Postal Order

10. Cheque No.

11. Payment enclosed: €

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. Cheques should be made payable to the Department of Jobs, Enterprise and Innovation.

### Payer’s Declaration

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

(Under the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014 a refund in the case of a refused or withdrawn application will consist of 90% of the total fee paid).

Payer’s Signature: [Original signature required]

Date: [DD M D YYYY]

Employment Permits Section is unable to refund fees by postal order. If a refund of fees is due for any reason, a mandate form will be forwarded to the applicant for completion. The refund will be paid by EFT directly into the applicant’s bank account, as per details provided on the mandate form.
Part Five  Acceptance of Terms & Conditions

Declaration of Foreign National

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

I hereby solemnly declare that:

- I am a fully accredited member of the relevant professional body pursuant to Part C of Schedule 2 in the Regulations for the position on offer, as stated in Part 3 of the application form (if applicable);
- if this application is for an employment in respect of a Carer in a private home and an employment permit is granted, I will have no objection to an Inspector from the National Employment Rights Authority (NERA) visiting the premises where employment is being carried out and to speak to me and the employer should the need arise; and
- I will be fully tax compliant;

and that to the best of my knowledge and belief:

- I will continue to be employed, salaried and paid under an employment contract governed by the laws of the State by the Employer, as stated in Part 1 of the application form;

Furthermore, I understand and accept that in accordance with Section 25 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, a person who furnishes to the Minister, on an application under section 20, information that is false or misleading in a material respect knowing that it is so false or misleading or being reckless as to whether it is so false or misleading is guilty of an offence.

Signature of Foreign National: [Signature]

Name (in BLOCK CAPITALS): [Name]

Date: [Date]

Title: [Title]

Your employment permit will normally be posted to you at your current address as in Part 2 of this Form.

Tick this box if you want your permit to be posted to your current address.

Tick this box if you want your permit to be posted to the Person who has made the offer of employment as stated in Part 1 of this Form.

Tick this box if you want your permit to be posted to your Authorised Agent (if applicable).
Declaration of Employer

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 will continue to be applied to this Foreign National.

I hereby solemnly declare that:

- I have taken reasonable steps to satisfy myself that:
  - the Foreign National is a fully accredited member of the relevant professional body pursuant to Part C of Schedule 2 in the Regulations for the position on offer, as stated in Part 1 of the application form (if applicable);
  - the Foreign National, as stated in Part 2 of the application form, will continue to be employed, salaried and paid under an employment contract governed by the laws of the State by me, the Employer, as stated in Part 1 of the application form.

I further understand, declare and accept that:

- in accordance with Section 23 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, I may not make any deductions from the remuneration of, or seek to recover from, the holder of an 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 any matter relating to or concerning such an application or the grant 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 traveling expenses incurred by the holder in connection with taking up the employment in the State.

- in accordance with Section 26 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, a person who furnishes to the Minister, on an application under section 20, information that is false or misleading in a material respect knowing that it is so false or misleading or being reckless as to whether it is so false or misleading is guilty of an offence.

- if this application is for an employment is respect of a Carer in a private home and an employment permit is granted, I will have no objection to an Inspector from the National Employment Rights Authority (NERA) visiting the premises where employment is being carried out and to speak to me and the employee should the need arise; and

- I have full responsibility for guaranteeing that the appropriate deductions under the PAYE system will be made from all payments (including benefits-in-kind) made to the Foreign National and that all such deductions will be paid to the Revenue Commissioners.

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.

Signature of Employer:

(Original signature required)

Name (in BLOCK CAPITALS):

BLOCK CAPITALS

Position Held:

BLOCK CAPITALS

Title:

Date: ______/_____/______

Your certified copy of the employment permit will normally be posted to you at your current address as in Part 1 of this Form.

Tick this box if you want your certified copy of the employment permit to be posted to your current address.

Tick this box if you want your certified copy of the employment permit to be posted to your Authorised Agent (if applicable).
Authorisation of Agent

If no agent is representing the applicant then this section to be left blank.

If you (the applicant) wish a third party (agent) to act on your behalf please ensure the following details are completed. To ensure privacy of data is respected, all parties must be in agreement with the nomination of an agent. All parties must sign below. Agents will be copied any correspondence regarding this application.

Agent Name:  
(in BLOCK CAPITALS):  
Title:  

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.

Signature of Agent:  
(Original signature required)  
Date:  

Agent’s Address for Correspondence:

Address 1:  
Address 2:  
Town:  
County:  
Country:  

E-mail address:  
Telephone number:  

I, the Person who has made the offer of employment, permit the above named agent to act on my behalf in respect of this application.

Signature of Employer:  
(Original signature required)  
Date:  

I, the Foreign National, permit the above named agent to act on my behalf in respect of this application.

Signature of Foreign National:  
(Original signature required)  
Date:  

Page 9
Requirements for Supporting Documentation

(A) Requirements for the Employer

If the Employer has not been granted an Employment Permit within the 12 months preceding the application, they MUST submit clear copies of the following documentation:

- Copy of P30 returned to the Revenue Commissioners within the 2 months preceding this application or a receipt for such return whichever issued through ROS (Revenue Online Services) or otherwise.

Business Permission

If the Employer has indicated that they are a foreign national operating a business in the State, they are required to submit copies of documentary evidence from the Minister for Justice and Equality clearly demonstrating their status within the State and their entitlement to operate a business in the State.

Additional documentation

The Minister may request such other information as might materially assist in making a decision on an application.

(B) Requirements for Foreign National

For all Foreign Nationals

- Clear, legible copy (preferably in colour) of the personal details pages of the Foreign National's passport, showing his or her picture, personal details and his or her signature.
- In the case of health professionals listed in Part B of Schedule 2 in the Regulations, a copy of the registration with the appropriate medical body or recognition of qualifications from the relevant Minister of the Government.
- Please supply your GNIB personal identification number which is shown on your GNIB card. If not available please supply a clear, legible copy (preferably in colour) of your current immigration stamp and visa.

Please Note: Original documents should not be submitted.

Important Note concerning the passport expiry date

In the case of all applications for employment permits, the Foreign National must hold a passport which is in date and valid for at least 12 months or more after the date of the application. Employment Permits cannot be considered for Foreign Nationals who do not fulfil this requirement.

(C) Application Requirements

Please provide the following documents in respect of the Primary Permit Holder (current or previous holder of a Green Card/Critical Skills Employment Permit) or the Researcher:

- Clear, legible copy (preferably in colour) of the personal details pages of the primary permit holder's or researcher's current passport, showing his or her picture, personal details and his or her signature.
- Please supply the primary permit holder's or researcher's GNIB personal identification number which is shown on their GNIB card. If not available please supply a clear, legible copy (preferably in colour) of their current immigration stamps and visa.
- in respect of a primary permit holder -
  - a letter from the primary permit holder's employer, dated within the 3 month period prior to the application, confirming the primary permit holder's employment with that employer and his or her job title, or
- in respect of a researcher -
  - where the researcher is resident in the State on foot of holding a current Hosting Agreement, a letter from the person in the State with whom the research is being carried out, dated within the 3 month period prior to the application, confirming that the research project researcher is carrying out such research, or
  - where the researcher is no longer the holder of a hosting agreement and now has a stamp 4, a letter from the employer of the research project researcher dated within the 3 month period prior to the application, confirming the research project researcher's employment with that employer and his or her job title.

Clarification on Remuneration Paid

All applications for renewal of an employment permit must include the following documentation:

- Copies of 3 recent payslips issued to the holder of the Employment Permit dated within the last 4 months.
- Copies of P30s issued to the holder of the Employment Permit for each year of employment covering the duration of the existing Employment Permit.
- Documentary evidence of payments in respect of Health Insurance, if applicable.

For renewal of an employment in a restaurant or a fast food outlet

If the application is in respect of such employment the following additional documentation is required:

- An up-to-date tax clearance certificate in respect of the Employer.
### (D) Schedule of Fees

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

<table>
<thead>
<tr>
<th>Employment Permit Type</th>
<th>Renewal Application Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Employment Permit</td>
<td>€1,500 up to 36 month permit and €750 for six months or less</td>
</tr>
<tr>
<td>Dependant/Partner/Spouse Employment Permit</td>
<td>No Fee</td>
</tr>
<tr>
<td>Contract for Services Employment Permit</td>
<td>€1,500 up to 36 month permit and €750 for six months or less</td>
</tr>
<tr>
<td>Intra-Company Transfer Employment Permit</td>
<td>€1,000 up to 24 month permit, €1,500 from 24 months up to 36 month permit and €500 for six months or less</td>
</tr>
<tr>
<td>Sport &amp; Cultural Employment Permit</td>
<td>€1,500 up to 36 month permit and €750 for six months or less</td>
</tr>
<tr>
<td>Reactivation Employment Permit</td>
<td>€1,500 up to 36 month permit and €750 for six months or less</td>
</tr>
</tbody>
</table>

Fees not required in certain cases:

No fee is payable in respect of applications for Dependant/Partner/Spouse Employment Permits and in respect of applications for Unlimited Employment Permits in the case of a General Employment Permit, a Sports and Cultural Employment Permit or a Reactivation Employment Permit. An unlimited Employment Permit may be applied for at the renewal stage if a foreign national has been in continuous employment with the same employer for five years or more.

In all other cases a fee as detailed above is payable depending on the duration of the Employment Permit. However, the fee may be waived in the following cases:

- Application in respect of a Foreign National who is the Spouse or Civil Partner of an EEA national.
- Where the Employer is the applicant for the Employment Permit and they have been granted charitable tax exemption status by the Revenue Commissioners.

The following additional documentation is required in these cases:

- Applications in respect of Foreign Nationals who are the Spouses or Civil Partners of EEA nationals:
  > a clear photocopy of the relevant pages of the EEA Spouse/Civil Partner’s current passport showing his or her picture, personal details, passport expiry date and his or her signature and
  > a copy of the marriage certificate or the civil partnership registration evidencing the relationship of the Foreign National and the EEA national.
- Where the Employer is the applicant for the Employment Permit and they have been granted charitable tax exemption status by the Revenue Commissioners:
  > if the Employer has not been issued with an Employment Permit on the basis of not paying a fee due to charitable status within the 12 months preceding the application, please provide a copy of an official letter from the Revenue Commissioners confirming charitable status.

**Refunds:**

90% of the fee will 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.

Employment Permits Section is unable to refund fees by post. If a refund of fees is due for any reason, a mandate form will be forwarded to the applicant for completion. The refund will be paid by direct debit into the applicant’s bank account, as per details provided on the mandate form.

**Acceptable Forms of Payment:**

In accordance with D/Finance Circular 1/2013, from 19 September 2014 (e-Day) the public sector will no longer accept cheques, bank drafts or postal orders from business users in respect of services rendered. To facilitate this, the Employment Permits Section now has a commercial bank account into which payments can be made by Electronic Funds Transfer (EFT). When an application is accepted as complete an email will issue to the applicant giving details of the amount of the fee due, the bank account into which the payment should be made and an Application ID number which must be used as the reference when making the payment.

For all other users, payment can continue to be made 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 Jobs, Enterprise & Innovation.
(E) 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. All Employment Permits are issued on the proviso that the named foreign national is paid, as a minimum, the remuneration specified on the Employment Permit. The only allowable deductions are those which appear on that Employment Permit. The remuneration being paid must be verifiable in the event of a National Employment Rights Authority (NERA) inspection. Failure to comply could lead to the revocation of the employment permit under section 11(1)(f) of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014.

C. It is recommended that an application for a Renewal Employment Permit should be made at least 12 weeks before the expiry of the existing permit.

D. Any application that contains omissions or is incorrectly completed will be returned to the applicant or the authorised agent (if applicable) for completion.

E. A fee, as determined by the Minister for Jobs, Enterprise and Innovation is payable by the applicant or the authorised agent (if applicable) for each Employment Permit granted.

F. In line with section 24 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, should the employment that is the subject of the Employment Permit cease, for whatever reason, the original and the certified copy of the Employment Permit must be returned to the Employment Permits Section within 4 weeks from the date of cessation. Failure to comply with this requirement is an offence.

Non-compliance with any provision of the Aliens Act 1995, the Immigration Acts, the Employment Permits Acts 2003 and 2006, as amended by the Employment Permits (Amendment) Act 2014 or any Order made under these Acts is an offence punishable by Law.

(F) Declaration

Data Sharing and Data Protection

The Employment Permits Section may undertake verification of all data submitted on the application form. The Employer, the Foreign National and the Authorised Agent (if applicable) 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.dataprotection.ie. Alternatively, they may call: (057) 688 4500 / Lo Call Number: 1800 252231.

Please note that a percentage of all applications will be chosen at random for inspection by the National Employment Rights Authority (NERA). Relevant documents will have to be provided as part of this inspection. Under Section 10 (d) of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, the Minister may revoke an employment permit if, in the opinion of the Minister, any information provided in respect of the application for it was false or misleading in a material respect.

In accordance with Section 25 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, a person who furnishes to the Minister, on an application under section 4 or 20, information that is false or misleading in a material respect knowing that it is false or misleading or being reckless as to whether it is false or misleading is guilty of an offence.

Furthermore, in accordance with Section 32 (1) of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, a person guilty of an offence under section 10(d), 19(2), 20(4) or 35 is liable:

(a) on summary conviction, to a fine not exceeding €5,000 or imprisonment for a term not exceeding 12 months or both,

(b) on conviction on indictment, to a fine not exceeding €50,000 or imprisonment for a term not exceeding 5 years or both.

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.dje.ie/labour/workpermits).
**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 to the applicant or authorised agent (if applicable).

<table>
<thead>
<tr>
<th>Attach 1 passport sized photograph, with Foreign National's name printed on the back.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Indicate the following:</td>
</tr>
<tr>
<td>• The applicant (person applying i.e. Employer or the Foreign National (Holder of Employment Permit)).</td>
</tr>
</tbody>
</table>

### Part One – Details of Employer: Complete all questions

Employer should include copies of:

- Completed P30/ROS Online Receipt dated within 2 months preceding the application.
- Evidence of Business Permission (if applicable).

### Part Two – Details of Foreign National: Complete all questions

Please supply clear copies (preferably in colour) of the following:

- Passport pages showing photograph, personal details and expiry date.
- Immigration stamps (if GNIB personal identification number not available).
- Visa (if GNIB personal identification number not available).

Original documents should **not** be submitted.

### Part Three – Details of Employment: Complete all questions (unless otherwise specified)

Please supply clear copies (preferably in colour) of the following in respect of the primary permit holder or researcher:

- Passport pages showing photograph, personal details and expiry date.
- Immigration stamps (if GNIB personal identification number not available).
- Visa (if GNIB personal identification number not available).
- Relevant letters from their current employers.

Please provide the following:

- Copies of 3 recent payslips issued to the holder of the Employment Permit dated within the last 4 months.
- Copies of PRDs issued to the holder of the Employment Permit for each year of employment covering the duration of the existing Employment Permit.
- Documentary evidence of payments in respect of Health Insurance, if applicable.

Please supply copies of the following in the case of health professionals, including registered doctors, registered nurses and security personnel who have not provided their Registration/PIN number at Part 3, Question 3:

- A copy of registration with the appropriate regulatory body or recognition of qualifications pursuant to Schedule 2 in the Regulations.

Please supply the following in the case of the renewal of an employment in a restaurant or a fast food outlet:

- an up-to-date tax clearance certificate in respect of the Employer.

### Part Four – Details of Payment: Complete all questions

- Include the appropriate fee if required (see (D) Schedule of Fees for further information.
- Sign Payee declaration - original signature required.
- If applicable, a copy of an official letter from the Revenue Commissioners confirming charitable status.
- If applicable, clear photocopies of the relevant pages of the EEA Spouse/Civil Partners' current passport showing is or her picture, personal details, passport expiry date and his or her signature, and a copy of the marriage certificate or the civil partnership registration evidencing the relationship of the Foreign National and the EEA national.

### Part Five - Acceptance of Terms & Conditions

- Sign and date the appropriate declarations - original signatures required.
PLEASE NOTE: The pages giving details on Requirement for Supporting Documentation and Application Form Checklist – parts A, B, C, D, E, F and G are for instruction purposes only. It is not necessary to include these pages when submitting the completed application form.
Form K
Application form for renewal of General Employment Permit

General Employment Permit
RENEWAL Application

This form should be used by either the Employer or the Foreign National, who is the holder of the Employment Permit concerned, who wish to apply for:

- A renewal of an existing General Employment Permit for the same employer and employment.
- A renewal application for a General Employment Permit should be made within the period of 4 months ending on the date of expiry of the existing General Employment Permit.

This form should NOT be used when an Employer or a Foreign National wishes to apply for:

- a change in the type of Employment Permit held by the foreign national,
- a change in the type of employment currently specified on the existing Employment Permit, or
- an Employment Permit for a foreign national currently employed by a different employer on foot of an Employment Permit.

In these cases a new Employment Permit application is required and the New Employment Permit Application Form for the relevant permit type should be used.

Before completing this form, please read the relevant permit information which is available on our website: www.die.ie/labour/permits. Complete ALL parts of this form as required in BLOCK CAPITALS. The Employer, the Foreign National and the Agent (if applicable), must sign the declarations at the end of the form.

INCOMPLETE FORMS WILL BE RETURNED TO THE APPLICANT OR THE AUTHORISED AGENT (IF APPLICABLE).

Who is applying for the permit (i.e. Who is the applicant)?

In accordance with the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, an employer making an Employment Permit application may not seek to recover the fee, if applicable, from the foreign national.

(This section MUST be completed for all applications)

Employer
Foreign National (Holder of Employment Permit)
Health Professional

If this is an application for a Health Professional listed in Part A or Part B of Schedule 2 in the Regulations please tick this box

Part One

Registration Details of Employer

1. Employer Registered Number: [ ]

   Obtained from the Revenue Commissioners

2. Company Name Registered Number
   (If applicable):

   Obtained from the Companies Registration Office

3. Business Name Registered Number
   (If applicable):

   Obtained from the Companies Registration Office

4. If the Employer is an Industrial and
   Provident Society, a Friendly Society
   or a Trade Union, please supply their
   Registration Number:

   Obtained from the Registry of Friendly Societies

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

   Obtained from the Revenue Commissioners
If the Employer is not a Limited Company, please complete Questions 6, 7, 8 and 9. If the Employer is a Limited Company, please proceed to Question 10.

6. If the Employer is not a registered company, please indicate what type of entity it is:
   - Sole Trader
   - Partnership
   - Other (please specify):

7. Please state the full name of the Employer:

8. Please state the nationality of the Employer:

9. If the Employer is not an EEA citizen, do they hold appropriate permission from the Minister for Justice and Equality to operate a business in the State?
   - Yes
   - No
   - Not applicable
   - If Yes, please specify:

   If yes, you must enclose copies of supporting documentation from the Minister for Justice and Equality confirming your permission to operate a business in the State or your application will be returned (see Requirements for Supporting Documentation).

10. Registered name of Company/Business:

11. Trading name of business (if different):

12. Nature of business:

13. Company/Business Address:
   - Address 1:
   - Address 2:
   - Town:
   - Country:

14. Telephone Number: 

15. Fax:

16. Mobile Phone Number:

17. E-mail:

18. Website:

19. Number of EEA* and/or Swiss nationals (including Irish) currently employed by the Employer:

20. Number of non-EEA nationals currently employed by the Employer:

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

You must now attach the documents outlined in Requirement for Supporting Documentation under "(A) Requirements for Employer."
Part Two
Details of Foreign National
(Holder of Employment Permit)

1. Passport Number: 

2. Expiry Date: 

3. Nationality: BLOCK CAPITALS

4. First Name: BLOCK CAPITALS

5. Middle Name(s): BLOCK CAPITALS

6. Family Name: BLOCK CAPITALS

7. Date of Birth: 

8. Male: □  Female: □

9. Telephone No.: 

10. Mobile Phone No.: 

11. Address: BLOCK CAPITALS

12. Current Address: BLOCK CAPITALS

13. Please provide the Foreign National’s PPS Number: 

14. Please provide the number of the Employment Permit being renewed: 

15. E-mail: 

16. Immigration Details (Please enter the details exactly as they appear on your current GNIB card*)

*If the Foreign National is in the State but does not have a GNIB personal identification number then please supply a copy of their current immigration stamps and visa.

If the proposed Foreign National has held consecutive employment permits for an uninterrupted period of 5 years and has been working lawfully during this time, s/he may be eligible to apply for a Stamp 4 permission to remain from the Irish Naturalisation and Immigration Service. However, if the proposed Foreign National is unable to obtain a Stamp 4, an employment permit will be required.

If this is the case, by submitting this application the proposed Foreign National confirms that s/he has considered the available options and believes that an employment permit is still required.

You must now attach the documents outlined in Requirement for Supporting Documentation under "(Bi Foreign National (Holder of Employment Permit) Requirements."

Page 3
**Part Three**

**Details of Employment**

1. **Title of Job:**

STRUCTIONS: Questions 2 and 3 to be completed by Health Professionals and Security Personnel who are listed in Part A and Part B of Schedule 2 in the Regulations.

2. **Regulatory Body:**

3. **Registration/Pin/ Licence No.:**

   If the application is in respect of Registered Doctors, Nurses or Security Personnel listed in Part A of Schedule 2 in the Regulations please provide your registration details above. Documentary evidence will not be required.

   Applications for other Health Professionals listed in Part B of Schedule 2 in the Regulations must provide a copy of their registration with the appropriate medical body or recognition of their qualifications from the Department of Health.

4. **Place(s) at which the employment concerned is to be carried out:**

5. **Proposed Period of Employment (maximum period of 3 years)*:**

   * If this is an application for an unlimited permit, please write "Unlimited" in this box. An unlimited Employment Permit may be applied for at the renewal stage if a foreign national has been in continuous employment with the same employer for five years or more. Please note that all Employment Permit renewal applications should be submitted to this Department at least 12 weeks before the expiry date of the existing Employment Permit.

6. **Gross Annual Remuneration**

   (Gross remuneration excludes overtime or premium payments)

7. **Gross Annual Salary:**

   (if different from above)

8. **Gross Weekly Salary:**

9. **Hourly Rate of Pay:**

10. **Deductions from Gross Weekly Salary:**

   Please specify purpose of deductions:

   Please specify name of health insurance provider:

11. **Health Insurance:**

   * All amounts which make up the basic salary must appear as payments on the pay slip. If Health Insurance is being included in the Gross Annual Remuneration this must be verifiable by way of supporting documentation at renewal stage such documentation may also be required in the event of a National Employment Rights Authority (NERA) inspection.

   * Health Insurance can only be considered if the provider of the health insurance is a person entered in the Register of Health Benefits Undertakings referred to in section 14 of the Health Insurance Act, 1994.

12. **Number of hours of work per week:**

   * Please note that for the purposes of Employment Permit Applications, the standard working week is 39 hours per week.

13. **What are the main functions of this job:**

You must now attach the documents outlined in Requirement for Supporting Documentation under "(C) Application Requirements" (if applicable)

---

**Page 4**

**RGEPO001/14**
### Part Four Requirement for Payment

<table>
<thead>
<tr>
<th>Is a fee payable for this Employment Permit application?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

If No, please indicate on what basis no fee is applicable:

- Application is in respect of a non-EEA national married to or in a civil partnership with an EEA national
- Unlimited General, Reactivation or Sports and Cultural Employment Permit

If no fee is payable proceed to Part Five.

### Details of Payment

**Important Note for Business Users - Payment by Electronic Funds Transfer**

In accordance with D/Finance Circular 1/2013, from 19 September 2014 (e-Day) the public sector will no longer accept cheques, bank drafts or postal orders from business users in respect of services rendered. To facilitate this, the Employment Permits Section will no longer accept paper based payments from business users and has set up a commercial bank account into which payments can be made by Electronic Funds Transfer (EFT).

Business users applying for employment permits should complete the Contact Details of Payer (Questions 1, 2, 3, 4, 5, 7, 8, and 9). Payment Details (Question 9) and the Payer's Declaration below and payment will be requested when an application is accepted into the Employment Permits Section as complete. An e-mail will issue to the applicant and their authorised agent (if applicable) giving details of the amount of the fee due, the bank account into which the payment should be made and an Application ID number which must be used as the reference when making the payment.

Applicants, other than business users can continue to make payment by cheque, bank draft or postal order and must complete all details below.

#### Contact Details of Payer

1. Please indicate who is making the payment: Employer □ Foreign National □ Other □
2. Title: Mr □ Mrs □ Miss □ Ms □ Other (please state) □
3. Name: [Block Capitals:]
4. Company (if applicable): [Block Capitals:]
5. Telephone Number: ____________ 6. Fax Number: ____________
7. Mobile Phone Number: ____________
8. E-mail: ____________

#### Payment Details

9. Method of Payment: Electronic Funds Transfer □ Cheque □ Bank Draft □ Postal Order □
10. Cheque No. ____________
11. Payment enclosed: ____________

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. Cheques should be made payable to the Department of Jobs, Enterprise and Innovation.

#### Payer's Declaration

I, the undersigned, agree that in the case of a refund of fees, the payment will be made payable to the Applicant specified on Page 1. (Under the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014 a refund in the case of a refused or withdrawn application will consist of 90% of the total fee paid).

Payer's Signature: __________________________ Date: ____________

Employment Permits Section is unable to refund fees by payable order. If a refund of fees is due for any reason, a mandate form will be forwarded to the applicant for completion. The refund will be paid by EFT directly into the applicant's bank account, as per details provided on the mandate form.
Part Five  Acceptance of Terms & Conditions

Declaration of Foreign National

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

I hereby solemnly declare that:

- I am a fully accredited member of the relevant professional body pursuant to Part C of Schedule 2 in the Regulations for the position on offer, as stated in Part 3 of the application form (if applicable);
- if this application is for an employment in respect of a Carer in a private home and an employment permit is granted, I will have no objection to an Inspector from the National Employment Rights Authority (NERA) visiting the premises where employment is being carried out and to speak to me and the employer should the need arise; and
- I will be fully tax compliant;

and that to the best of my knowledge and belief:

- I will continue to be employed, salaried and paid under an employment contract governed by the laws of the State by the Employer, as stated in Part 1 of the application form;

Furthermore, I understand and accept that in accordance with Section 25 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, a person who furnishes to the Minister, on an application under section 20, information that is false or misleading in a material respect knowing that it is so false or misleading or being reckless as to whether it is so false or misleading is guilty of an offence.

Signature of Foreign National: [Signature]
(Original signature required)

Title: [ ]

Name (in BLOCK CAPITALS): [BLOCK CAPITALS]

Date: [ ]

Your employment permit will normally be posted to you at your current address as in Part 2 of this Form.

Tick this box if you want your permit to be posted to your current address.

Tick this box if you want your permit to be posted to the Person who has made the offer of employment as stated in Part 1 of this Form.

Tick this box if you want your permit to be posted to your Authorised Agent (if applicable).
Declaration of Employer

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 will continue to be applied to this Foreign National.

I hereby solemnly declare that:

- I have taken reasonable steps to satisfy myself that:
  - the Foreign National is a fully accredited member of the relevant professional body pursuant to Part C of Schedule 2 in the Regulations for the position on offer, as stated in Part 3 of the application form (if applicable);
  - the Foreign National, as stated in Part 2 of the application form, will continue to be employed, salaried and paid under an employment contract governed by the laws of the State by me, the Employer, as stated in Part 1 of the application form.

I further understand, declare and accept that:

- in accordance with Section 23 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, I may not make any deductions from the remuneration of, or seek to recover from, the holder of an 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 any matter relating to or concerning such an application or the grant 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;

- in accordance with Section 25 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, a person who furnishes to the Minister, on an application under section 20, information that is false or misleading in a material respect knowing that it is false or misleading or being reckless as to whether it is true or misleading is guilty of an offence.

- if this application is for an employment in respect of a Care in a private home and an employment permit is granted, I will have no objection to an Inspector from the National Employment Rights Authority (NERA) visiting the premises where employment is being carried out and to speak to me and the employee should the need arise; and

- I have full responsibility for guaranteeing that the appropriate deductions under the PAYE system will be made from all payments (including benedicts-in-kind) made to the Foreign National and that all such deductions will be paid to the Revenue Commissioners.

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.

Signature of Employer:
(Original signature required)

Name (in BLOCK CAPITALS): Block Capitals

Position Held: Block Capitals

Title: ________________

Date: ________________
Authorisation of Agent

If no agent is representing the applicant then this section to be left blank.

If you (the applicant) wish a third party (agent) to act on your behalf please ensure the following details are completed. To ensure privacy of data is respected, all parties must be in agreement with the nomination of an agent. All parties must sign below. Agents will be copied any correspondence regarding this application.

Agent Name
(in BLOCK CAPITALS):

Title:

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.

Signature of Agent:
(Original signature required)

Date:

Agent's Address for Correspondence:

Address 1:

Address 2:

Town:

County:

Country:

E-mail address:

Telephone number:

I, the Person who has made the offer of employment, permit the above named agent to act on my behalf in respect of this application.

Signature of Employer:
(Original signature required)

Date:

I, the Foreign National, permit the above named agent to act on my behalf in respect of this application.

Signature of Foreign National:
(Original signature required)

Date:
Requirements for Supporting Documentation

(A) Requirements for the Employer

If the Employer has not been granted an Employment Permit within the 12 months preceding the application, they MUST submit clear copies of the following documentation:

• Copy of P30 returned to the Revenue Commissioners within the 2 months preceding this application or a receipt for such return whether issued through ROS (Revenue Online Service) or otherwise.

Business Permission

If the Employer has indicated that they are a foreign national operating a business in the State, they are required to submit copies of documentary evidence from the Minister for Justice and Equality clearly demonstrating their status within the State and their entitlement to operate a business in the State.

Additional documentation

The Minister may request such other information as might materially assist in making a decision on an application.

(B) Requirements for Foreign National

For all Foreign Nationals:

• Clear, legible copy (preferably in colour) of the personal details pages of the Foreign National's passport, showing his or her picture, personal details and his or her signature.

• In the case of health professions listed in Part B of Schedule 2 in the Regulations, a copy of the registration with the appropriate medical body or recognition of qualifications from the relevant Minister of the Government.

• Please supply your GNIW personal identification number which is shown on your GNIW card. If not available please supply a clear, legible copy (preferably in colour) of your current immigration stamp and visa.

Please Note: Original documents should not be submitted.

Important Note concerning the passport expiry date:

In the case of all applications for employment permits, the Foreign National must hold a passport which is in date and valid for at least 12 months or more after the date of the application. Employment Permits cannot be considered for Foreign Nationals who do not fulfil this requirement.

(C) Application Requirements

Clarification on Remuneration Paid

All applications for renewal of an employment permit must include the following documentation:

• Copies of 3 recent pay slips issued to the holder of the Employment Permit dated within the last 4 months.

• Copies of P40s issued to the holder of the Employment Permit for each year of employment covering the duration of the existing Employment Permit.

• Documentary evidence of payments in respect of Health Insurance, if applicable.

For renewal of an employment in a restaurant or a fast food outlet

If the application is in respect of such employment the following additional documentation is required:

• An up-to-date tax clearance certificate in respect of the Employer.

(D) Schedule of Fees

An application for a renewal employment permit shall be accompanied by the fees prescribed in the following table:

<table>
<thead>
<tr>
<th>Employment Permit Type</th>
<th>Renewal Application Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Employment Permit</td>
<td>€1,500 up to 36 month permit and €750 for six months or less</td>
</tr>
<tr>
<td>Dependant/Partner/Spouse Employment Permit</td>
<td>No Fee</td>
</tr>
<tr>
<td>Contract for Services Employment Permit</td>
<td>€1,500 up to 36 month permit and €750 for six months or less</td>
</tr>
<tr>
<td>Intra-Company Transfer Employment Permit</td>
<td>€1,000 up to 24 month permit, €1,500 from 24 months up to 36 month permit and €500 for six months or less</td>
</tr>
<tr>
<td>Sport &amp; Cultural Employment Permit</td>
<td>€1,500 up to 36 month permit and €750 for six months or less</td>
</tr>
<tr>
<td>Re-activation Employment Permit</td>
<td>€1,500 up to 36 month permit and €750 for six months or less</td>
</tr>
</tbody>
</table>
Fees not required in certain cases.
No fee is payable in respect of applications for Dependant/Partner/Spouse Employment Permits and in respect of applications for Unlimited Employment Permits in the case of a General Employment Permit, a Sports and Cultural Employment Permit or a Reactivation Employment Permit. An unlimited Employment Permit may be applied for at the renewal stage if a foreign national has been in continuous employment with the same employer for five years or more.

In all other cases a fee as detailed above is payable depending on the duration of the Employment Permit. However, the fee may be waived in the following cases:

- Application in respect of a Foreign National who is the Spouse or Civil Partner of an EEA national;
- Where the Employer is the applicant for the Employment Permit and they have been granted charitable tax exemption status by the Revenue Commissioners.

The following additional documentation is required in these cases:

- Applications in respect of Foreign Nationals who are the Spouses or Civil Partners of EEA nationals:
  - clear photocopies of the relevant pages of the EEA Spouse/Civil Partnership current passport showing his or her picture, personal details, passport expiry date and his or her signature, and
  - a copy of the marriage certificate or the civil partnership registration evidencing the relationship of the Foreign National and
  - the EEA national.

- Where the Employer is the applicant for the Employment Permit and they have been granted charitable tax exemption status by the Revenue Commissioners:
  - If the Employer has not been issued with an Employment Permit on the basis of not paying a fee due to charitable status within the 12 months preceding the application, please provide a copy of an official letter from the Revenue Commissioners confirming charitable status.

Refunds
90% of the fee will 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.

Employment Permits Section is unable to refund fees by payable order. If a refund of fees is due for any reason, a mandate form will be forwarded to the applicant for completion. The refund will be paid by EFT directly into the applicant’s bank account, as per details provided on the mandate form.

Acceptable Forms of payment
In accordance with IF/Finance Circular 1/2013, from 19 September 2014 (e-Day) the public sector will no longer accept cheques, bank drafts or postal orders from business users in respect of services rendered. To facilitate this, the Employment Permits Section now has a commercial bank account into which payments can be made by Electronic Funds Transfer (EFT). When an application is accepted as complete an email will issue to the applicant giving details of the amount of the fee due, the bank account into which the payment should be made and an Application ID number which must be used as the reference when making the payment.

For all other users, payment can continue to be made 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 Jobs, Enterprise & Innovation.

(E) 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. All Employment Permits are issued on the proviso that the named foreign national is paid, as a minimum, the remuneration specified on the Employment Permit. The only allowable deductions are those which appear on that Employment Permit. The remuneration being paid must be verifiable in the event of a National Employment Rights Authority (NERA) inspection. Failure to comply could lead to the revocation of the Employment Permit under section 16(1)(d) of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014.

C. It is recommended that an application for a Renewal Employment Permit should be made at least 12 weeks before the expiry of the existing permit.

D. Any application that contains omissions or is incorrectly completed will be returned to the applicant or the authorised agent (if applicable) for completion.

E. A fee, as determined by the Minister for Jobs, Enterprise and Innovation is payable by the applicant or the authorised agent (if applicable) for each Employment Permit granted.

F. In line with section 24 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, should the employment that is the subject of the Employment Permit cease, for whatever reason, the original and the certified copy of the Employment Permit must be returned to the Employment Permits Section within 4 weeks from the date of cessation. Failure to comply with this requirement is an offence.

Non-compliance with any provision of the Aliens Act 1935, the Immigration Acts, the Employment Permits Acts 2003 and 2006, as amended by the Employment Permits (Amendment) Act 2014 or any Order made under these Acts is an offence punishable by Law.
**(F) Declaration**

**Data Sharing and Data Protection**

The Employment Permits Section may undertake verification of all data submitted on this application form. The Employer, the Foreign National and the Authorised Agent (if applicable) 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.dataprotection.ie](http://www.dataprotection.ie). Alternatively, they may call (057) 680 4500 / Lo-Call Number: 1690 22231.

Please note that a percentage of all applications will be chosen at random for inspection by the National Employment Rights Authority (NERA). Relevant documents will have to be provided as part of this inspection. Under Section 16 (d) of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, the Minister may revoke an employment permit if, in the opinion of the Minister, any information provided in respect of the application for it was false or misleading in a material respect.

In accordance with Section 25 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, a person who furnishes to the Minister, on an application under section 4 or 20, information that is false or misleading in a material respect knowing that it is so false or misleading or being reckless as to whether it is so false or misleading is guilty of an offence.

Furthermore, in accordance with Section 32 (1) of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, a person guilty of an offence under section 18(2), 19(3), 23(4) or 25 is liable—

(a) on summary conviction, to a fine not exceeding €5,000 or imprisonment for a term not exceeding 12 months or both, or

(b) on conviction on indictment, to a fine not exceeding €50,000 or imprisonment for a term not exceeding 5 years or both.

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.dje.ie/labour/workpermits/](http://www.dje.ie/labour/workpermits/))
(G) 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 to the applicant or authorised agent if applicable.

Attach 1 passport sized photograph, with Foreign National's name printed on the back.

Indicate the following:
- The applicant (person applying i.e. Employer or the Foreign National (Holder of Employment Permit)).

Part One - Details of Employer: Complete all questions

Employer should include copies of:
- Completed P30/ROS Online Receipt dated within 2 months preceding the application.
- Evidence of Business Permission (if applicable).

Part Two - Details of Foreign National: Complete all questions

Please supply clear copies (preferably in colour) of the following:
- Passport pages showing photograph, personal details and expiry date.
- Immigration stamps (if GNIB personal identification number not available).
- Visa (if GNIB personal identification number not available).

Original documents should not be submitted.

Part Three - Details of Employment: Complete all questions (unless otherwise specified)

Please provide the following:
- Copies of 3 recent paystubs issued to the holder of the Employment Permit dated within the last 4 months.
- Copies of P60s issued to the holder of the Employment Permit for each year of employment covering the duration of the existing Employment Permit.
- Documentary evidence of payments in respect of Health Insurance if applicable.

Please supply copies of the following in the case of health professionals, including registered doctors, registered nurses and security personnel who have not provided their Registration/PIN number at Part 3, Question 2:
- A copy of registration with the appropriate regulatory body or recognition of qualifications pursuant to Schedule 2 in the Regulations.

Please supply the following in the case of the renewal of an employment in a restaurant or a fast food outlet:
- An up-to-date tax clearance certificate in respect of the Employer.

Part Five - Details of Payment: Complete all questions

- Include the appropriate fee (see (D) Schedule of Fees for further information).
- Sign Payment declaration - original signature required.
- If applicable, a copy of an official letter from the Revenue Commissioners confirming charitable status.
- If applicable, clear photocopies of the relevant pages of the EEA Spouse/Civil Partners' current passport showing his or her picture, personal details, passport expiry date and his or her signature, and a copy of the marriage certificate or the civil partnership registration evidencing the relationship of the Foreign National and the EEA national.

Part Six - Acceptance of Terms & Conditions
- Sign and date the appropriate declarations - original signatures required.

EMPLOYMENT PERMITS SECTION

Website: www.dje.ie/labour/workpermits/
E-mail: employmentpermits@dje.ie
Call Centre: 353-1-417 3333
LoCall: 1850 201 616
(from within Ireland only)
Fax: 353-1-611 3288
Address: Davitt House
66a Adelaide Road
Dublin 2
Ireland

Contact Details

Employment Permits Section Web pages

Information and application forms may be downloaded from the Employment Permits Section web pages on the Department of Jobs, Enterprise and Innovation website - www.dje.ie/labour/workpermits/

PLEASE NOTE: The pages giving details on Requirement for Supporting Documentation and Application Form Checklist - parts A, B, C, D, E, F and G are for instruction purposes only. It is not necessary to include these pages when submitting the completed application form.
Form L
Application form for renewal of Intra-Company Transfer Employment Permit

This form should be used by a Connected Person in Ireland who wishes to apply for:

- A renewal of an existing Intra-Company Transfer Employment Permit to provide for the Foreign National, the holder of the existing Intra-Company Transfer Employment, to continue to:
  - carry out duties for the Connected Person in the State in the same employment in senior management or employments requiring specialist knowledge, qualifications or experience essential to the Connected Person’s service, research, equipment, technique, or management.
- A renewal application for an Intra-Company Transfer Employment Permit should be made within the period of 4 months ending on the date of expiry of the existing Intra-Company Transfer Employment Permit.

Before completing this form, please read, and follow, the relevant permit information which is available on our website: www.docinibus/workpermits/ Complete ALL parts of this form as required in BLOCK CAPITALS. The Connected Person, the Foreign Employer, the Foreign national and the Agent (if applicable) must sign the declarations at the end of the form. Incomplete forms will be returned to the applicant or the authorised agent (if applicable).

Who is applying for the permit (i.e. Who is the applicant)?
In accordance with the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, the Connected Person (Irish Entity) must be the applicant in respect of all Intra-Company Transfer Employment Permit applications.

### Part One
Registration Details of Connected Person

<table>
<thead>
<tr>
<th>1. Employer Registered Number:</th>
<th>Obtained from the Revenue Commissioners</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Company Name Registered Number:</td>
<td>Obtained from the Companies Registration Office</td>
</tr>
<tr>
<td>3. Business Name Registered Number (if applicable):</td>
<td>Obtained from the Companies Registration Office</td>
</tr>
<tr>
<td>4. If the Connected Person is an Industrial and Provident Society, a Friendly Society or a Trade Union, please supply their Registration Number:</td>
<td>Obtained from the Registry of Friendly Societies</td>
</tr>
<tr>
<td>5. If the Connected Person is a Charity, please supply their Charity Number:</td>
<td>Obtained from the Revenue Commissioners</td>
</tr>
<tr>
<td>6. Registered name of Company/Business:</td>
<td>BLOCK CAPITALS</td>
</tr>
<tr>
<td>7. Trading name of business (if different):</td>
<td>BLOCK CAPITALS</td>
</tr>
<tr>
<td>8. Nature of business:</td>
<td>BLOCK CAPITALS</td>
</tr>
<tr>
<td>9. Company/Business Address:</td>
<td>BLOCK CAPITALS</td>
</tr>
<tr>
<td>10. Telephone Number:</td>
<td></td>
</tr>
<tr>
<td>11. Fax Number:</td>
<td></td>
</tr>
<tr>
<td>12. Mobile Phone Number:</td>
<td></td>
</tr>
<tr>
<td>13. E-mail address:</td>
<td></td>
</tr>
<tr>
<td>14. Website:</td>
<td></td>
</tr>
</tbody>
</table>

**Part One A  Details of the Foreign Employer**

1. Name of Foreign Employer: BLOCK CAPITALS
2. Address of Foreign Employer: BLOCK CAPITALS

You must now attach the documents outlined in Requirement for Supporting Documentation under "A. Requirements for Connected Person."

**Part Two  Details of Foreign National (Holder of Employment Permit)**

1. Passport Number: |
2. Expiry Date: D M Y Y
3. Nationality: BLOCK CAPITALS
4. First Name: BLOCK CAPITALS
5. Middle Name(s): BLOCK CAPITALS
6. Family Name: BLOCK CAPITALS
7. Date of Birth: D M Y Y

Enter these details exactly as they appear on the Foreign National's passport.

6. Male: |
7. Female: |
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 Foreign National’s PPS Number: [ ]

14. Please provide the number of the Employment Permit being renewed: [ ]

15. E-mail address: [ ]

16. Immigration Details (Please enter the details exactly as they appear on your current GNI card*):

<table>
<thead>
<tr>
<th>GNI Card No.</th>
<th>Dept. No.</th>
</tr>
</thead>
</table>

*If the Foreign National is in the State but does not have a GNI personal identification number then please supply a copy of the current immigration stamps and visa.

You must now attach the documents outlined in Requirement for Supporting Documentation under "(B) Requirements for Foreign National."
Part Three
Details of Requirement for Renewal of Intra-Company Transfer

1. Please outline, in detail, the reason for the renewal of the Intra-Company transfer. This should include a description of the functions that will continue to be undertaken by the Foreign National and why a continuation of the transfer is required. Please continue on a separate sheet if required and append it to the application form.
### Part Four: Details of Employment

1. Proposed Position of Foreign National with Connected Person:

   **BLOCK CAPITALS**

   NOTE: Questions 2 and 3 to be completed by Health Professionals only.

2. Regulatory Body:

   **BLOCK CAPITALS**

3. Registration PIN:

   If the application is in respect of Registered Doctors or Nurses listed in Part A of Schedule 2 in the Regulations please provide your registration details above. Documentary evidence will not be required.

   Applications for other Health Professionals listed in Part B of Schedule 2 in the Regulations must provide a copy of their registration with the appropriate medical body or recognition of their qualifications from the Department of Health.

4. Duration of Transfer (definite start and end dates up to a maximum of 3 years):

   "All renewal Employment Permit applications should be submitted to this Department at least 12 weeks before the expiry date of the existing Employment Permit. It should be noted that Intra-Company Transfer Employment Permits can only be issued for a maximum period of 5 years."

5. Place(s) at which the duties/training concerned is to be carried out:

   **BLOCK CAPITALS**

6. Calculation of Remuneration:

   "Basic Salary, Payments in respect of Board and Accommodation (or its monetary value) and Health Insurance can be included. If the current basic hourly rate of pay is below the Irish National Minimum Wage, the hourly rate or a rate of pay fixed under or pursuant to any other enactment for the employment concerned, the top up to bring it up to the hourly minimum wage level should be shown separately below. The amount recoverable for this purpose must be an amount that is deemed allowable under Schedule One of the Minimum Wage Act, 2000."

<table>
<thead>
<tr>
<th>Description</th>
<th>Annual Salary (Foreign Currency)</th>
<th>Hourly Rate (Foreign Currency)</th>
<th>Annual Salary (in euro)</th>
<th>Hourly Rate (in euro)</th>
<th>Exchange Rate Used</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Current Basic Annual Salary</td>
<td>€</td>
<td>€</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(b) Top up to bring Basic Annual Salary up to the Irish National Minimum Wage or the rate of pay fixed under or pursuant to any other enactment (if applicable)</td>
<td>€</td>
<td>€</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(c) Deductions from either (a) or (b) above (if applicable)</td>
<td>€</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(d) Total Basic Annual Salary less deductions at (c) (if applicable)</td>
<td>€</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Board and Accommodation</td>
<td>Payments in respect of Board and Accommodation (if applicable)</td>
<td>Monetary Value of (if applicable)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Payments in respect of Health Insurance (if applicable)</td>
<td>€</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Remuneration

All amounts which make up the basic salary, including any top-up payments, must appear as payments on the salary. If payments or the monetary value of Board and Accommodation or Health Insurance is being included in the Gross Annual Remuneration this must be verifiable by way of supporting documentation in the event of a National Employment Rights Authority (NERA) inspection and renewal stage.

7. Number of hours of work per week:

   [ ]

   *Please note that for the purposes of Employment Permit applications, the standard working week is 39 hours per week.*

8. What are the main functions of this job:

   **BLOCK CAPITALS**

   You must now attach the documents outlined in Requirement for Supporting Documentation under "(C) Application Requirements."
**Part Five**

**Requirement for Payment**

Is a fee payable for this Employment Permit application?  
- Yes [ ]  
- No [x]

If No, please indicate on what basis no fee is applicable?  
- Application is in respect of a non-EEA national married to or in a civil partnership with an EEA national [x]

If no fee is payable proceed to Part Six.

**Details of Payment**

Important Note for Business Users - Payment by Electronic Funds Transfer

In accordance with DFine Circular 1/2003, from 19 September 2014 (e-Day) the public sector will no longer accept cheques, bank drafts or postal orders from business users in respect of services rendered. To facilitate this the Employment Permits Section will no longer accept paper based payments from business users and has set up a commercial bank account into which payments can be made by Electronic Funds Transfer (EFT).

Business user applicants for employment permits should complete the Contact Details of Payer (Questions 1, 2, 3, 4, 5, 6, 7, and 8), Payment Details (Question 9) and the Payers Declaration below and payment will be requested when an application is accepted into the Employment Permits Section as complete. An e-mail will issue to the applicant and their authorised agent (if applicable) giving details of the amount of the fee due, the bank account into which the payment should be made and an Application ID number which must be used as the reference when making the payment.

Applicants, other than business users, can continue to make payment by cheque, bank draft or postal order and must complete all details below.

**Contact Details of Payer**

1. Please indicate who is making the payment:  
   - Connected Person [ ]  
   - Other [ ]

2. Title:  
   - Mr [x]  
   - Mrs [ ]  
   - Miss [ ]  
   - Ms [ ]  
   - Other (please state) [ ]

3. Name:  
   - BLOCK CAPITALS

4. Company (if applicable):  
   - BLOCK CAPITALS

5. Telephone Number:  
   - 6. Fax Number:  

7. Mobile Phone Number:  

8. E-mail:  

**Payment Details**

9. Method of Payment:  
   - Electronic Funds Transfer [ ]  
   - Cheque [ ]  
   - Bank Draft [ ]  
   - Postal Order [ ]

10. Cheque No.  

11. Payment enclosed:  

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. Cheques should be made payable to the Department of Jobs, Enterprise and Innovation.

**Payer’s Declaration**

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

(Under the Employment Permits Act 2004, as amended by the Employment Permits (Amendment) Act 2014 a refund in the event of a refused or withdrawn application will consist of 90% of the total fee paid)

Payer’s Signature:  
(Original signature required)

Date:  

Employment Permits Section is unable to refund fees by payable order. If a refund of fees is due for any reason, a mandate form will be forwarded to the applicant for completion. The refund will be paid by EFT directly into the applicant’s bank account, as per details provided on the mandate form.
Part Six  Acceptance of Terms & Conditions

Foreign National's Declaration

I, the undersigned, agree to continue to carry out duties with the Connected Person on the basis of this application. I hereby solemnly declare that:

- I am a fully accredited member of the relevant professional body pursuant to Part C of Schedule 2 in the Regulations for the position on offer, as stated in Part 4 of the application form (if applicable);
- I will continue to be employed, salaried and paid under an employment contract outside the State by the Foreign Employer stated on this application form, and
- I will be fully tax compliant.

Furthermore, I understand and accept that in accordance with Section 26 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, a person who furnishes to the Minister, on an application under section 25, information that is false or misleading in a material respect knowing that it is false or misleading or being reckless as to whether it is false or misleading is guilty of an offence.

Signature of Foreign National:
(Original signature required)

Name (in BLOCK CAPITALS):

Date: D M Y Y

Your employment permit will normally be posted to you at your current address as in Part 2 of this Form.

Tick this box if you want your permit to be posted to your current address.

Tick this box if you want your permit to be posted to the Connected Person as stated in Part 1 of this Form.

Tick this box if you want your permit to be posted to your Authorised Agent (if applicable).
Connected Person Declaration

I, the Connected Person in the State, confirm that the Foreign National will continue to perform duties in the State that arise out of the intra-Company Transfer arrangement between the Foreign Employer and me and I understand that the Foreign National will be returning to his/her employment outside the State with the Foreign Employer after the completion of the duties with me.

I hereby solemnly declare that I have taken reasonable steps to satisfy myself that:

- the Foreign National is a fully accredited member of the relevant professional body pursuant to Part C of Schedule 2 in the Regulations for the position on offer, as stated in Part 4 of the application form (if applicable);
- the Foreign National named in this application form will continue to be employed, salaried and paid under an employment contract outside the State by the Foreign Employer as stated in Part 1 of this application form.

I understand and accept that:

- in accordance with Section 23 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, I shall not seek to recover from the Foreign national any charge, fee or expense arising out of the application for the Employment Permit or any matter relating to or concerning such an application or the grant of the Employment Permit.

- in accordance with Section 25 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, a person who furnishes to the Minister, on an application under section 20, information that is false or misleading in a material respect knowing that it is so false or misleading or being reckless as to whether it is so false or misleading is guilty of an offence.

Signature of Connected Person: [Signature]
(Original signature required)

Name (in BLOCK CAPITALS): [BLOCK CAPITALS]  
Title: [ ]

Position Held: [BLOCK CAPITALS]  
Date: [D D M N Y]

Your certified copy of the employment permit will normally be posted to you at your current address as in Part 1 of this Form.

Tick this box if you want your certified copy of the employment permit to be posted to your current address. [ ]

Tick this box if you want your certified copy of the employment permit to be posted to your Authorised Agent (if applicable). [ ]
Foreign Employer Declaration

I, the Foreign Employer, give an undertaking that the Foreign National will be fully tax compliant for the duration of the Foreign National’s stay in the State. I confirm that the Foreign National will be returning to my overseas place of employment after the completion of the duties with the Connected Person.

I hereby solemnly declare that:

- the Foreign National is a fully accredited member of the relevant professional body pursuant to Part C of Schedule 2 in the Regulations for the position on offer, as stated in Part 4 of the application form (if applicable);
- where the foreign salary currently paid by me does not meet the Irish National Minimum Wage hourly rate of pay or an hourly rate of pay fixed under or pursuant to any other enactment that applies to the employment concerned, I undertake to pay a Top-Up salary to achieve the National Minimum Wage hourly rate or the hourly rate fixed under or pursuant to any other enactment and that this amount will appear on the Foreign National’s payslip for the duration of their assignment in the State;
- the Foreign National named in this application form will continue to be employed, salaried and paid under an employment contract outside the State by me, the Foreign Employer as stated in Part 1 of this application form.

I understand and accept that:

- in accordance with Section 23 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, I may not make any deductions from the remuneration or, seek to recover from, the holder of the employment permit for any matter relating to or concerning such as application or the grant of the permit; 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 in accordance with Section 23 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014,
- a person who furnishes to the Minister, on an application under section 23, information that is false or misleading in a material respect knowing that it is so false or misleading or being reckless as to whether it is so false or misleading is guilty of an offence,
- neither I, nor a person acting on my behalf, shall keep any personal document belonging to a holder of an employment permit.

Signature of Foreign Employer:  
(Original signature required)

Name (in BLOCK CAPITALS):  

Position Held:  

Title:  

Date:  

Page 9
Authorisation of Agent

If no agent is representing the applicant then this section to be left blank.

If you (the Connected Person) wish a third party (agent) to act on your behalf please ensure the following details are completed. To ensure privacy of data is respected, all parties must be in agreement with the nomination of an agent. Agents will be copied any correspondence regarding this application.

Agent Name
(in BLOCK CAPITALS): [Name]

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.

Signature of Agent:
(Original signature required)

Agent’s Address for Correspondence:

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

E-mail address: [Email]

Telephone number: [Number]

I, the Connected Person, permit the above named agent to act on my behalf in respect of this application.

Signature of Connected Person:
(Original signature required)

Date: [DD MM YYYY]

I, the Foreign National, permit the above named agent to act on my behalf in respect of this application.

Signature of Foreign National:
(Original signature required)

Date: [DD MM YYYY]

I, the Foreign Employer, permit the above named agent to act on my behalf in respect of this application.

Signature of Foreign Employer:
(Original signature required)

Date: [DD MM YYYY]
Requirements for Supporting Documentation

(A) Requirements for Connected Person

All Connected Persons who have not previously applied for and been issued with an Intra-Company Transfer Employment Permit within the 12 months preceding the application MUST submit clear copies of the following documentation:

- Copy of P30 returned to the Revenue Commissioners within the 2 months preceding this application or a receipt for each return whether issued through ROS (Revenue Online Service) or otherwise.

All Connected Persons who have not previously applied for and been issued with an Intra-Company Transfer Employment Permit within the past two years are required to submit the following documentation:

- Evidence of the connection between the Connected Person and the Foreign Employer.

Additional documentation

The Minister may request such other information as might materially assist in making a decision on an application.

(B) Requirements for Foreign National

For all Foreign Nationals:

- Clear, legible copy (preferably in colour) of the personal details pages of the Foreign National’s passport, showing his or her picture, personal details and his or her signature.
- In the case of health professionals listed in Part B of Schedule 2 in the Regulations, a copy of the registration with the appropriate medical body or recognition of qualifications from the relevant Minister of the Government.
- Please supply your GNIB personal identification number which is shown on your GNIB card. If not available please supply a clear, legible copy (preferably in colour) of your current immigration stamps and visa.

Please Note: Original documents should not be submitted

Important Note concerning the passport expiry date

In the case of all applications for employment permits the Foreign National must hold a passport which is in date and valid for at least 12 months or more after the date of the application. Employment Permits cannot be considered for Foreign Nationals who do not fulfil this requirement.

(C) Application Requirements

Clarification on Remuneration Paid

All applications for renewal of an employment permit must include the following documentation:

- Copies of 3 recent payslips issued to the holder of the Employment Permit dated within the last 4 months which must comply with the requirements of the Employment Permits Act 2008, as amended by the Employment Permits (Amendment) Act 2014.
- Copies of P40s issued to the holder of the Employment Permit for each year of employment covering the duration of the existing Employment Permit. If P40s are not available then copies of P2s are required.
- Documentary evidence of payments in respect of Board and Accommodation and Health Insurance, if applicable.

For renewal of an employment as an executive chef, head chef, sous chef or specialist chef specialising in a non-EEA cuisine in an establishment other than a fast food outlet

If the application is in respect of such employment the following additional documentation is required:

- An up-to-date tax clearance certificate in respect of the Employer.
(D) Schedule of Fees

An application for a renewal employment permit shall be accompanied by the fee prescribed in the following table –

<table>
<thead>
<tr>
<th>Employment Permit Type</th>
<th>Renewal Application Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Employment Permit</td>
<td>€1,500 up to 36 month permit and €750 for six months or less</td>
</tr>
<tr>
<td>Dependant/Partner/Spouse Employment Permit</td>
<td>No Fee</td>
</tr>
<tr>
<td>Contract for Services Employment Permit</td>
<td>€1,500 up to 36 month permit and €750 for six months or less</td>
</tr>
<tr>
<td>Intra-Company Transfer Employment Permit</td>
<td>€1,000 up to 24 month permit; €1,500 from 24 months up to 36 month permit and €500 for six months or less</td>
</tr>
<tr>
<td>Sport &amp; Cultural Employment Permit</td>
<td>€1,500 up to 36 month permit and €750 for six months or less</td>
</tr>
<tr>
<td>Reactivation Employment Permit</td>
<td>€1,500 up to 36 month permit and €750 for six months or less</td>
</tr>
</tbody>
</table>

Fees not required in certain cases.
A fee as detailed above is payable depending on the duration of the Employment Permit. However, the fee may be waived in the following cases:

- Application in respect of a Foreign National who is the Spouse or Civil Partner of an EEA national.
- Where the Connected Person has been granted charitable tax exemption status by the Revenue Commissioners.

The following additional documentation is required in these cases:

- Applications in respect of Foreign Nationals who are the Spouses or Civil Partners of EEA nationals:
  - clear photocopies of the relevant pages of the EEA Spouse/Civil Partners’ current passport showing his or her picture, personal details, passport expiry date and his or her signature, and
  - a copy of the marriage certificate or the civil partnership registration evidencing the relationship of the Foreign National and the EEA national.
- Where the Connected Person has been granted charitable tax exemption status by the Revenue Commissioners:
  - if the Connected Person has not been issued with an Employment Permit or the basis of not paying a fee due to charitable status within the 12 months preceding the application, please provide a copy of an official letter from the Revenue Commissioners confirming charitable status.

Refunds
90% of the fee will 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.

Employment Permits Section is unable to refund fees by payable order. If a refund of fees is due for any reason, a mandate form will be forwarded to the applicant for completion. The refund will be paid by EFT directly into the applicant's bank account, as per details provided on the mandate form.

Acceptable Forms of Payment
In accordance with D/Finance Circular 1/2013, from 19 September 2014 (e-Day) the public sector will no longer accept cheques, bank drafts or postal orders from business users in respect of services rendered. To facilitate this, the Employment Permits Section now has a commercial bank account into which payments can be made by Electronic Funds Transfer (EFT). When an application is accepted as complete an email will issue to the applicant giving details of the amount of the fee due, the bank account into which the payment should be made and an Application ID number which must be used as the reference when making the payment.

For all other users, payment can continue to be made 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 Jobs, Enterprise & Innovation.
(E) 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 the authorised duration of stay is subject to the control of the Immigration Authorities.

B. All Employment Permits are issued on the proviso that the named foreign national is paid, as a minimum, the remuneration specified on the Employment Permit. The only allowable deductions are those which appear on that Employment Permit. The remuneration being paid must be verifiable in the event of a National Employment Rights Authority (NERA) inspection. Failure to comply could lead to the revocation of the Employment Permit under section 16(1)(d) of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014.

C. The Foreign National remains an employee of the Foreign Employer for the duration of the transfer.

D. The Foreign National only performs the duties in respect of which the Employment Permit is issued.

E. It is recommended that an application for renewal Employment Permit should be made at least 12 weeks before the expiry of the existing Employment Permit.

F. Any application that contains omissions or is incorrectly completed will be returned to the applicant or the authorised agent (if applicable) for completion.

G. A fee, as determined by the Minister for Jobs, Enterprise and Innovation is payable by the applicant or the authorised agent (if applicable) for each Employment Permit granted.

H. In line with section 24 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, should the employment that is the subject of the Employment Permit cease, for whatever reason, the original and the certified copy of the Employment Permit must be returned to the Employment Permits Section within 4 weeks from the date of cessation. Failure to comply with this requirement is an offence.

Non-compliance with the provisions of the Alien Act 1935, the Immigration Acts, the Employment Permits Acts 2003 and 2006, as amended by the Employment Permits (Amendment) Act 2014 and Orders made under these Acts is an offence punishable by Law.

(F) Declaration

Data Sharing and Data Protection
The Employment Permits Section may undertake verification of all data submitted on this application form. The Connected Person, the Foreign Employer, the Foreign National and the authorised Agent (if applicable) 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.dataprotection.ie. Alternatively, they may call (017) 868 4880. I.e., Call Number: 1900 352931.

Please note that a percentage of all applications will be chosen at random for inspection by the National Employment Rights Authority (NERA). Relevant documents will have to be provided as part of this inspection. Under Section 16 (d) of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, the Minister may revoke an employment permit if, in the opinion of the Minister, any information provided in respect of the application for it was false or misleading, in a material respect.

In accordance with Section 25 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, a person who furnishes to the Minister, on an application under section 5 or 25, information that is false or misleading in a material respect knowing that it is so false or misleading or being reckless as to whether it is so false or misleading is guilty of an offence—

(a) on summary conviction, to a fine not exceeding €3,000 or imprisonment for a term not exceeding 12 months or both, or
(b) on conviction on indictment, to a fine not exceeding €50,000 or imprisonment for a term not exceeding 5 years or both.

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.dja.ie/about/workpermits/).
(G) 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 to the applicant or authorised agent (if applicable).

Attach 1 passport sized photograph, with Foreign National's name printed on the back.

Part One - Details of the Connected Person, Details of the Foreign Employer and Details of the Connection between the Connected Person and the Foreign Employer: Complete all questions

Connected Persons should include copies of:
- Completed P30/RROS Online Receipt dated within 2 months preceding the application, if applicable.
- Evidence of Connection between Connected Person and Foreign Employer (if applicable).

Part Two - Details of Foreign National: Complete all questions

Please supply clear copies (preferably in colour) of the following:
- Passport pages showing photograph, personal details and expiry date.
- Immigration stamps (if GNIB personal identification number not available).
- Visa (if GNIB personal identification number not available).

Original documents should not be submitted.

Part Three - Details of Intra-Company Transfer: Complete all questions.

Please complete in relation to the reason for the renewal of the Intra-Company Transfer.

Part Four - Details of Employment: Complete all questions (unless otherwise specified)

Please supply copies of the following in the case of health professionals, including registered doctors and registered nurses who have not provided their Registration/PIN number at Part 1, Questions 2 and 3:
- A copy of registration with the appropriate regulatory body or recognition of qualifications pursuant to Schedule 2 in the Regulations.
- A current up-to-date tax clearance certificate in respect of the Person who has made the offer of employment.

Please supply copies of the following:
- Copies of 3 recent payslips issued to the holder of the Employment Permit dated within the last 6 months which must comply with the requirements of the Employment Permits Act 2005, as amended by the Employment Permits (Amendment) Act 2014.
- Copies of P45s issued to the holder of the Employment Permit for each year of employment covering the duration of the existing Employment Permit. If P45s are not available then copies of P21s are required.
- Documentary evidence of payments in respect of Board and Accommodation and Health Insurance, if applicable.

Part Five - Details of Payment: Complete all questions

- Include the appropriate fee if required (see (D) Schedule of Fees for further information.
- Sign Payroll declaration - original signature required.
- If applicable, a copy of an official letter from the Revenue Commissioners confirming charitable status.
- If applicable, clear photocopies of the relevant pages of the EEA Spouse/Civil Partner's current passport showing his or her picture, personal details, passport expiry date and his or her signature, and a copy of their marriage certificate or the civil partnership registration evidencing the relationship of the Foreign National and the EEA national.

Part Six - Acceptance of Terms & Conditions

- Sign and date the appropriate declarations - original signatures required.
# EMPLOYMENT PERMITS SECTION

**Website:**  [www.dje.ie/labour/workpermits/](http://www.dje.ie/labour/workpermits/)

**E-mail:** employmentpermits@dje.ie

**Call Centre:** 253-1 417 5333

LoCall: 1800 301 616

(from within Ireland only)

**Fax:** 393-1-831 3366

**Address:** Davitt House

65a Adelaide Road

Dublin 2

Ireland

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**Employment Permits Section Web pages**

Information and application forms may be downloaded from the Employment Permits Section web pages on the Department of Jobs, Enterprise and Innovation website – [www.dji.ie/labour/workpermits/](http://www.dji.ie/labour/workpermits/)

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**PLEASE NOTE:** The pages giving details on Requirement for Supporting Documentation and Application Form Checklist – parts A, B, C, D, E, F and G are for instruction purposes only. It is not necessary to include these pages when submitting the completed application form.
Form M
Application form for renewal of Contract for Services Employment Permit

An Roimh Pobail, Fionta agus Nualachta
Department of Jobs, Enterprise and Innovation

Contract for Services Employment Permit
RENEWAL Application

This form should be used by Foreign Contractors who wish to apply for:

- A renewal of an existing Contract for Services Employment Permit to provide for the continued employment in the State of a Foreign National, the holder of the existing Contract for Services Employment Permit to:
  - perform duties in the State for an Irish entity (Relevant Person) as part of the contract service agreement.

- A renewal application for a Contract for Services Employment Permit should be made within the period of 4 months ending on the date of expiry of the existing Contract for Services Employment Permit.

Before completing this form, please read the relevant permit information which is available on our website: www.djei.ie/labour/foreignpermits/. Complete ALL parts of this form as required. The Contractor, the Relevant Person, the Foreign National and the Agent (if applicable), must sign the declarations at the end of the form.

INCOMPLETE FORMS WILL BE RETURNED TO THE CONTRACTOR OR THE AUTHORISED AGENT (IF APPLICABLE).

Who is applying for the permit (i.e. Who is the applicant)?
In accordance with the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, the Contractor (foreign employer) must be the applicant in respect of all Contract for Services Employment Permit applications.

<table>
<thead>
<tr>
<th>Part One</th>
<th>Registration Details of Contractor</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Employer Registered Number</td>
<td>Obtained from the Revenue Commissioners</td>
</tr>
<tr>
<td>2. Company Name Registered Number (if applicable)</td>
<td>Obtained from the Companies Registration Office</td>
</tr>
<tr>
<td>3. Business Name Registered Number (if applicable)</td>
<td>Obtained from the Companies Registration Office</td>
</tr>
<tr>
<td>4. If the Contractor is an Industrial and Provident Society, Friendly Society or a Trade Union, please supply their Registration Number:</td>
<td>Obtained from the Registry of Friendly Societies</td>
</tr>
<tr>
<td>5. Registered name of Company/Business:</td>
<td>BLOCK CAPITALS</td>
</tr>
<tr>
<td>6. Trading name of business (if different):</td>
<td>BLOCK CAPITALS</td>
</tr>
<tr>
<td>7. Nature of business:</td>
<td>BLOCK CAPITALS</td>
</tr>
<tr>
<td>8. Company/Business Address (outside the State)</td>
<td>BLOCK CAPITALS</td>
</tr>
</tbody>
</table>

Page 1
RCFSEP001/14
<table>
<thead>
<tr>
<th>Form Fields</th>
</tr>
</thead>
<tbody>
<tr>
<td>9. Telephone Number:</td>
</tr>
<tr>
<td>10. Fax Number:</td>
</tr>
<tr>
<td>11. Mobile Phone Number:</td>
</tr>
<tr>
<td>12. E-mail address:</td>
</tr>
<tr>
<td>13. Website:</td>
</tr>
<tr>
<td>14. Number of EEA* and/or Swiss nationals (including Irish) currently employed by the Contractor:</td>
</tr>
<tr>
<td>15. Number of non EEA nationals currently employed by the Contractor:</td>
</tr>
</tbody>
</table>

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

**Part One A** Details of Relevant Person

1. Name of Relevant Person (Irish Entity):

2. Address of Relevant Person (Irish Entity):
   (Primary address/location at which the employment concerned, in respect of the Contract for Services, is to be carried out)

3. Number of EEA* and/or Swiss nationals (including Irish) currently employed by the Relevant Person:

4. Number of non EEA nationals currently employed by the Relevant Person:

**Part Two** Details of Foreign National (Holder of Employment Permit)

1. Passport Number:

2. Expiry Date: ____________

3. Nationality: BLOCK CAPITALS

4. First Name: BLOCK CAPITALS

5. Middle Name(s): BLOCK CAPITALS

6. Family Name: BLOCK CAPITALS

7. Date of Birth: ____________

8. Male: [ ] Female: [ ]

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

Enter these details exactly as they appear on the Foreign National's passport.
11. Telephone No.: 
12. Mobile Phone No.: 

13. Please provide the Foreign National’s PPS Number:  

14. Please provide the number of the Employment Permit being renewed:  

15. E-mail address:  

16. Immigration Details (Please enter the details exactly as they appear on your current GNIB card*)  

   GNIB Pin No.  Dept. No.  

*If the Foreign National is in the State but does not have a GNIB personal identification number then please supply a copy of the current immigration stamps and visa.  

You must now attach the documents outlined in Requirement for Supporting Documentation under “(B) Requirements for Foreign Nationals.”
Part Three  Details of Requirement for Renewal of Contract for Services Employment Permit

1. Please outline, in detail below the reasons for the renewal of the Contract for Services Employment Permit. This should include a description of the Contract, the reasons for renewal and whether the contract with the Relevant Person (Irish Entity) is still in date. Please continue on a separate sheet if required and append it to the application form.

Documentary evidence may be requested.
Part Four  
Details of Employment

1. Title of Job:  

NOTE: Questions 2 and 3 to be completed by Health Professionals only.

2. Regulatory Body:  

3. Registration/Pin/Licence No.:  

If the application is in respect of Registered Doctors or Nurses listed in Part A of Schedule 2 in the Regulations please provide your registration details above. Documentary evidence will not be required.

Applications for other Health Professionals listed in Part B of Schedule 2 in the Regulations must provide a copy of their registration with the appropriate medical body or recognition of their qualifications from the Department of Health.

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

5. Proposed Period of Employment  
   Permit (maximum period of 3 years)  

6. Proposed Start Date*:  
   
   * We recommend all Employment Permit applications be submitted to the Department at least 16 weeks before the proposed start date of employment. It should be noted that Contract for Services Employment Permits can only be issued for a maximum period of 5 years.

7. Calculation of Remuneration*:  
   
   * Basic Salary: Payments in respect of Board and Accommodation (or its monetary value) and Health Insurance can be included. If the current basic hourly rate of pay is below the Irish National Minimum Wage hourly rate or an hourly rate of pay fixed under or pursuant to any other enactment, the top up to bring it up to the applicable hourly level should be shown separately below. The amount remunerable for this purpose must be an amount that is deemed allowable under Schedule One of the Minimum Wage Act 2000.

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Current Basic Annual Salary</td>
<td>€</td>
</tr>
<tr>
<td>(b) Top up to bring Basic Annual Salary up to the Irish National Minimum Wage or the rate fixed under or pursuant to any other enactment (if applicable)</td>
<td>€</td>
</tr>
<tr>
<td>(c) Deductions from either (a) or (b) above (if applicable)</td>
<td>€</td>
</tr>
<tr>
<td>(d) Total Basic Annual Salary less deductions at (c) (if applicable)</td>
<td>€</td>
</tr>
<tr>
<td>Payments in respect of Board and Accommodation (or its monetary value) (if applicable)</td>
<td>€</td>
</tr>
<tr>
<td>Monetary Value of Health Insurance (if applicable)</td>
<td>€</td>
</tr>
<tr>
<td>Total Remuneration</td>
<td>€</td>
</tr>
</tbody>
</table>

All amounts which make up the basic salary, including any top-up payments, must appear as payments on the payslip. If payments or the monetary value of Board and Accommodation (or either of them) or Health Insurance is being included in the Gross Annual Remuneration this must be verifiable by way of supporting documentation in the event of a National Employment Rights Authority (NERA) inspection and at renewal stage.

8. Number of Hours of work per week*:  

*Please note that for the purposes of Employment Permit applications, the standard working week is 39 hours per week.

9. What are the main functions of this job:  

See Requirement for Supporting Documentation "(C) Application Requirements".
Part Five

Requirement for Payment

Is a fee payable for this Employment Permit application?  
Yes [ ]  No [ ]

If No, please indicate on what basis no fee is applicable?

Application is in respect of a non EEA national married to or in a civil partnership with an EEA national [ ]

If no fee is payable proceed to Part Six.

Details of Payment

Important Note for Business Users - Payment by Electronic Funds Transfer

In accordance with DfInMac Circular 1/2013, from 19 September 2014 (i.e. 28 days) the public sector will no longer accept cheques, bank drafts or postal orders from business users in respect of services rendered. To facilitate this, the Employment Permits Section will no longer accept paper based payments from business users and has set up a commercial bank account into which payments can be made by Electronic Funds Transfer (EFT).

Business users applying for employment permits should complete the Contact Details of Payer (Questions 1, 2, 3, 4, 5, 6, 7, and 8), Payment Details (Question 9) and the Payer’s Declaration below and payment will be requested when an application is accepted into the Employment Permits Section as complete. An e-mail will issue to the applicant and their authorised agent (if applicable) giving details of the amount of the fee due, the bank account into which the payment should be made and an Application ID number which must be used as the reference when making the payment.

Applicants, other than business users can continue to make payment by cheque, bank draft or postal order and must complete all details below.

Contact Details of Payer

1. Please indicate who is making the payment:

   Contractor [ ]  Other [ ]  

2. Title:  

   Mr [ ]  Mrs [ ]  Miss [ ]  Me [ ]  Other (please state) [ ]

3. Name:  

   [ ] Block capitals

4. Company (if applicable):  

   [ ] Block capitals

5. Telephone Number:  

6. Fax Number:

7. Mobile Phone Number:

8. E-mail:

Payment Details

9. Method of Payment:  

   Electronic Funds Transfer [ ]  Cheque [ ]  Bank Draft [ ]  Postal Order [ ]

10. Cheque No.  

11. Payment enclosed: €

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. Cheques should be made payable to the Department of Jobs, Enterprise and Innovation.

Payer’s Declaration

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

(Under the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014 a refund in the case of a refused or withdrawn application will consist of 90% of the total fee paid.)

Payer’s Signature:  

(Original signature required)  

Date:  

[ ]  [ ]  [ ]  [ ]  [ ]  [ ]

Employment Permits Section is unable to refund fees by payable order. If a refund of fees is due for any reason, a mandate form will be forwarded to the applicant for completion. The refund will be paid by EFT directly into the applicant’s bank account, as per details provided on the mandate form.
**Part Six**

**Acceptance of Terms & Conditions**

**Foreign National Declaration**

I, the undersigned, agree to continue to perform the duties with the Relevant Person on the basis of this application. I hereby solemnly declare that:

- I am a fully accredited member of the relevant professional body pursuant to Part C of Schedule 2 in the Regulations for the position on offer, as stated in Part 4 of the application form (if applicable);
- I will continue to be employed, salaried and paid under an employment contract outside the State by the Contractor stated on this application form; and
- I will be fully tax compliant.

Furthermore, I understand and accept that in accordance with Section 25 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, a person who furnishes to the Minister, on an application under section 20, information that is false or misleading in a material respect knowing that it is so false or misleading or being reckless as to whether it is so false or misleading is guilty of an offence.

**Signature of Foreign National:**

(Original signature required)

**Title:**

**Name (in BLOCK CAPITALS):**

**Date:**

**Your employment permit will normally be posted to you at your current address as in Part 2 of this Form.**

Tick this box if you want your permit to be posted to your current address.

**Tick this box if you want your permit to be posted to the Contractor as stated in Part 1 of this Form.**

**Tick this box if you want your permit to be posted to your Authorised Agent (if applicable).**

**Relevant Person Declaration**

I, the Relevant Person in Ireland, confirm that the Foreign National will continue to be performing duties in the State that arise out of the contract service agreement between the Contractor and me and I understand that the Foreign National will be returning to higher employment outside the State with the Contractor after the completion of the duties which are part of the contract service agreement.

I understand and accept that:

- in accordance with Section 25 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, a person who furnishes to the Minister, on an application under section 20, information that is false or misleading in a material respect knowing that it is so false or misleading or being reckless as to whether it is so false or misleading is guilty of an offence.

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

**Signature of Relevant Person:**

(Original signature required)

**Title:**

**Name (in BLOCK CAPITALS):**

**Date:**
Contractor Declaration

I, the Contractor, give an undertaking that the Foreign National will be fully tax compliant for the duration of the Foreign National's stay in Ireland. I confirm that the Foreign National will be returning to my overseas place of employment after the completion of the duties as part of the contract service agreement.

I hereby solemnly declare that:

- the Foreign National is a fully accredited member of the relevant professional body pursuant to Part C of Schedule 2 in the Regulations for the position on offer, as stated in Part 4 of the application form (if applicable);
- where the foreign salary currently paid by me does not meet the Irish National Minimum Wage hourly rate of pay or an hourly rate of pay fixed under or pursuant to any other enactment that applies to the employment concerned, I undertake to pay a Top-Up salary to achieve the National Minimum Wage hourly rate or the hourly rate fixed under or pursuant to any other enactment and that this amount will appear on the Foreign National's payslip for the duration of their assignment in the State.
- the Foreign National named in this application form will continue to be employed, salaried and paid under an employment contract outside the State by me, the Contractor, as stated in Part 1 of this application form.

I understand and accept that:

- in accordance with Section 23 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, I may not make any deductions from the remuneration of, or seek to recover from, the holder of the employment permit any charge, fee or expense arising out of or concerning one or more of the following:
  - the application for the employment permit or any matter relating to or concerning such an application or the grant of the permit 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 in accordance with Section 23 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014.
- a person who furnishes to the Minister, on an application under section 20, information that is false or misleading in a material respect knowing that it is so false or misleading or being reckless as to whether it is so false or misleading is guilty of an offence.
- neither I, nor a person acting on my behalf, shall keep any personal document belonging to a holder of an employment permit.

Signature of Contractor:
(Original signature required)

Name (in BLOCK CAPITALS):

Position Held:

Title:

Date: 06 08 2014

RCFSEP0017/4
# Authorisation of Agent

If no agent is representing the applicant then this section to be left blank.

If you (the Contractor) wish a third party (agent) to act on your behalf please ensure the following details are completed. To ensure privacy of data is respected, all parties must be in agreement with the nomination of an agent. Agents will be copied any correspondence regarding this application.

Agent Name (in BLOCK CAPITALS): [Name]

Title: [Title]

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.

Signature of Agent: [Signature]

(Original signature required)

Date: [Date]

Agent's Address for Correspondence:

<table>
<thead>
<tr>
<th>Address 1:</th>
<th>Block Capitals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address 2:</td>
<td>Block Capitals</td>
</tr>
<tr>
<td>Town:</td>
<td>Block Capitals</td>
</tr>
<tr>
<td>County:</td>
<td>Block Capitals</td>
</tr>
<tr>
<td>Country:</td>
<td>Block Capitals</td>
</tr>
</tbody>
</table>

E-mail address: [E-mail]

Telephone number: [Telephone]

I, the Contractor, permit the above named agent to act on my behalf in respect of this application.

Signature of Contractor: [Signature]

(Original signature required)

Date: [Date]

I, the Foreign National, permit the above named agent to act on my behalf in respect of this application.

Signature of Foreign National: [Signature]

(Original signature required)

Date: [Date]

I, the Relevant Person, permit the above named agent to act on my behalf in respect of this application.

Signature of Relevant Person: [Signature]

(Original signature required)

Date: [Date]
Requirements for Supporting Documentation

(A) Requirements for Contractor

All Contractors who have not been granted an Employment Permit within the 12 months preceding the application are required to submit clear copies of the following documentation:

- Copy of P30 returned to the Revenue Commissioners within the 2 months preceding this application or a receipt for such return whether issued through ROS (Revenue Online Service) or otherwise.

Additional documentation
The Minister may request such other information as might materially assist in making a decision on an application.

(B) Requirements for Foreign National

For all Foreign Nationals

- Clear, legible copy (preferably in colour) of the personal details pages of the Foreign National’s passport, showing his or her picture, personal details and his or her signature,
- In the case of health professionals listed in Part B of Schedule 2 of the Regulations, a copy of the registration with the appropriate medical body or recognition of qualifications from the relevant Minister of the Government,
- Please supply your GNIB personal identification number which is shown on your GNIB card. If not available please supply a clear, legible copy (preferably in colour) of your current immigration stamps and visa.

Please Note: Original documents should not be submitted

Important Note concerning the passport expiry date
In the case of all applications for employment permits, the Foreign National must hold a passport which is in date and valid for at least 12 months or more after the date of the application. Employment Permits cannot be considered for Foreign Nationals who do not fulfil this requirement.

(C) Application Requirements

Clarification on Remuneration Paid
All applications for renewal of an employment permit must include the following documentation:

- Copies of 3 recent payslips issued to the holder of the Employment Permit dated within the last 4 months which must comply with the requirements of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014.
- Copies of P60s issued to the holder of the Employment Permit for each year of employment covering the duration of the existing Employment Permit. If P60s are not available then copies of P21s are required.
- Documentary evidence of payments in respect of Board and Accommodation and Health Insurance, if applicable.
### (D) Schedule of Fees

An application for a renewal employment permit shall be accompanied by the fee prescribed in the following table –

<table>
<thead>
<tr>
<th>Employment Permit Type</th>
<th>Renewal Application Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Employment Permit</td>
<td>€1,500 up to 36 month permit and €750 for six months or less</td>
</tr>
<tr>
<td>Dependant/Partner/Spouse Employment Permit</td>
<td>No Fee</td>
</tr>
<tr>
<td>Contract for Services Employment Permit</td>
<td>€1,500 up to 36 month permit and €750 for six months or less</td>
</tr>
<tr>
<td>Intra-Company Transfer Employment Permit</td>
<td>€1,000 up to 34 month permit; €1,500 from 34 months up to 36 month permit and €500 for six months or less</td>
</tr>
<tr>
<td>Sport &amp; Cultural Employment Permit</td>
<td>€1,500 up to 36 month permit and €750 for six months or less</td>
</tr>
<tr>
<td>Reactivation Employment Permit</td>
<td>€1,500 up to 36 month permit and €750 for six months or less</td>
</tr>
</tbody>
</table>

Fees not required in certain cases.

A fee as detailed above is payable depending on the duration of the Employment Permit. However, the fee may be varied in the following cases:

- Application in respect of a Foreign National who is the Spouse or Civil Partner of an EEA national.

The following additional documentation is required in three cases:

- Applications in respect of Foreign Nationals who are the Spouses or Civil Partners of EEA nationals:
  - clear photocopies of the relevant pages of the EEA Spouse/Civil Partner’s current passport showing his or her picture, personal details, passport expiry date and his or her signature, and
  - a copy of the marriage certificate or the civil partnership registration evidencing the relationship of the Foreign National and the EEA national.

Refunds

90% of the fee will 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.

Employment Permits Section is unable to refund fees by payable order. If a refund of fees is due for any reason, a mandate form will be forwarded to the applicant for completion. The refund will be paid by EFT directly into the applicant’s bank account, as per details provided on the mandate form.

Acceptable Forms of Payment

In accordance with DFinnce Circular 1/2013, from 19 September 2014 (e-Day), the public sector will no longer accept cheques, bank drafts or postal orders from business users in respect of services rendered. To facilitate this, the Employment Permits Section now has a commercial bank account into which payments can be made by Electronic Funds Transfer (EFT). When an application is accepted, as complete an email will issue to the applicant giving details of the amount of the fee due, the bank account into which the payment should be made, and an Application ID number which must be used as the reference when making the payment.

For all other users, payment can continue to be made 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 Jobs, Enterprise & Innovation.
(E) Conditions of Issue of an Employment Permit

A. Issue of an Employment Permit in respect of a foreign national does not 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. All Employment Permits are issued on the proviso that the named foreign national is paid, as a minimum, the remuneration specified on the Employment Permit. The only allowable deductions are those which appear on that Employment Permit. The remuneration being paid must be verifiable in the event of a National Employment Rights Authority (NERA) inspection. Failure to comply could lead to the revocation of the Employment Permit under section 16 (1) of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014.

C. The Foreign National remains an employee of the Foreign Employer for the period of his/her employment in the State.

D. The Foreign National only performs the duties that arise out of the contract service agreement and in respect of which the Employment Permit is issued.

E. It is recommended that an application for an Employment Permit should be made at least 12 weeks before the expiry of the existing employment permit.

F. Any application that contains omissions or is incorrectly completed will be returned to the applicant or the authorised agent (if applicable) for correction.

G. A fee, as determined by the Minister for Jobs, Enterprise and Innovation, is payable by the applicant or the authorised agent (if applicable) for each Employment Permit granted.

H. In line with section 26 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, the employer that is the subject of the Employment Permit serves, for whatever reason, the original and certified copy of the Employment Permit must be returned to the Employment Permits Section within 4 weeks of the date of cessation. Failure to comply with this requirement is an offence.

Non-compliance with any provision of the Aliens Act 1938, the Immigration Acts, the Employment Permits Acts 2003 and 2006, as amended by the Employment Permits (Amendment) Act 2014 or any Order made under these Acts is an offence punishable by Law.

(F) Declaration

Data Sharing and Data Protection

The Employment Permits Section may undertake verification of all data submitted on this application form. The Contractor, the Relevant Person, the Foreign National and the authorised Agent (if applicable) 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.dataprotection.ie. Alternatively, they may call: (01) 868 4900 / Lo-Call Number: 1890 232231.

Please note that a percentage of all applications will be chosen at random for inspection by the National Employment Rights Authority (NERA). Relevant documents will have to be provided as part of this inspection. Under section 16 (d) of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, the Minister may revoke an employment permit if, in the opinion of the Minister, any information provided in respect of the application for the permit is false or misleading in a material respect.

In accordance with Section 25 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, a person who furnishes the Minister, on an application under sections 4 or 20, information that is false or misleading in a material respect knowing that it is so false or misleading or being reckless as to whether it is so false or misleading is guilty of an offence.

Furthermore, in accordance with Section 32 (1) of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, a person guilty of an offence under section 18(2), (9)(3), 29(4) or 29 is liable:

(a) on conviction on summary conviction, to a fine not exceeding €3,000 or imprisonment for a term not exceeding 12 months or both, or

(b) on conviction on indictment, to a fine not exceeding €16,000 or imprisonment for a term not exceeding 5 years or both.

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.djei.ie/about/workpermits/)
(G) 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 to the applicant or authorized agent (if applicable).

Attach 1 passport sized photograph, with Foreign National's name printed on the back.

Part One – Details of the Contractor and the Details of the Relevant Person: Complete all questions

Contractors should include copies of:
- Completed PSDXCIS Online Receipt dated within 2 months preceding the application (if applicable).

Part Two – Details of Foreign National: Complete all questions

Please supply clear copies (preferably in colour) of the following:
- Passport pages showing photograph, personal details and expiry date.
- Immigration stamps (if GNOB personal identification number not available).
- Visa (if GNOB personal identification number not available).

Original documents should not be submitted.

Part Three – Details of Contract Service Agreement: Complete all questions.
- Please complete in relation to the details of the contract service agreement and requirement for renewal of Contract for Services Employment Permit.

Part Four – Details of Employment: Complete all questions (unless otherwise specified)

Please supply copies of the following in the case of health professionals, including registered doctors and registered nurses who have not provided their Registration/FRN number at Part 5; Questions 3 and 4:
- A copy of registration with the appropriate regulatory body or recognition of qualifications pursuant to Schedule 2 in the Regulations.

Please supply copies of the following:
- Copies of 3 recent payslips issued to the holder of the Employment Permit dated within the last 4 months which must comply with the requirements of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014.
- Copies of P60s issued to the holder of the Employment Permit for each year of employment covering the duration of the existing Employment Permit. If P60s are not available then copies of P21s are required.
- Documentary evidence of payments in respect of Board and Accommodation and Health Insurance, if applicable.

Part Five – Details of Payment: Complete all questions
- Include the appropriate fee if required (see (3) Schedule of Fees for further information.
- Sign payer declaration - original signature required.
- If applicable, clear photocopies of the relevant pages of the EEA Spouses/Civil Partners’ current passport showing his or her picture, personal details, passport expiry date and his or her signature, and a copy of the marriage certificate or the civil partnership registration evidencing the relationship of the Foreign National and the EEA national.

Part Six - Acceptance of Terms & Conditions
- Sign and date the appropriate declarations - original signatures required.
EMployment Permits Section

Website: www.djei.ie/labour/workpermits/
E-mail: employmentpermits@djei.ie
Call Centre: 353-1-417 5933
LeCall: 1890 201 516
(Frorn within lreland only)
Fax: 353-1-831 3298
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 Jobs, Enterprise and Innovation website - www.djei.ie/labour/workpermits/

PLEASE NOTE: The pages giving details on Requirement for Supporting Documentation and Application Form Checklist - parts A, B, C, D, E, F and G are for instruction purposes only. It is not necessary to include these pages when submitting the completed application form.
Form N
Application form for renewal of Reactivation Employment Permit

Reactivation Employment Permit
RENEWAL Application

This form should be used by either the Employer or the Foreign National, who is the holder of the Employment Permit concerned, who wish to apply for:

- A renewal of an existing Reactivation Employment Permit for the same employer and employment.
- A renewal application for a Reactivation Employment Permit should be made within the period of 4 months ending on the date of expiry of the existing Reactivation Employment Permit.

This form should NOT be used where an Employer or a Foreign National wishes to apply for

- a change in the type of Employment Permit held by the foreign national;
- a change in the type of employment currently specified on the existing Employment Permit, or
- an Employment Permit for a foreign national currently employed by a different employer on foot of an Employment Permit.

In these cases a new Employment Permit application is required and the New Employment Permit Application Form for the relevant permit type should be used.

Before completing this form, please read the relevant permit information which is available on our website: www.dip.ie/about/workpermits. Complete ALL parts of this form as required in BLOCK CAPITALS. The Employer, the Foreign National and the Agent (if applicable), must sign the declarations at the end of the form.

INCOMPLETE FORMS WILL BE RETURNED TO THE APPLICANT OR THE AUTHORISED AGENT (IF APPLICABLE).

Who is applying for the permit (i.e. Who is the applicant)?

In accordance with the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, an employer making an Employment Permit application may not seek to recover the fee, if applicable, from the foreign national.

(This section MUST be completed for all applications)

Employer

Foreign National (Holder of Employment Permit)

Health Professional

If this is an application for a Health Professional listed in Part A or Part B of Schedule 2 in the Regulations please tick this box

Part One

<table>
<thead>
<tr>
<th>Registration Details of Employer</th>
<th>Obtained from the Revenue Commissioners</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Employer Registered Number:</td>
<td></td>
</tr>
<tr>
<td>2. Company Name Registered Number (if applicable):</td>
<td>Obtained from the Companies Registration Office</td>
</tr>
<tr>
<td>3. Business Name Registered Number (if applicable):</td>
<td>Obtained from the Companies Registration Office</td>
</tr>
<tr>
<td>4. If the Employer is an Industrial and Provident Society, a Friendly Society or a Trade Union, please supply their Registration Number:</td>
<td>Obtained from the Registry of Friendly Societies</td>
</tr>
<tr>
<td>5. If the Employer is a Charity, please supply the Charity Number:</td>
<td>Obtained from the Revenue Commissioners</td>
</tr>
</tbody>
</table>
### If the Employer is not a Limited Company, please complete Questions 6, 7, 8 and 9.

If the Employer is a Limited Company, please proceed to Question 10.

6. If the Employer is not a registered company, please indicate what type of entity it is:
   - Sole Trader
   - Partnership
   - Other (please specify): **BLOCK CAPITALS**

7. Please state the full name of the Employer:

8. Please state the nationality of the Employer:

9. If the Employer is not an EEA citizen, do they hold appropriate permission from the Minister for Justice and Equality 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 from the Minister for Justice and Equality confirming your permission to operate a business in the State or your application will be returned (see Requirements for Supporting Documentation).*

10. Registered name of Company/Business:

11. Trading name of business (if different):

12. Nature of business:

13. Company/Business Address:
   - Address 1:
   - Address 2:
   - Town:
   - County:
   - Country:

14. Telephone Number:
15. Fax:

16. Mobile Phone Number:

17. E-mail:

18. Website:

19. Number of EEA* and/or Swiss nationals (including Irish) currently employed by the Employer:

20. Number of non-EEA nationals currently employed by the Employer:

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

You must now attach the documents outlined in Requirement for Supporting Documentation under "(A) Requirements for Employer."
Part Two
Details of Foreign National
(Holder of Employment Permit)

1. Passport Number:

2. Expiry Date: DD MM YY

3. Nationality: BLOCK CAPITALS

4. First Name: BLOCK CAPITALS

5. Middle Name(s): BLOCK CAPITALS

6. Family Name: BLOCK CAPITALS

7. Date of Birth: DD MM YY

8. Male: 9. Female:

10. Telephone No.:

11. Mobile Phone No.:

12. Current Address:

13. Please provide the Foreign National's PPS Number:

14. Please provide the number of the Employment Permit being renewed:

15. E-mail:

16. Immigration Details (Please enter the details exactly as they appear on your current GNIB Card):

GNIB
Pin No. Dept. No.

*If the Foreign National is in the State but does not have a GNIB personal identification number then please supply a copy of their current immigration stamps and visa.

If the proposed Foreign National has held consecutive employment permits for an uninterrupted period of 5 years and has been working lawfully during this time, s/he may be eligible to apply for a Stamp 4 permission to remain from the Irish Naturalisation and Immigration Service. However, if the proposed Foreign National is unable to obtain a Stamp 4, an employment permit will be required.

If this is the case, by submitting this application the proposed Foreign National confirms that s/he has considered the available options and believes that an employment permit is still required.

You must now attach the documents outlined in Requirement for Supporting Documentation under "(B) Foreign National (Holder of Employment Permit) Requirements."
Part Three  
Details of Employment

1. Title of Job:  

NOTE: Questions 2 and 3 to be completed by Health Professionals and Security Personnel who are listed in Part A and Part B of Schedule 2 in the Regulations.

2. Regulatory Body:  

3. Registration/Pin/Licence No.:  

If the application is in respect of Registered Doctors, Nurses or Security Personnel listed in Part A of Schedule 2 in the Regulations please provide your registration details above. Documentary evidence will not be required.

Applications for other Health Professionals listed in Part B of Schedule 2 in the Regulations must provide a copy of their registration with the appropriate medical body or recognition of their qualifications from the Department of Health.

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

5. Proposed Period of Employment  
   Permit (maximum period of 3 years)*  
   * If this is an application for an unlimited permit, please write "Unlimited" in this box. An unlimited Employment Permit may be applied for at the renewal stage if a foreign national has been in continuous employment with the same employer for five years or more. Please note that all Employment Permit renewal applications should be submitted to this Department at least 12 weeks before the expiry date of the existing Employment Permit.

6. Gross Annual Remuneration*  
   €  
   (Gross remuneration excludes overtime or premium payments)

7. Gross Annual Salary:  
   €

8. Gross Weekly Salary:  
   €

9. Hourly Rate of Pay:  
   €

10. Deductions from Gross Weekly Salary:  
    €

11. Health Insurance*:  
    €

   * All amounts which make up the basic salary must appear as payments on the payslips. If Health Insurance is being included in the Gross Annual Remuneration this must be verified by way of supporting documentation at renewal stage, such documentation may also be required in the event of a National Employment Rights Authority (NERA) inspection.

   * Health Insurance can only be considered if the provider of the health insurance is a person entered in the Register of Health Benefits Undertakings referred to in section 14 of the Health Insurance Act, 1994.

12. Number of hours of work per week*:  
   
   * Please note that for the purposes of Employment Permit Applications, the standard working week is 39 hours per week.

13. What are the main functions of this job:  

You must now attach the documents outlined in Requirement for Supporting Documentation under "(C) Application Requirements" (if applicable)

Page 4
### Part Four
#### Requirement for Payment

Is a fee payable for this Employment Permit application? [Yes] [No]

If No, please indicate on what basis no fee is applicable:
- Application is in respect of a non-EEA national married to or in a civil partnership with an EEA national
- Dependent/Partner/Spouse Employment Permit
- Unlimited General, Reactivation or Sports and Cultural Employment Permit

If no fee is payable proceed to Part Five.

### Details of Payment

**Important Note for Business Users - Payment by Electronic Funds Transfer**

In accordance with DfIn/Finance Circular 1/2013, from 19 September 2014 (e-Day) the public sector will no longer accept cheques, bank drafts or postal orders from business users in respect of services rendered. To facilitate this, the Employment Permits Section will no longer accept paper based payments from business users and has set up a commercial bank account into which payments can be made by Electronic Funds Transfer (EFT).

Business user applicants for employment permits should complete the **Contact Details of Payer** (Questions 1, 2, 3, 4, 5, 6, 7, and 8), **Payment Details** (Question 9) and the **Payers Declaration** below and payment will be requested when an application is accepted into the Employment Permits Section as complete. An e-mail will issue to the applicant and their authorised agent (if applicable) giving details of the amount of the fee due, the bank account into which the payment should be made and an Application ID number which must be used as the reference when making the payment.

Applicants, other than business users can continue to make payment by cheque, bank draft or postal order and must complete all details below.

#### Contact Details of Payer

1. **Please indicate who is making the payment:**
   - Employer [ ]
   - Foreign National [ ]
   - Other [ ]

2. **Title:**
   - Mr [ ]
   - Mrs [ ]
   - Miss [ ]
   - Ms [ ]
   - Other (please state) [ ]

3. **Name:**

4. **Company (if applicable):**

5. **Telephone Number:**

6. **Fax Number:**

7. **Mobile Phone Number:**

8. **E-mail:**

#### Payment Details

9. **Method of Payment:**
   - Electronic Funds Transfer [ ]
   - Cheque [ ]
   - Bank Draft [ ]
   - Postal Order [ ]

10. **Cheque No.:**

11. **Payment enclosed:** €

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. Cheques should be made payable to the **Department of Jobs, Enterprise and Innovation**.

#### Payer’s Declaration

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

(Under the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014 a refund in the case of a refused or withdrawn application will consist of 90% of the total fee paid).

Payer’s Signature: [ ]

Original signature required)

Date: [ ]

Employment Permits Section is unable to refund fees by postal order. If a refund of fees is due for any reason, a mandate form will be forwarded to the applicant for completion. The refund will be paid by EFT directly into the applicant’s bank account, as per details provided on the mandate form.
Part Five  Acceptance of Terms & Conditions

Declaration of Foreign National

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

I hereby solemnly declare that:

- I am a fully accredited member of the relevant professional body pursuant to Part C of Schedule 2 in the Regulations for the position on offer, as stated in Part 3 of the application form (if applicable);
- If this application is for an employment in respect of a Care in a private home and an employment permit is granted, I will have no objections to an Inspector from the National Employment Rights Authority (NERA) visiting the premises where employment is being carried out and to speak to me and the employer should the need arise; and
- I will be fully tax compliant;

and that to the best of my knowledge and belief:

- I will continue to be employed, salaried and paid under an employment contract governed by the laws of the State by the Employer, as stated in Part 1 of the application form;

Furthermore, I understand and accept that in accordance with Section 25 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, a person who furnishes to the Minister, on an application under section 20, information that is false or misleading in a material respect knowing that it is so false or misleading or being reckless as to whether it is so false or misleading is guilty of an offence.

Signature of Foreign National:
(Original signature required)

Name (in BLOCK CAPITALS):

Title:

Date: D M Y

Your employment permit will normally be posted to you at your current address as in Part 2 of this Form.

Tick this box if you want your permit to be posted to your current address.

Tick this box if you want your permit to be posted to the Person who has made the offer of employment as stated in Part 1 of this Form.

Tick this box if you want your permit to be posted to your Authorised Agent (if applicable).
Declaration of Employer

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 will continue to be applied to this Foreign National.

I hereby solemnly declare that:

- I have taken reasonable steps to satisfy myself that:
  - the Foreign National is a fully accredited member of the relevant professional body pursuant to Part C of Schedule 2 in the Regulations for the position on offer, as stated in Part 3 of the application form (if applicable);
  - the Foreign National, as stated in Part 2 of the application form, will continue to be employed, satisfied and paid under an employment contract governed by the laws of the State by me, the Employer, as stated in Part 1 of the application form.

I further understand, declare and accept that:

- in accordance with Section 23 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, I may not make any deductions from the remuneration or, or seek to recover from, the holder of an employment permit concerned any charge, fee or expenses arising out of or concerning one or more of the following:
  - the application for the employment permit or any matter relating to or concerning such an application or the grant 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.
- in accordance with Section 28 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, a person who furnishes to the Minister, on an application under section 20, information that is false or misleading in a material respect knowing that it is so false or misleading or being reckless as to whether it is so false or misleading is guilty of an offence.
- if this application is for an employment in respect of a Carer in a private home and an employment permit is granted, I will have no objection to an Inspector from the National Employment Rights Authority (NERA) visiting the premises where employment is being carried out and to speak to me and the employee should the need arise; and
- I have full responsibility for guaranteeing that the appropriate deductions under the PAYE system will be made from all payments (including benefits-in-kind) made to the Foreign National and that all such deductions will be paid to the Revenue Commissioners.

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.

Signature of Employer:
(Original signature required)

Name (in BLOCK CAPITALS):

Title:

Position Held:

Date: ____________

Your certified copy of the employment permit will normally be posted to you at your current address as in Part 1 of this Form.

Tick this box if you want your certified copy of the employment permit to be posted to your current address.

Tick this box if you want your certified copy of the employment permit to be posted to your Authorised Agent (if applicable).
# Authorisation of Agent

If no agent is representing the applicant, then this section may be left blank.

If you (the applicant) wish a third party (agent) to act on your behalf please ensure the following details are completed. To ensure privacy of data is respected, all parties must be in agreement with the nomination of an agent. All parties must sign below. Agents will be copied any correspondence regarding this application.

- **Agent Name**
  - (In BLOCK CAPITALS):

- **Title**:

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.

- **Signature of Agent**
  - (Original signature required)

- **Date**:

### Agent’s Address for Correspondence:

- **Address 1**:
  - BLOCK CAPITALS

- **Address 2**:
  - BLOCK CAPITALS

- **Town**:
  - BLOCK CAPITALS

- **County**:
  - BLOCK CAPITALS

- **Country**:
  - BLOCK CAPITALS

- **E-mail address**:

- **Telephone number**:

I, the person who has made the offer of employment, permit the above named agent to act on my behalf in respect of this application.

- **Signature of Employer**
  - (Original signature required)

- **Date**:

I, the Foreign National, permit the above named agent to act on my behalf in respect of this application.

- **Signature of Foreign National**
  - (Original signature required)

- **Date**:
## Requirements for Supporting Documentation

### (A) Requirements for the Employer

If the Employer has not been granted an Employment Permit within the 12 months preceding the application, they **MUST** submit clear copies of the following documentation:

- Copy of P30 returned to the Revenue Commissioners within the 2 months preceding this application or a receipt for such return whether issued through ROS (Revenue Online Service) or otherwise.

**Business Permission**

If the Employer has indicated that they are a foreign national operating a business in the State, they are required to submit copies of documentary evidence from the Minister for Justice and Equality clearly demonstrating their status within the State and their entitlement to operate a business in the State.

**Additional documentation**

The Minister may request such other information as might materially assist in making a decision on an application.

### (B) Requirements for Foreign National

For all Foreign Nationals:

- Clear, legible copy (preferably in colour) of the personal details pages of the Foreign National’s passport, showing his or her picture, personal details and his or her signature.
- In the case of health professionals listed in Part B of Schedule 2 in the Regulations, a copy of the registration with the appropriate medical body or recognition of qualifications from the relevant Minister of the Government.
- Please supply your GNIB personal identification number which is shown on your GNIB card. If not available please supply a clear, legible copy (preferably in colour) of your current immigration stamps and visa.

**Please Note:** Original documents should not be submitted.

**Important Note concerning the passport expiry date**

In the case of all applications for employment permits, the Foreign National must hold a passport which is in date and valid for at least 12 months or more after the date of the application. Employment Permits cannot be considered for Foreign Nationals who do not fulfil this requirement.

### (C) Application Requirements

**Clarification on Remuneration Paid**

All applications for renewal of an employment permit must include the following documentation:

- Copies of 3 recent payslips issued to the holder of the Employment Permit dated within the last 4 months.
- Copies of PRs issued to the holder of the Employment Permit for each year of employment covering the duration of the existing Employment Permit.
- Documentary evidence of payments in respect of Health Insurance, if applicable.

**For renewal of an employment in a restaurant or a fast food outlet**

If the application is in respect of such employment the following additional documentation is required:

- An up-to-date tax clearance certificate in respect of the Employer.

### (D) Schedule of Fees

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

<table>
<thead>
<tr>
<th>Employment Permit Type</th>
<th>Renewal Application Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Employment Permit</td>
<td>€1,530 up to 36 month permit and €750 for six months or less</td>
</tr>
<tr>
<td>Dependent/Partner/Spouse Employment Permit</td>
<td>No Fee</td>
</tr>
<tr>
<td>Contract for Services Employment Permit</td>
<td>€1,500 up to 36 month permit and €750 for six months or less</td>
</tr>
<tr>
<td>Intra-Company Transfer Employment Permit</td>
<td>€1,000 up to 24 month permit, €1,500 from 24 months up to 36 month permit and €500 for six months or less</td>
</tr>
<tr>
<td>Sport &amp; Cultural Employment Permit</td>
<td>€1,500 up to 36 month permit and €750 for six months or less</td>
</tr>
<tr>
<td>Reactivation Employment Permit</td>
<td>€1,500 up to 36 month permit and €750 for six months or less</td>
</tr>
</tbody>
</table>
Fees not required in certain cases.
No fee is payable in respect of applications for Dependant/Partner/Spouse Employment Permits and in respect of applications for Unlimited Employment Permits in the case of a General Employment Permit, a Sports and Cultural Employment Permit or a Reactivation Employment Permit. An unlimited Employment Permit may be applied for at the renewal stage if the foreign national has been in continuous employment with the same employer for five years or more.

In all other cases a fee as detailed above in payable depending on the duration of the Employment Permit. However, the fee may be waived in the following cases:
- Application in respect of a Foreign National who is the Spouse or Civil Partner of an EEA national.
- Where the Employer is the applicant for the Employment Permit and they have been granted charitable tax exemption status by the Revenue Commissioners.

The following additional documentation is required in these cases:
- Applications in respect of Foreign Nationals who are the Spouses or Civil Partners of EEA nationals:
  - clear photocopies of the relevant pages of the EEA Spouse/Civil Partners' current passport showing his or her picture, personal details, passport expiry date and his or her signature, and
  - a copy of the marriage certificate or the civil partnership registration evidencing the relationship of the Foreign National and
  - the EEA national.
- Where the Employer is the applicant for the Employment Permit and they have been granted charitable tax exemption status by the Revenue Commissioners.
  - If the Employer has not been issued with an Employment Permit on the basis of not paying a fee due to charitable status within
the 12 months preceding the application, please provide a copy of an official letter from the Revenue Commissioners confirming charitable status.

Returns
90% of the fee will 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.

Employment Permits Section is unable to refund fees by payable order. If a refund of fees is due for any reason, a mandated form will be forwarded to the applicant for completion. The refund will be paid by EFT directly into the applicant's bank account, as per details provided on the mandated form.

Acceptable Forms of payment
In accordance with D/Finance Circular 1/2013, from 19 September 2014 (e-Day) the public sector will no longer accept cheques, bank drafts or postal orders from business users in respect of services rendered. To facilitate this, the Employment Permits Section now has a commercial bank account into which payments can be made by Electronic Funds Transfer (EFT). When an application is accepted as complete an email will issue to the applicant giving details of the amount of the fee due, the bank account into which the payment should be made and an Application ID number which must be used as the reference when making the payment.

For all other users, payment can continue to be made 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 Jobs, Enterprise & Innovation.

(E) 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. All Employment Permits are issued on the proviso that the named foreign national is paid, as a minimum, the remuneration specified on the Employment Permit. The only allowable deductions are those which appear on that Employment Permit. The remuneration being paid must be verifiable in the event of a National Employment Rights Authority (NERA) inspection. Failure to comply could lead to the revocation of the Employment Permit under section 16(1)(j) of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014.
C. It is recommended that an application for a Renewal Employment Permit should be made at least 12 weeks before the expiry of the existing permit.
D. Any application that contains omissions or is incorrect will be rejected and returned to the applicant or the authorised agent (if applicable) for re-submission.
E. A fee, as determined by the relevant employment bodies, Enterprise and Innovation is payable by the applicant or the authorised agent (if applicable) for each Employment Permit granted.
F. In line with section 24 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, should the employment that is the subject of the Employment Permit cease, for whatever reason, the original and certified copy of the Employment Permit must be returned to the Employment Permits Section within 4 weeks from the date of cessation. Failure to comply with this requirement is an offence.

Non-compliance with any provision of the Aliens Act 1935, the immigration Acts, the Employment Permits Acts 2001 and 2006, as amended by the Employment Permits (Amendment) Act 2014 or any Order made under these Acts is an offence punishable by Law.
(F) Declaration

Data Sharing and Data Protection

The Employment Permits Section may undertake verification of all data submitted on this application form. The Employer, the Foreign National and the Authorised Agent (if applicable) 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.dataprotection.ie. Alternatively, they may call: (057) 868 4600 / Lo-Call Number: 1890 252231.

Please note that a percentage of all applications will be chosen at random for inspection by the National Employment Rights Authority (NERA). Relevant documents will have to be provided as part of this inspection. Under Section 16 (d) of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, the Minister may revoke an employment permit if, in the opinion of the Minister, any information provided in respect of the application is false or misleading in a material respect.

In accordance with Section 26 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, a person who furnishes to the Minister, on an application under section 4 or 20, information that is false or misleading in a material respect knowing that it is so false or misleading or being reckless as to whether it is so false or misleading is guilty of an offence.

Furthermore, in accordance with Section 32 (1) of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, a person guilty of an offence under section 18(2), 19(3), 21(4) or 23 is liable—

(a) on summary conviction, to a fine not exceeding €5,000 or imprisonment for a term not exceeding 12 months or both, or

(b) on conviction on indictment, to a fine not exceeding €50,000 or imprisonment for a term not exceeding 5 years or both.

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 each employer, are made publicly available on the Department's website (www.djei.ie/labour/workpermits/).
(G) 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 to the applicant or authorised agent (if applicable).

Attach 1 passport sized photograph, with Foreign National's name printed on the back.

Indicate the following:
- The applicant (person applying i.e. Employer or the Foreign National (Holder of Employment Permit)).

Part One – Details of Employer: Complete all questions

Employer should include copies of:
- Completed PSD/ROS Online Receipt dated within 2 months preceding the application (if applicable).
- Evidence of Business Permission (if applicable).

Part Two – Details of Foreign National: Complete all questions

Please supply clear copies (preferably in colour) of the following:
- Passport pages showing photograph, personal details and expiry date.
- Immigration stamps (if GNIB personal identification number not available).
- Visa (if GNIB personal identification number not available).

Original documents should not be submitted.

Part Three – Details of Employment: Complete all questions (unless otherwise specified)

Please provide the following:
- Copies of 3 recent payslips issued to the holder of the Employment Permit dated within the last 4 months.
- Copies of P60s issued to the holder of the Employment Permit for each year of employment covering the duration of the existing Employment Permit.
- Documentary evidence of payments in respect of Health Insurance, if applicable.

Please supply copies of the following in the case of health professionals, including registered doctors, registered nurses and security personnel who have not provided their Registration/PIN number at Part 3, Question 3:
- A copy of registration with the appropriate regulatory body or recognition of qualifications pursuant to Schedule 2 in the Regulations.

Please supply the following in the case of the renewal of an employment in a restaurant or a fast food outlet:
- an up-to-date tax clearance certificate in respect of the Employer.

Part Four – Details of Payment: Complete all questions

- Include the appropriate fee if required (see (D) Schedule of Fees for further information.
- Sign a Payment declaration - original signature required.
- If applicable, a copy of an official letter from the Revenue Commissioners confirming charitable status.
- If applicable, clear photocopies of the relevant pages of the EEA Spouse/Civil Partners' current passport showing his or her picture, personal details, passport expiry date and his or her signature, and a copy of the marriage certificate or the civil partnership registration evidencing the relationship of the Foreign National and the EEA national.

Part Five - Acceptance of Terms & Conditions

- Sign and date the appropriate declarations – original signatures required.

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**EMPLOYMENT PERMITS SECTION**

<table>
<thead>
<tr>
<th>Website:</th>
<th><a href="http://www.dji.ie/labour/workpermits/">www.dji.ie/labour/workpermits/</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Email:</td>
<td><a href="mailto:employmentpermits@dji.ie">employmentpermits@dji.ie</a></td>
</tr>
<tr>
<td>Call Centre:</td>
<td>353-1-417 5333 (from within Ireland only)</td>
</tr>
<tr>
<td>Fax:</td>
<td>353-1-431 5269</td>
</tr>
<tr>
<td>Address:</td>
<td>One Off House 05a Adelaide Road Dublin 2 Ireland</td>
</tr>
</tbody>
</table>

**Contact Details**

**Employment Permits Section Web pages**

Information and application forms may be downloaded from the Employment Permits Section web pages on the Department of Jobs, Enterprise and Innovation website – www.dji.ie/labour/workpermits/

PLEASE NOTE: The pages giving details on Requirement for Supporting Documentation and Application Form Checklist – parts A, B, C, D, E, F and G are for instruction purposes only. It is not necessary to include these pages when submitting the completed application form.
Form O

Application form for renewal of Sport and Cultural Employment Permit

[Image of form]

Who is applying for the permit (i.e. Who is the applicant)?

In accordance with the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, an employer making an Employment Permit application may not seek to recover the fee, if applicable, from the foreign national.

(This section MUST be completed for all applications)

Employer

Foreign National (Holder of Employment Permit)

Health Professional

If this is an application for a Health Professional listed in Part A or Part B of Schedule 2 in the Regulations please tick this box

Part One

Registration Details of Employer

1. Employer Registered Number: [ ] Obtained from the Revenue Commissioners

2. Company Name Registered Number (if applicable): [ ] Obtained from the Companies Registration Office

3. Business Name Registered Number (if applicable): [ ] Obtained from the Companies Registration Office

4. If the Employer is an Industrial and Provident Society, a Friendly Society, or a Trade Union, please supply their Registration Number: [ ] Obtained from the Registry of Friendly Societies

5. If the Employer is a Charity, please supply the Charity Number: [ ] Obtained from the Revenue Commissioners
If the Employer is not a Limited Company, please complete Questions 6, 7, 8 and 9.
If the Employer is a Limited Company, please proceed to Question 10.

6. If the Employer is not a registered company, please indicate what type of entity it is:
   - Sole Trader
   - Partnership
   - Other (please specify):

7. Please state the full name of the Employer:

8. Please state the nationality of the Employer:

9. If the Employer is not an EEA citizen, do they hold appropriate permission from the Minister for Justice and Equality to operate a business in the State?
   - Yes
   - No
   - Not applicable
   - If Yes, please specify:

   If yes, you must enclose copies of supporting documentation from the Minister for Justice and Equality confirming your permission to operate a business in the State or your application will be returned (see Requirements for Supporting Documentation).

10. Registered name of Company/Business:

11. Trading name of business (if different):

12. Nature of business:

13. Company/Business Address:
   - Address 1:
   - Address 2:
   - Town:
   - County:
   - Country:

14. Telephone Number:

15. Fax:

16. Mobile Phone Number:

17. E-mail:

18. Website:

19. Number of EEA* and/or Swiss nationals (including Irish) currently employed by the Employer:

20. Number of non-EEA nationals currently employed by the Employer:

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

You must now attach the documents outlined in Requirement for Supporting Documentation under "(A) Requirements for Employer."
## Part Two

### Details of Foreign National (Holder of Employment Permit)

1. Passport Number: 

2. Expiry Date: 

3. Nationality: BLOCK CAPITALS

4. First Name: BLOCK CAPITALS

5. Middle Name(s): BLOCK CAPITALS

6. Family Name: BLOCK CAPITALS

7. Date of Birth: D D M Y Y

8. Male: 

9. Female: 

10. Telephone No.: 

11. Mobile Phone No.: 

12. Current Address: 

13. Please provide the Foreign National’s PPS Number: 

14. Please provide the number of the Employment Permit being renewed: 

15. E-mail: 

16. Immigration Details: (Please enter the details exactly as they appear on your current GNIB card)

   - GNIB Pin No. 
   - Dept. No. 

*If the Foreign National is in the State but does not have a GNIB personal identification number then please supply a copy of their current immigration stamps and visa.

*If the proposed Foreign National has held consecutive employment permits for an uninterrupted period of 5 years and has been working lawfully during this time, they may be eligible to apply for a Stamp 4 permission to remain from the Irish Naturalisation and Immigration Service. However, if the proposed Foreign National is unable to obtain a Stamp 4, an employment permit will be required.

*If this is the case, by submitting this application the proposed Foreign National confirms that s/he has considered the available options and believes that an employment permit is still required.

---

You must now attach the documents outlined in Requirement for Supporting Documentation under “(B) Foreign National (Holder of Employment Permit) Requirements.”
Part Three  Details of Employment

1. Title of Job: 

NOTE: Questions 2 and 3 to be completed by Health Professionals and Security Personnel who are listed in Part A and Part B of Schedule 2 in the Regulations.

2. Regulatory Body: 

3. Registration/Pin/ Licence No.: 
   If the application is in respect of Registered Doctors, Nurses or Security Personnel listed in Part A of Schedule 2 in the Regulations please provide your registration details above. Documentary evidence will not be required.
   Applications for other Health Professionals listed in Part B of Schedule 2 in the Regulations must provide a copy of their registration with the appropriate medical body or recognition of their qualifications from the Department of Health.

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

5. Proposed Period of Employment Permit (maximum period of 3 years): 
   * If this is an application for an unlimited permit, please write "Unlimited" in this box. An unlimited Employment Permit may be applied for at the renewal stage if a foreign national has been in continuous employment with the same employer for five years or more. Please note that all Employment Permit renewal applications should be submitted to this Department at least 12 weeks before the expiry date of the existing Employment Permit.

6. Gross Annual Remuneration*: €
   (Gross remuneration excludes overtime or premium payments)

7. Gross Annual Salary: €
   (If different from above)

8. Gross Weekly Salary: €

9. 5. Hourly Rate of Pay: €

10. Deductions from Gross Weekly Salary: €
    Please specify purpose of deductions:

11. Health Insurance*: €
    Please specify name of Health Insurance Provider:

* All amounts which make up the basic salary must appear as payments on the pay slips. If Health Insurance is being included in the Gross Annual Remuneration this must be verifiable by way of supporting documentation at renewal stage; such documentation may also be required in the event of a National Employment Rights Authority (NERA) inspection.

* Health Insurance can only be considered if the provider of the health insurance is a person entered in the Register of Health Benefits Undertakings referred to in section 14 of the Health Insurance Act, 1994.

12. Number of hours of work per week*: 
   * Please note that for the purposes of Employment Permit Applications, the standard working week is 39 hours per week.

13. What are the main functions of this job: 

You must now attach the documents outlined in Requirement for Supporting Documentation under "(C) Application Requirements" if applicable.
Part Four  Requirement for Payment

Is a fee payable for this Employment Permit application? [ ] Yes [ ] No

If No, please indicate on what basis no fee is applicable:

The Employer is the applicant and has charitable status with the Revenue Commissioners

[ ] Application is in respect of a non-EEA national married to or in a civil partnership with an EEA national

[ ] Dependant/Partner/Spouse Employment Permit

[ ] Unlimited General, Reactivation or Sport and Cultural Employment Permit

If no fee is payable proceed to Part Five.

Details of Payment

Important Note for Business Users - Payment by Electronic Funds Transfer

In accordance with Do/Finance Circular 1/2013, from 10 September 2014 (e-Day) the public sector will no longer accept cheques, bank drafts or postal orders from business users in respect of services rendered. To facilitate this, the Employment Permits Section will no longer accept paper based payments from business users and has set up a commercial bank account into which payments can be made by Electronic Funds Transfer (EFT).

Business user applicants for employment permits should complete the Contact Details of Payer (Questions 1, 2, 3, 4, 5, 6, 7, and 8), Payment Details (Question 9) and the Payers Declaration below and payment will be requested when an application is accepted into the Employment Permits Section as complete. An e-mail will issue to the applicant and their authorised agent (if applicable) giving details of the amount of the fee due, the bank account into which the payment should be made and an Application ID number which must be used as the reference when making the payment.

Applicants other than business users can continue to make payment by cheque, bank draft or postal order and must complete all details below.

Contact Details of Payer

1. Please indicate who is making the payment:
   Employer [ ] Foreign National [ ] Other [ ]

2. Title:
   [ ] Mr [ ] Mrs [ ] Miss [ ] Ms [ ] Other (please state) [ ]

3. Name:
   [ ] BLOCK CAPITALS

4. Company (if applicable):
   [ ] BLOCK CAPITALS

5. Telephone Number:
   6. Fax Number:

7. Mobile Phone Number:

8. E-mail:

Payment Details

9. Method of Payment:
   [ ] Electronic Funds Transfer [ ] Cheque [ ] Bank Draft [ ] Postal Order [ ]

10. Cheque No.:

11. Payment enclosed:
   €

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. Cheques should be made payable to the Department of Jobs, Enterprise and Innovation.

Payer's Declaration

I, the undersigned, agree that in the case of a refund of fees, the payment will be made payable to the Applicant specified on Page 1. (Under the Employment Permits Act 2006, as amended by the Employment Permits Amendment Act 2014 a refund in the case of a refused or withdrawn application will consist of 90% of the total fee paid.)

Payer's Signature:
   [ ] (Original signature required)

Date: [ ]

Employment Permits Section is unable to refund fees by postal order. If a refund of fees is due for any reason, a mandate form will be forwarded to the applicant for completion. The refund will be paid by EFT directly into the applicant's bank account, as per details provided on the mandate form.

Page 5  RSCCP0011/14
Part Five  Acceptance of Terms & Conditions

Declaration of Foreign National

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

I hereby solemnly declare that:

- I am a fully accredited member of the relevant professional body pursuant to Part C of Schedule 2 in the Regulations for the position on offer, as stated in Part 3 of the application form (if applicable);
- If this application is for an employment in respect of a Carer in a private home and an employment permit is granted, I will have no objection to an Inspector from the National Employment Rights Authority (NERA) visiting the premises where employment is being carried out and to speak to me and the employer should the need arise; and
- I will be fully tax compliant;

and that to the best of my knowledge and belief:

- I will continue to be employed, salaried and paid under an employment contract governed by the laws of the State by the Employer, as stated in Part 1 of the application form;

Furthermore, I understand and accept that in accordance with Section 25 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, a person who furnishes to the Minister, on an application under section 23, information that is false or misleading in a material respect knowing that it is so false or misleading or being reckless as to whether it is so false or misleading in guilty of an offence.

Signature of Foreign National:
(Original signature required)

Name (in BLOCK CAPITALS):

Title:

Date: D B M Y

Your employment permit will normally be posted to you at your current address as in Part 2 of this Form.

Tick this box if you want your permit to be posted to your current address.

Tick this box if you want your permit to be posted to the Person who has made the offer of employment as stated in Part 1 of this Form.

Tick this box if you want your permit to be posted to your Authorised Agent (if applicable).
Declaration of Employer

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 will continue to be applied to this Foreign National.

I hereby solemnly declare that:

- I have taken reasonable steps to satisfy myself that:
  - the Foreign National is a fully accredited member of the relevant professional body pursuant to Part C of Schedule 2 in the Regulations for the position on offer, as stated in Part 3 of the application form (if applicable);
  - the Foreign National, as stated in Part 2 of the application form, will continue to be employed, salaried and paid under an employment contract governed by the laws of the State by me, the Employer, as stated in Part 1 of the application form.

I further understand, declare and accept that:

- In accordance with Section 23 of the Employment Permits Act 2008, as amended by the Employment Permits (Amendment) Act 2014, I may not make any deductions from the remuneration of, or seek to recover from, the holder of an 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 any matter relating to or concerning such an application or the grant 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.

- In accordance with Section 25 of the Employment Permits Act 2008, as amended by the Employment Permits (Amendment) Act 2014, a person who furnishes to the Minister, on an application under section 20, information that is false or misleading in a material respect knowing that it is so false or misleading or being reckless as to whether it is so false or misleading is guilty of an offence.

- If this application is for an employment in respect of a Carer in a private home and an employment permit is granted, I will have no objection to an Inspector from the National Employment Rights Authority (NERA) visiting the premises where employment is being carried out and to speak to me and the employee should the need arise; and

- I have full responsibility for guaranteeing that the appropriate deductions under the PAYE system will be made from all payments (including benefits-in-kind) made to the Foreign National and that all such deductions will be paid to the Revenue Commissioners.

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.

Signature of Employer:
(Original signature required)

Name (in BLOCK CAPITALS):

Position Held:

Title:

Date: D D M Y

Your certified copy of the employment permit will normally be posted to you at your current address as in Part 1 of this Form.

Tick this box if you want your certified copy of the employment permit to be posted to your current address.

Tick this box if you want your certified copy of the employment permit to be posted to your Authorised Agent (if applicable).
**Authorisation of Agent**

If no agent is representing the applicant then this section to be left blank.

If you the applicant wish a third party (agent) to act on your behalf please ensure the following details are completed. To ensure privacy of data is respected, all parties must be in agreement with the nomination of an agent. All parties must sign below. Agents will be copied any correspondence regarding this application.

**Agent Name**
(in BLOCK CAPITALS):

**Title:**

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.

**Signature of Agent:**
(Original signature required)

**Date:**

**Agent's Address for Correspondence:**

<table>
<thead>
<tr>
<th>Address 1:</th>
<th>BLOCK CAPITALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address 2:</td>
<td>BLOCK CAPITALS</td>
</tr>
<tr>
<td>Town:</td>
<td>BLOCK CAPITALS</td>
</tr>
<tr>
<td>County:</td>
<td>BLOCK CAPITALS</td>
</tr>
<tr>
<td>Country:</td>
<td>BLOCK CAPITALS</td>
</tr>
</tbody>
</table>

**E-mail address:**

**Telephone number:**

I, the Person who has made the offer of employment, permit the above named agent to act on my behalf in respect of this application.

**Signature of Employer:**
(Original signature required)

**Date:**

I, the Foreign National, permit the above named agent to act on my behalf in respect of this application.

**Signature of Foreign National:**
(Original signature required)

**Date:**
Requirements for Supporting Documentation

(A) Requirements for the Employer

If the Employer has not been granted an Employment Permit within the 12 months preceding the application, they MUST submit clear copies of the following documentation:

- Copy of P30 returned to the Revenue Commissioners within 2 months preceding this application or a receipt for such return whether issued through ROS (Revenue Online Service) or otherwise.

Business Permission

If the Employer has indicated that they are a foreign national operating a business in the State, they are required to submit copies of documentary evidence from the Minister for Justice and Equality clearly demonstrating their status within the State and their entitlement to operate a business in the State.

Additional documentation

The Minister may request such other information as might materially assist in making a decision on an application.

(B) Requirements for Foreign National

For all Foreign Nationals

- Clear, legible copy (preferably in colour) of the personal details pages of the Foreign National’s passport, showing his or her picture, personal details and his or her signature.
- In the case of health professionals listed in Part B of Schedule 2 in the Regulations, a copy of the registration with the appropriate medical body or recognition of qualifications from the relevant Minister of the Government.
- Please supply your GNB personal identification number which is shown on your GNB card. If not available please supply a clear, legible copy (preferably in colour) of your current immigration stamp and visa.

Please Note: Original documents should not be submitted

Important Note concerning the passport expiry date

In the case of all applications for employment permits, the Foreign National must hold a passport which is in date and valid for at least 12 months or more after the date of the application. Employment Permits cannot be considered for Foreign Nationals who do not fulfil this requirement.

(C) Application Requirements

Clarification on Remuneration Paid

All applications for renewal of an employment permit must include the following documentation:

- Copies of 3 recent pay slips issued to the holder of the Employment Permit dated within the last 4 months.
- Copies of P60s issued to the holder of the Employment Permit for each year of employment covering the duration of the existing Employment Permit.
- Documentary evidence of payments in respect of Health Insurance, if applicable.

For renewal of an employment in a restaurant or a fast food outlet

If the application is in respect of such employment the following additional documentation is required:

- An up-to-date tax clearance certificate in respect of the Employer.

(D) Schedule of Fees

An application for a new employment permit shall be accompanied by the fee prescribed in the following table –

<table>
<thead>
<tr>
<th>EMPLOYMENT PERMIT TYPE</th>
<th>RENEWAL APPLICATION FEE</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Employment Permit</td>
<td>€1,550 up to 36 month permit and €750 for six months or less</td>
</tr>
<tr>
<td>Dependant/Partner/Spouse Employment Permit</td>
<td>No Fee</td>
</tr>
<tr>
<td>Contract for Services Employment Permit</td>
<td>€1,550 up to 36 month permit and €750 for six months or less</td>
</tr>
<tr>
<td>Intra-Company Transfer Employment Permit</td>
<td>€1,000 up to 24 month permit, €1,500 from 24 months up to 36 month permit and €500 for six months or less</td>
</tr>
<tr>
<td>Sport &amp; Cultural Employment Permit</td>
<td>€1,550 up to 36 month permit and €750 for six months or less</td>
</tr>
<tr>
<td>Reactivation Employment Permit</td>
<td>€1,550 up to 36 month permit and €750 for six months or less</td>
</tr>
</tbody>
</table>
Fees not required in certain cases.
No fee is payable in respect of applications for Dependant/Partner/Spouse Employment Permits and in respect of applications for Unlimited Employment Permits in the case of a General Employment Permit, a Sport and Cultural Employment Permit or a Reactivation Employment Permit. An unlimited Employment Permit may be applied for at the renewal stage if a foreign national has been in continuous employment with the same employer for five years or more.

In all other cases a fee as detailed above is payable depending on the duration of the Employment Permit. However, the fee may be waived in the following cases:

- Application in respect of a Foreign National who is the Spouse or Civil Partner of an EEA national.
- Where the Employer is the applicant for the Employment Permit and they have been granted charitable tax exemption status by the Revenue Commissioners.

The following additional documentation is required in these cases:

- Applications in respect of Foreign Nationals who are the Spouses or Civil Partners of EEA nationals:
  - clear photocopies of the relevant pages of the EEA Spouse/Civil Partner's current passport showing his or her picture, personal details, passport expiry date and his or her signature, and
  - a copy of the marriage certificate or the civil partnership registration evidencing the relationship of the Foreign National and
  - the EEA national.
- Where the Employer is the applicant for the Employment Permit and they have been granted charitable tax exemption status by the Revenue Commissioners.
  - If the Employer has not been issued with an Employment Permit on the basis of not paying a fee due to charitable status within the 12 months preceding the application, please provide a copy of an official letter from the Revenue Commissioners confirming charitable status.

Returns
90% of the fee will 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.

Employment Permits Section is unable to refund fees by payable order. If a refund of fees is due for any reason, a mandate form will be forwarded to the applicant for completion. The refund will be paid by EFT directly into the applicant's bank account, as per details provided on the mandate form.

Acceptable Forms of payment
In accordance with D/Finance Circular 1/2015, from 19 September 2014 (e-Day) the public sector will no longer accept cheques, bank drafts or postal orders from business users in respect of services rendered. To facilitate this, the Employment Permits Section now has a commercial bank account into which payments can be made by Electronic Funds Transfer (EFT). Where an application is accepted as complete an email will issue to the applicant giving details of the amount of the fee due, the bank account into which the payment should be made and an Application ID number which must be used as the reference when making the payment.

For all other users, payment can continue to be made 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 Jobs, Enterprise & Innovation.

(E) 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. All Employment Permits are issued on the proviso that the named foreign national is paid, as a minimum, the remuneration specified on the Employment Permit. The only allowable deductions are those which appear on that Employment Permit. The remuneration being paid must be verified in the event of a National Employment Rights Authority (NERA) inspection. Failure to comply could lead to the revocation of the Employment Permit under section 16(1)(d) of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014.
C. It is recommended that an application for a Renewal Employment Permit should be made at least 12 weeks before the expiry of the existing permit.
D. Any application that contains omissions or is incorrectly completed will be returned to the applicant or the authorised agent (if applicable) for completion.
E. A fee, as determined by the Minister for Jobs, Enterprise and Innovation, is payable by the applicant or the authorised agent (if applicable) for each Employment Permit granted.
F. In line with section 24 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, should the employment that is the subject of the Employment Permit cease for whatever reason, the original and the certified copy of the Employment Permit must be returned to the Employment Permits Section within 4 weeks from the date of cessation. Failure to comply with this requirement is an offence.

Non-compliance with any provision of the Aliens Act 1935, the Immigration Act, the Employment Permits Acts 2002 and 2006, as amended by the Employment Permits (Amendment) Act 2014 or any Order made under these Acts is an offence punishable by Law.
(F) Declaration

Data Sharing and Data Protection:
The Employment Permits Section may undertake verification of all data submitted on this application form. The Employer, the Foreign National and the Authorised Agent (if applicable) 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.dataprotection.ie. Alternatively, they may call: (057) 688 4800 / Lo-Call Number: 1890 252231.

Please note that a percentage of all applications will be chosen at random for inspection by the National Employment Rights Authority (NERA).

Relevant documents will have to be provided as part of this inspection. Under Section 16 (d) of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, the Minister may revoke an employment permit if, in the opinion of the Minister, any information provided in respect of the application for it was false or misleading in a material respect.

In accordance with Section 26 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, a person who furnishes to the Minister, on an application under section 4 or 20, information that is false or misleading in a material respect knowing that it is so false or misleading or being reckless as to whether it is so false or misleading is guilty of an offence.

Furthermore, in accordance with Section 32 (1) of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, a person guilty of an offence under section 16(2), 19(3), 23(4) or 25 is liable—

(a) on summary conviction, to a fine not exceeding €5,000 or imprisonment for a term not exceeding 12 months or both,

(b) on conviction on indictment, to a fine not exceeding €50,000 or imprisonment for a term not exceeding 5 years or both.

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.dipi.ie/labour/workpermits/).
(G) 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 to the applicant or authorised agent (if applicable).

Attach 1 passport sized photograph, with Foreign National’s name printed on the back.

Indicate the following:
- The applicant (person applying i.e. Employer or the Foreign National (Holder of Employment Permit)).

Part One – Details of Employer: Complete all questions

Employer should include copies of:
- Completed P30/ROS Online Receipt dated within 2 months preceding the application (if applicable).
- Evidence of Business Permission (if applicable).

Part Two – Details of Foreign National: Complete all questions

Please supply clear copies (preferably in colour) of the following:
- Passport pages showing photograph, personal details and expiry date.
- Immigration stamps (if GNIB personal identification number not available).
- Visa (if GNIB personal identification number not available).

Original documents should not be submitted.

Part Three – Details of Employment: Complete all questions (unless otherwise specified)

Please provide the following:
- Copies of 3 recent payslips issued to the holder of the Employment Permit dated within the last 4 months.
- Copies of P60s issued to the holder of the Employment Permit for each year of employment covering the duration of the existing Employment Permit.
- Documentary evidence of payments in respect of Health Insurance, if applicable.

Please supply copies of the following in the case of health professionals, including registered doctors, registered nurses and security personnel who have not provided their Registration/PIN number at Part 3, Question 3:
- A copy of registration with the appropriate regulatory body or recognition of qualifications pursuant to Schedule 2 in the Regulations.

Please supply the following in the case of the renewal of an employment in a restaurant or a fast food outlet:
- an up-to-date tax clearance certificate in respect of the Employer.

Part Four – Details of Payment: Complete all questions

- Include the appropriate fees if required (see (D) Schedule of Fees for further information.
- Sign Payment declaration - original signature required.
- If applicable, a copy of an official letter from the Revenue Commissioners confirming charitable status.
- If applicable, clear photocopies of the relevant pages of the EEA Spouse/Civil Partners current passport showing is or her picture, personal details, passport expiry date and his or her signature, and a copy of the marriage certificate or the civil partnership registration evidencing the relationship of the Foreign National and the EEA national.

Part Five - Acceptance of Terms & Conditions

- Sign and date the appropriate declarations - original signatures required.

**EMPLOYMENT PERMITS SECTION**

**Contact Details**

Website: www.djei.ie/labour/workpermits/  
E-mail: employmentpermits@djei.ie  
Call Centre: 353-1-417 5533  
Local: 1850 201 616 (from within Ireland only)  
Fax: 353-1-431 5269  
Address: Davitt House  
05a 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 Jobs, Enterprise and Innovation website – www.djei.ie/labour/workpermits/

PLEASE NOTE: The pages giving details on Requirement for Supporting Documentation and Application Form Checklist – parts A, B, C, D, E, F and G are for instruction purposes only. It is not necessary to include these pages when submitting the completed application form.
Form P
Notification of dismissal by reason of redundancy under section 20A or 20B of the Principal Act

This form is to be used by current holders of Green Cards/Critical Skills Employment Permits and Work Permits/General Employment Permits who are dismissed by reason of redundancy within the meaning of Sections 7(2) and 21 of the Redundancy Payments Act 1967.

1. **PART 1** must be completed in full by the foreign national who is the holder of the Employment Permit.

2. You must attach the following document/s to this notification when submitting it to the Employment Permits Section:
   
   (i) Letter from the employer specified on the Employment Permit confirming that you have been dismissed within the last 4 weeks by reason of redundancy as specified in paragraph (a), (b), (c), (d) or (e) of section 7(2) or in section 21 of the Redundancy Payments Act 1967,

   (ii) Copy of the P45 issued by the employer specified on the Employment Permit, where available, and

   (iii) The original of your employment permit, where it has not already been surrendered in accordance with section 24 of the Employment Permits Act 2006, as amended.

3. In line with the Employment Permits Act 2006 (as amended) the notification of dismissal by reason of redundancy must be made within 28 days from the date of dismissal. Failure to notify the Minister within this timeframe could lead to the refusal of a new Employment Permit as it may not fall within the criteria applying at the time of application for a new Employment Permit.

4. This form, together with the documents specified above, should be sent to the Employment Permits Section, Department of Jobs, Enterprise and Innovation, Davitt House, 65A Adelaide Road, Dublin 2.

---

**PART 1**

PLEASE COMPLETE IN BLOCK CAPITALS

Application ID or Employment Permit Number: ____________________________________________

Permit Holder’s Name: ____________________________________________________________

Permit Holder’s Address: __________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

I hereby notify the Minister for Jobs, Enterprise and Innovation of my dismissal by reason of redundancy with effect from: _____________________________. I confirm that, in line with section 24 of the Employment Permits Act 2006, as amended, I have returned the original of my Employment Permit.

Signed (Permit Holder): __________________ Date: __________________

NOR001/14
Form Q
Submission of decision for review under section 13 or 17 of the Principal Act

1. PARTS 1 and 2 must be completed in full by:
   (i) in the case of a review under section 13, where an Employment Permit application has been refused – the applicant who made the employment permit application, or
   (ii) in the case of a review under section 17, where a decision to revoke an employment permit has been made – the holder of the employment permit, the employer or the connected person.

2. In PART 3 you should outline the detail of your Review – i.e. grounds upon which the application for the review under section 13 or 17 is made.

3. You must attach the following document to this submission when submitting it to the Employment Permits Section:
   (i) The letter which issued to you from the Employment Permits Section advising you of the decision to refuse your Employment Permit application under section 12 of the Act, or
   (ii) The letter which issued to you from the Employment Permits Section advising you of the decision to revoke the Employment Permit under section 16 of the Act.

In line with the Employment Permits Act 2006 (as amended) the submission of a decision for review must be made within 28 days from the date of the letters specified at (i) and (ii) above.

4. This form, together with the relevant document at 3. above and any other documents you wish to have considered in your Review, should be sent to the Reviewing Officer, Employment Permits Section, Department of Jobs, Enterprise and Innovation, Davitt House, 65A Adelaide Road, Dublin 2.

PART 1
PLEASE COMPLETE PART I AND II IN BLOCK CAPITALS

Application ID or Employment Permit Number: ___________________________

Applicant Name: _______________________________________________________

Applicant Address: _____________________________________________________
______________________________________________________________________
______________________________________________________________________

PART 2

I wish to request a review of the decision to:
(Tick whichever is appropriate)

[ ] refuse my application for an employment permit under section 12 of the Employment Permits Act 2006 (as amended), or

[ ] revoke the employment permit under section 16 of the Employment Permits Act 2006 (as amended).

The reasons for my review are set out in PART 3 of this form.

Signed: ___________________________ Date: ___________________________
PART 3
Please set out below the grounds for your review which should address all of the grounds for refusal or revocation. All details that you wish to have considered should be included. [If you do not have sufficient space below to set out all the details you wish to have included in the review or wish to submit in supporting documentation please attach another page, or supporting documentation, securely to this form.]

Signed: ___________________________ Date: ___________________________

Note: This form may be completed by an Authorised Legal Representative (Agent) who was nominated by all parties on the original employment permit application form. In the event that there has been a change in Agent, or an Agent has been engaged to assist in the review process, then a letter of authorisation signed by all parties to the employment permit application or employment permit will be required.
Form R

Notification of change of name of connected person or foreign employer under section 8(8) of Principal Act

Notification of Change of Name of a Connected Person or a Foreign Employer under the Employment Permits Act 2006 (as amended)

This form is to be used by a Connected Person/Foreign Employer, where a foreign national is carrying out duties or undergoing training with a Connected Person on foot of a valid Intra-Company Transfer Employment Permit, and where there is a change in the name of the Connected Person or the Foreign Employer under the European Communities (Protection of Employees on Transfer of Undertakings) Regulations 2003 (S.I. No. 131 of 2003).

In line with section 8(8) of the Employment Permits Act 2006 (as amended) the notification of change of name of a Connected Person or a Foreign Employer on an Employment Permit shall be made immediately following the transfer of the business. Failure to notify the Minister may lead to the refusal of any future renewals of that Employment Permit applied for under section 20 of the Employment Permits Act 2006 (as amended).

1. The completion of this form is to be arranged by:

   (i) in the case of a change of the name of the Connected Person currently specified on the Employment Permit, the Connected Person, or

   (ii) in the case of the change of a name of the Foreign Employer currently specified on the Employment Permit, the Foreign Employer,

   and to be signed by:

   (i) the Connected Person/Foreign Employer specified on the Employment Permit,

   (ii) the New Connected Person/New Foreign Employer taking over the business under the European Communities (Protection of Employees on Transfer of Undertakings) Regulations 2003 (S.I. No. 131 of 2003), and

   (iii) the Foreign National, who is the holder of the Employment Permit.

2. You must attach the following document/s to this notification when submitting it to the Employment Permits Section:

   (i) Letter from your Solicitor or Accountant confirming:

      • that the transfer comes within the meaning of the European Communities (Protection of Employees on Transfer of Undertakings) Regulations 2003 (S.I. No. 131 of 2003), and

      • the date of the transfer,

   (ii) Registration details for the New Connected Person's name, if applicable:

      • A form P30 which was returned to the Revenue Commissioners within the last 2 months or a receipt for such return, whether issued through the Revenue Online Service (ROS) or otherwise or in the case of a new Connected Person who has not made return to the Revenue Commissioners an official letter from the Revenue Commissioners confirming registration as an employer, and

   (iii) The Original and the Certified Copy of the Employment Permit.

3. This form, together with the documents specified, should be sent to the Employment Permits Section, Department of Jobs, Enterprise and Innovation, Davitt House, 6SA Adelaide Road, Dublin 2.

4. Once the Employment Permits Section are satisfied, following examination of this notification and the supporting documentation, that the change of name arises from a Transfer of Undertaking, within the meaning of the European Communities (Protection of Employees on Transfer of Undertakings) Regulations 2003 (S.I. No. 131 of 2003), and the new Connected Person is registered with Revenue Commissioners and the Companies Registration Office/Registry of Friendly Societies if applicable, the relevant Employment Permit will be re-issued with the new Connected Person's/Foreign Employer's name as applicable.
To be completed in respect of a change of name of a Connected Person/Foreign Employer on an Intra-Company Transfer Employment Permit.

PLEASE COMPLETE IN BLOCK CAPITALS

Application ID or Employment Permit Number: ____________________________

Foreign National/Employment Permit Holder’s Name: ____________________________

(Please circle whichever is applicable – Connected Person or Foreign Employer)
Name of Connected Person/Foreign Employer Specified on Employment Permit:

______________________________________________________________________

Name of New Connected Person/New Foreign Employer:

______________________________________________________________________

Address of New Connected Person/New Foreign Employer:

______________________________________________________________________

Registration Number of new Connected Person under the Companies Acts, Limited Partnerships Act 1907, Industrial and Provident Societies Acts 1893 to 1978, Friendly Societies Acts 1896 to 1977 or the Trade Union Acts 1871 to 1990, if relevant or applicable: ____________________________

I, Connected Person/Foreign Employer, hereby notify the Minister for Jobs, Enterprise and Innovation of a Change of Name of Connected Person/Foreign Employer under section 8(8) of the Employment Permits Act 2006 (as amended). I confirm that there remains a connection as defined in the Employment Permits Act 2006 (as amended), between the New Foreign Employer/Foreign Employer specified on the Employment Permit and the new Connected Person/Connected Person specified on the Employment Permit as applicable.

Signed: ____________________________ Date: ____________________________
Connected Person/Foreign Employer currently specified on Employment Permit

We hereby confirm that:
(i) the employment of the foreign national who is the holder of this Employment Permit has been transferred to this New Employer, or
(ii) the foreign national is carrying out duties for, or undergo training provided by a New Connected Person

and that the terms, conditions, description and location of employment as specified on this Employment Permit remain the same.

Signed: ____________________________ Date: ____________________________
New Connected Person/New Foreign Employer

Signed: ____________________________ Date: ____________________________
Foreign National/Holder of Employment Permit
Form S
Notification of change of name of contractor or relevant person under section 8(8) of Principal Act

This form is to be used by a Contractor, where a foreign national is providing a service to a Relevant Person as part of a contract services agreement on foot of a valid Contract for Services Employment Permit, and where there is a change in the name of the Contractor or the Relevant Person under the European Communities (Protection of Employees on Transfer of Undertakings) Regulations 2003 (S.I. No. 131 of 2003).

In line with section 8(8) of the Employment Permits Act 2006 (as amended) the notification of change of name of a Contractor or a Relevant Person on an Employment Permit shall be made immediately following the transfer of the business/contract. Failure to notify the Minister may lead to the refusal of any future renewals of that Employment Permit applied for under section 20 of the Employment Permits Act 2006 (as amended).

1. The completion of this form is to be arranged by the Contractor currently specified on the Employment Permit and to be signed by:
   (i) the Contractor specified on the Employment Permit,
   (ii) the New Contractor/New Relevant Person taking over the business/contract under the European Communities (Protection of Employees on Transfer of Undertakings) Regulations 2003 (S.I. No. 131 of 2003), and
   (iii) the Foreign National, who is the holder of the Employment Permit.

2. You must attach the following document/s to this notification when submitting it to the Employment Permits Section:
   (i) Letter from the Contractor’s Solicitor/Accountant confirming:
      • that the transfer comes within the meaning of the European Communities (Protection of Employees on Transfer of Undertakings) Regulations 2003 (S.I. No. 131 of 2003), and
      • the date of the transfer.
   (ii) Registration Details for the New Contractor’s name, if applicable:
      • A form P30 which was returned to the Revenue Commissioners within the last 3 months, or a receipt for such return, whether issued through the Revenue Online Service (ROS) or otherwise or in the case of a new Contractor who has not made returns to the Revenue Commissioners an official letter from the Revenue Commissioners confirming registration as an employer, and
   (iii) The Original and the Certified Copy of the Employment Permit.

3. This form, together with the documents specified, should be sent to the Employment Permits Section, Department of Jobs, Enterprise and Innovation, Davitt House, 65A Adelaide Road, Dublin 2.

4. Once the Employment Permits Section are satisfied, following examination of this notification and the supporting documentation, that the change of name arises from a Transfer of Undertaking, within the meaning of the European Communities (Protection of Employees on Transfer of Undertakings) Regulations 2003 (S.I. No. 131 of 2003), and the new Contractor is registered with the Revenue Commissioners and the Companies Registration Office/Registry of Friendly Societies, if applicable, the relevant Employment Permit will be re-issued with the new Contractor’s or Relevant Person’s name, as applicable.
To be completed in respect of a change of name of a Contractor/Relevant Person on a Contract for Services Employment Permit.

PLEASE COMPLETE IN BLOCK CAPITALS

Application ID or Employment Permit Number: ________________________________

Foreign National/Employment Permit Holder’s Name: ________________________________

(Please circle whichever is applicable – Contractor or Relevant Person)
Name of Contractor/Relevant Person Specified on Employment Permit:

________________________________________

Name of New Contractor/New Relevant Person:

________________________________________

Address of New Contractor/New Relevant Person:

________________________________________

Registration Number of new Contractor under the Companies Acts, Limited Partnerships Act 1907, Industrial and Provident Societies Acts 1893 to 1978, Friendly Societies Acts 1896 to 1977 or the Trade Union Acts 1871 to 1990, if relevant or applicable:

________________________________________

I, Contractor, hereby notify the Minister for Jobs, Enterprise and Innovation of a Change of Name of Contractor/Relevant Person under section 8(8) of the Employment Permits Act 2006 (as amended). I confirm that the contract services agreement, the subject of the Employment Permit, is still in force.

Signed: ___________________________ Date: ___________________________

Contractor currently specified on Employment Permit

We hereby confirm that:

(i) the employment of the foreign national who is the holder of this Employment Permit has been transferred to this New Contractor, or

(ii) the foreign national continues to provide a service as part of the contract service agreement to this new Relevant Person.

and that the terms, conditions, description and location of employment as specified on this employment permit remain the same.

Signed: ___________________________ Date: ___________________________

New Contractor/New Relevant Person

Signed: ___________________________ Date: ___________________________

Foreign National/Holder of Employment Permit

TOUC500/14
Form T
Notification of change of name of employer under section 8(8) of Principal Act

This form is to be used by Employers who currently employ a foreign national on foot of a valid Green Card or Critical Skills Employment Permit, Work Permit or General Employment Permit, Spousal/Dependant or Dependant/Partner/Spouse Employment Permit, Reactivation Employment Permit, Sport and Cultural Employment Permit, Internship Employment Permit or an Exchange Agreement Employment Permit Employment Permit, in the case of a transfer of the business within the meaning of the European Communities (Protection of Employees on Transfer of Undertakings) Regulations 2003 (S.I. No. 131 of 2003).

In line with section 8(8) of the Employment Permits Act 2006 (as amended) the notification of change of name of an Employer on an Employment Permit shall be made immediately following the transfer of the business. Failure to notify the Minister may lead to the refusal of any future renewals of that Employment Permit applied for under section 10 of the Employment Permits Act 2006 (as amended).

1. The completion of this form is to be arranged by the Employer currently specified on the Employment Permit and to be signed by:
   (i) the Employer specified on the Employment Permit,
   (ii) the New Employer taking over the business under the European Communities (Protection of Employees on Transfer of Undertakings) Regulations 2003 (S.I. No. 131 of 2003), and
   (iii) the Foreign National, who is the holder of the Employment Permit.

2. You must attach the following documents to this notification when submitting it to the Employment Permits Section:
   (i) Letter from your Solicitor/Accountant confirming:
      • that the transfer comes within the meaning of the European Communities (Protection of Employees on Transfer of Undertakings) Regulations 2003 (S.I. No. 131 of 2003), and
      • the date of the transfer,
   (ii) Registration Details for the New Employer name:
      • A form P30 which was returned to the Revenue Commissioners within the last 2 months or a receipt for such return, whether issued through the Revenue Online Service (ROS) or otherwise or in the case of a new employer who has not made returns to the Revenue Commissioners an official letter from the Revenue Commissioners confirming registration as an employer, and
   (iii) The Original and the Certified Copy of the Employment Permit.

3. This form, together with the documents specified, should be sent to the Employment Permits Section, Department of Jobs, Enterprise and Innovation, Davitt House, 65A Adelaide Road, Dublin 2.

4. Once the Employment Permits Section are satisfied, following examination of this notification and the supporting documentation, that the change of name arises from a Transfer of Undertaking, within the meaning of the European Communities (Protection of Employees on Transfer of Undertakings) Regulations 2003 (S.I. No. 131 of 2003), and the new Employer is registered with the Revenue Commissioners and the Companies Registration Office/Registry of Friendly Societies if applicable, the relevant Employment Permit will be re-issued with the new Employer’s name.
To be completed in respect of a change of name of an Employer on a Green Card or Critical Skills Employment Permit, Work Permit or General Employment Permit, Spousal/Dependant or Dependant/Partner/Spouse Employment Permit, Reactivation Employment Permit, Sport and Cultural Employment Permit, Internship Employment Permit or an Exchange Agreement Employment Permit.

PLEASE COMPLETE IN BLOCK CAPITALS

Application ID or Employment Permit Number: ________________________________

Foreign National/Employment Permit Holder’s Name: ____________________________

Name of Employer Specified on Employment Permit: ____________________________

________________________________________

Name of New Employer: ____________________________________________________

________________________________________

Address of New Employer: _________________________________________________

________________________________________

Registration Number of new Employer under the Companies Acts, Limited Partnerships Act 1907, Industrial and Provident Societies Acts 1893 to 1978, Friendly Societies Acts 1896 to 1977 or the Trade Union Acts 1871 to 1990, if relevant or applicable:

________________________________________

I, Employer, hereby notify the Minister for Jobs, Enterprise and Innovation of a Change of Name of Employer under section 8(6) of the Employment Permits Act 2006 (as amended).

Signed: ___________________________ Date: ________________________________
Employer Currently Specified on Employment Permit

We hereby confirm that the employment of the foreign national who is the holder of this Employment Permit has been transferred to this new employer and that the terms, conditions, description and location of employment as specified on this Employment Permit remain the same.

Signed: ___________________________ Date: ________________________________
New Employer

Signed: ___________________________ Date: ________________________________
Foreign National/Holder of Employment Permit
Regulations 18, 24, 30, 37, 45, 50, 55, 59 and 64 Schedule 7

Forms — Employment Permits
CRITICAL SKILLS EMPLOYMENT PERMIT

This is to certify that the Minister for Jobs, Enterprise and Innovation permits the employment under section 3A(2)(a) of the Employment Permits Act 2006 (as amended) of the Foreign National named below.

A person who contravenes section 2 of the Employment Permits Act 2003 (as amended), relating to the employment of Foreign Nationals, is guilty of an offence.

Permit valid from DD/MM/YYYY to DD/MM/YYYY.

For Minister

Note: In accordance with section 24(1) of the Employment Permits Act 2006 (as amended), should the Permit Holder named below, for any reason, cease to be employed by this employer in this employment during the period of validity specified, this permit and any copies thereof must be returned immediately to the Department of Jobs, Enterprise and Innovation.

This permit is issued on the basis that the salary to be paid to the named Foreign National is, at a minimum, the national minimum hourly rate of pay or a rate of pay provided for in section 12(6)(b) of the Employment Permits Act 2006 (as amended) as appropriate. Notwithstanding this, this permit is issued on the basis that the named Foreign National is paid the remuneration specified on this Employment Permit. Section 23 of the Employment Permits Act 2006 (as amended) prohibits an employer from making any deduction from the Permit Holder’s remuneration or seeking to recover from a Permit Holder any charge, fee or expense relating to the application for the permit or its renewal and/or recruitment and travelling expenses in connection with taking up employment in the State. Section 23(3) of the Employment Permits Act 2006 (as amended) prohibits an employer or someone acting on his or her behalf from keeping any personal documents belonging to the Permit Holder.

If this is the named Foreign National’s first employment permit in the State, a new application may, apart from in exceptional circumstances, only be made in respect of the named Foreign National after a period of 12 months has elapsed since he/she first commenced employment in the State.

Name of Permit Holder
Address:
Date of Birth:
Nationality:
Passport No:
Permit Holder ID:
P.P.S. No:
Employment Permit No:
Employment Permit Class:

Name of Employer
Address:
Economic Sector:
Employment:
Place of Employment:
Remuneration per week:
Agreed deductions for Board & Accommodation:

Permit valid from DD/MM/YYYY to DD/MM/YYYY

Special Conditions attached to this permit:
DEPANTANT/PARTNER/SPouse EMPLOYMENT PERMIT

This is to certify that the Minister for Jobs, Enterprise and Innovation permits the employment under section 3A(2)(b) of the Employment Permits Act 2006 (as amended) of the Foreign National named below.

A person who contravenes section 2 of the Employment Permits Act 2003 (as amended), relating to the employment of Foreign Nationals, is guilty of an offence.

Permit valid from DD/MM/YYYY to DD/MM/YYYY.

For Minister

Note: In accordance with section 24(1) of the Employment Permits Act 2006 (as amended) should the Permit Holder named below, for any reason, cease to be employed by this employer in this employment during the period of validity specified, this permit and any copies thereof must be returned immediately to the Department of Jobs, Enterprise and Innovation.

This permit is issued on the basis that the salary to be paid to the named Foreign National is, at a minimum, the national minimum hourly rate of pay or a rate of pay provided for in section 12(6)(b) of the Employment Permits Act 2006 (as amended) as appropriate. Notwithstanding this, this permit is issued on the basis that the named Foreign National is paid the remuneration specified on this Employment Permit. Section 23 of the Employment Permits Act 2006 (as amended) prohibits an employer from making any deduction from the Permit Holder’s remuneration or seeking to recover from a Permit Holder any charge, fee or expense relating to the application for the permit or its renewal and/or recruitment and travelling expenses in connection with taking up employment in the State. Section 23(3) of the Employment Permits Act 2006 (as amended) prohibits an employer or someone acting on his or her behalf from keeping any personal documents belonging to the Permit Holder.

If this is the named Foreign National’s first employment permit in the State, a new application may, apart from in exceptional circumstances, only be made in respect of the named Foreign National after a period of 12 months has elapsed since he/she first commenced employment in the State.

Name of Permit Holder
Address: [ ]
Date of Birth: [ ]
Nationality: [ ]
Passport No: [ ]
Permit Holder ID: [ ]
P.P.S. No: [ ]
Employment Permit No: [ ]
Employment Permit Class: [ ]

Name of Employer
Address: [ ]
Economic Sector: [ ]
Employment: [ ]
Place/s of Employment: [ ]
Remuneration per week: [ ]
Agreed deductions for Board & Accommodation: [ ]

Permit valid from DD/MM/YYYY to DD/MM/YYYY

Special Conditions attached to this permit:
**GENERAL EMPLOYMENT PERMIT**

This is to certify that the Minister for Jobs, Enterprise and Innovation permits the employment under section 3A(2)(c) of the Employment Permits Act 2006 (as amended) of the Foreign National named below.

A person who contravenes section 2 of the Employment Permits Act 2003 (as amended), relating to the employment of Foreign Nationals, is guilty of an offence.

Permit valid from DD/MM/YYYY to DD/MM/YYYY.

For Minister

Note: In accordance with section 24(1) of the Employment Permits Act 2006 (as amended) should the Permit Holder named below, for any reason, cease to be employed by this employer in this employment during the period of validity specified, this permit and any copies thereof must be returned immediately to the Department of Jobs, Enterprise and Innovation.

This permit is issued on the basis that the salary to be paid to the named Foreign National is, at a minimum, the national minimum hourly rate of pay or a rate of pay provided for in section 12(6)(b) of the Employment Permits Act 2006 (as amended) as appropriate. Notwithstanding this, this permit is issued on the basis that the named Foreign National is paid the remuneration specified on this Employment Permit. Section 23 of the Employment Permits Act 2006 (as amended) prohibits an employer from making any deduction from the Permit Holder’s remuneration or seeking to recover from a Permit Holder any charge, fee or expense relating to the application for the permit or its renewal and/or recruitment and travelling expenses in connection with taking up employment in the State. Section 23(3) of the Employment Permits Act 2006 (as amended) prohibits an employer or someone acting on his or her behalf from keeping any personal documents belonging to the Permit Holder.

If this is the named Foreign National’s first employment permit in the State, a new application may, apart from in exceptional circumstances, only be made in respect of the named Foreign National after a period of 12 months has elapsed since he/she first commenced employment in the State.

Name of Permit Holder
- Address:
- Date of Birth:
- Nationality:
- Passport No:
- Permit Holder ID:
- P.P.S. No:
- Employment Permit No:
- Employment Permit Class:

Name of Employer
- Address:
- Economic Sector:
- Employment:
- Place of Employment:
- Remuneration per week:
- Agreed deductions for:
- Board & Accommodation:

Permit valid from DD/MM/YYYY to DD/MM/YYYY

Special Conditions attached to this permit:
INTRA-COMPANY TRANSFER EMPLOYMENT PERMIT
OR
INTRA-COMPANY TRANSFER EMPLOYMENT PERMIT (TRAINING)

This is to certify that the Minister for Jobs, Enterprise and Innovation permits the employment under section 3A(2)(d) of the Employment Permits Act 2006 (as amended) of the Foreign National named below.

A person who contravenes section 2 of the Employment Permits Act 2003 (as amended), relating to the employment of Foreign Nationals, is guilty of an offence.

Permit valid from DD/MM/YYYY to DD/MM/YYYY.

For Minister

Note: It is the responsibility of the Connected Person, and the Foreign Employer as the case may be, to ensure that the provisions of the 2003 and the 2006 Employment Permits Acts (as amended) are adhered to whilst the Foreign National (Permit Holder's Name) remains with the Connected Person in the State. In accordance with section 24(1A) of the Employment Permits Act 2006 (as amended), should the Foreign National named below, for any reason, cease to be employed by the Foreign Employer or cease to carry out the duties for, or participate in a training programme provided by, the Connected Person during the period of validity specified, this permit and any copies thereof must be returned immediately to the Department of Jobs, Enterprise and Innovation.

This permit is issued on the basis that, notwithstanding the fact that the Foreign National remains an employee of the Foreign Employer, the salary to be paid to the named Foreign National by his or her Foreign Employer, is, at a minimum, the Irish national minimum hourly rate of pay or a rate of pay provided for in section 12(6)(b) of the Employment Permits Act 2006 (as amended) as appropriate. Notwithstanding this, this permit is issued on the basis that the named Foreign National is paid the remuneration specified on this Employment Permit. Section 23 of the Employment Permits Act 2006 (as amended) prohibits a Connected Person or a Foreign Employer, as applicable, from making any deduction from the Permit Holder's remuneration or seeking to recover from the Permit Holder any charge, fee or expense arising out of the application for the permit or its renewal or any matter relating to or concerning such an application or the grant or renewal of the permit. Section 23(3) of the Employment Permits Act 2006 (as amended) prohibits a Foreign Employer or someone acting on their behalf from keeping any personal documents belonging to the Foreign National.

If this is the named Foreign National's first employment permit in the State, a new application may, apart from exceptional circumstances, only be made in respect of the named Foreign National after a period of 12 months has elapsed since he/she first commenced employment in the State.

Name of Permit Holder
Address:
Date of Birth:
Nationality:
Passport No.:
Permit Holder ID:
P.P.S. No.:
Employment Permit No.:
Employment Permit Class:

Name of Connected Person
Address:
Economic Sector:
Employment:
Name of Foreign Employer:
Place(s) of Employment:
Remuneration per week:
Agreed deductions for:
Board & Accommodation:

Permit valid from DD/MM/YYYY to DD/MM/YYYY

Special Conditions attached to this permit:
CONTRACT FOR SERVICES EMPLOYMENT PERMIT

This is to certify that the Minister for Jobs, Enterprise and Innovation permits the employment under Section 3A(2)(e) of the Employment Permits Act 2006 (as amended) of the Foreign National named below.

A person who contravenes section 2 of the Employment Permits Act 2003 (as amended), relating to the employment of Foreign Nationals, is guilty of an offence.

Permit valid from DD/MM/YYYY to DD/MM/YYYY.

For Minister

Note: It is the responsibility of the Contractor, and/or the Relevant Person, as the case may be, to ensure that the provisions of the 2003 and the 2006 Employment Permits Acts (as amended) are adhered to whilst the Foreign National [Name of Permit Holder] remains in employment for the purpose of this permit. In accordance with section 24(1) of the Employment Permits Act 2006 (as amended) should the Foreign National named below, for any reason, cease to be employed by the Contractor, and/or as the case may be, the duties being performed in the State pursuant to the contract service agreement cease during the period of validity specified, this permit and any copies thereof must be returned immediately to the Department of Jobs, Enterprise and Innovation.

This permit is issued on the basis that, notwithstanding the fact that the Foreign National remains an employee of the Contractor, the named Foreign National is paid the national minimum hourly rate of pay or a rate of pay provided for in section 12(6)(b) of the Employment Permits Act 2006 (as amended) as appropriate, as a minimum. Notwithstanding this, this permit is issued on the basis that the named Foreign National is paid the remuneration specified on this Employment Permit. Section 23 of the Employment Permits Act 2006 (as amended) prohibits a Contractor from making any deduction from the Permit Holder's remuneration or seeking to recover from a Permit Holder any charge, fee or expense relating to the application for the permit or its renewal or travelling expenses in connection with taking up duties in the State. Section 23(3) of the Employment Permits Act 2006 (as amended) prohibits a Contractor or someone acting on his or her behalf from keeping any personal documents belonging to the Foreign National.

If this is the named Foreign National's first employment permit in the State, a new application may, apart from in exceptional circumstances, only be made in respect of the named Foreign National after a period of 12 months has elapsed since he/she first commenced employment in the State.

Name of Permit Holder
Address:
Date of Birth:
Nationality:
Passport No:
 Permit Holder ID:
P.P.S. No:
Employment Permit No:
Employment Permit Class:

Name of Contractor
Address:
Economic Sector:
Employment:
Name of Relevant Person:
Place(s) of Employment:
Remuneration per week:
Agreed deductions for:
Board & Accommodation:

Permit valid from DD/MM/YYYY to DD/MM/YYYY

Special Conditions attached to this permit:
REACTIVATION EMPLOYMENT PERMIT

This is to certify that the Minister for Jobs, Enterprise and Innovation permits the employment under section 3A(2)(f) of the Employment Permits Act 2006 (as amended) of the Foreign National named below.

A person who contravenes section 2 of the Employment Permits Act 2003 (as amended), relating to the employment of Foreign Nationals, is guilty of an offence.

Permit valid from DD/MM/YYYY to DD/MM/YYYY.

______________________________
For Minister

Note: In accordance with section 24(1) of the Employment Permits Act 2006 (as amended) should the Permit Holder named below, for any reason, cease to be employed by this employer in this employment during the period of validity specified, this permit and any copies thereof must be returned immediately to the Department of Jobs, Enterprise and Innovation.

This permit is issued on the basis that the salary to be paid to the named Foreign National is, at a minimum, the national minimum hourly rate of pay or a rate of pay provided for in section 12(b) of the Employment Permits Act 2006 (as amended) as appropriate. Notwithstanding this, this permit is issued on the basis that the named Foreign National is paid the remuneration specified on this Employment Permit. Section 23 of the Employment Permits Act 2004 (as amended) prohibits an employer from making any deduction from the Permit Holder's remuneration or seeking to recover from a Permit Holder any charge, fee or expense relating to the application for the permit or its renewal and/or recruitment and travelling expenses in connection with taking up employment in the State. Section 23(3) of the Employment Permits Act 2006 (as amended) prohibits an employer or someone acting on his or her behalf from keeping any personal documents belonging to the Permit Holder.

If this is the named Foreign National's first employment permit in the State, a new application may, apart from in exceptional circumstances, only be made in respect of the named Foreign National after a period of 12 months has elapsed since he/she first commenced employment in the State.

Name of Permit Holder
Address:
Date of Birth:
Nationality:
Passport No:
 Permit Holder ID:
P.P.S. N.O:
Employment Permit No:
Employment Permit Class:

Name of Employer
Address:
Economic Sector:
Employment:
Places of Employment:
Remuneration per week:
Agreed deductions for Board & Accommodation:

Permit valid from DD/MM/YYYY to DD/MM/YYYY

Special Conditions attached to this permit:
EXCHANGE AGREEMENT EMPLOYMENT PERMIT

This is to certify that the Minister for Jobs, Enterprise and Innovation permits the employment under section 3A(2)(g) of the Employment Permits Act 2006 (as amended) of the Foreign National named below.

A person who contravenes section 2 of the Employment Permits Act 2003 (as amended), relating to the employment of Foreign Nationals, is guilty of an offence.

Permit valid from DD/MM/YYYY to DD/MM/YYYY.

For Minister

Note: In accordance with section 24(1) of the Employment Permits Act 2006 (as amended) should the Permit Holder named below, for any reason, cease to be employed by this employer in this employment that is the subject of the exchange agreement during the period of validity specified, this permit and any copies thereof must be returned immediately to the Department of Jobs, Enterprise and Innovation.

This permit is issued on the basis that the salary to be paid to the named Foreign National is, at a minimum, the national minimum hourly rate of pay or a rate of pay provided for in section 12(6)(b) of the Employment Permits Act 2006 (as amended) as appropriate. Notwithstanding this, this permit is issued on the basis that the named Foreign National is paid the remuneration specified on this Employment Permit. Section 23 of the Employment Permits Act 2006 (as amended) prohibits an employer from making any deduction from the Permit Holder's remuneration or seeking to recover from a Permit Holder any charge, fee or expense relating to the application for the permit or its renewal and/or recruitment and travelling expenses in connection with taking up employment in the State. Section 23(3) of the Employment Permits Act 2006 (as amended) prohibits an employer or someone acting on his or her behalf from keeping any personal documents belonging to the Permit Holder.

Name of Permit Holder
Address:
Date of Birth:
Nationality:
Passport No.:

Name of Employer
Address:
Economic Sector:
Employment:
Places of Employment:
Remuneration per week:
Agreed deductions for Board & Accommodation:

Permit valid from DD/MM/YYYY to DD/MM/YYYY

Special Conditions attached to this permit:
SPORT AND CULTURAL EMPLOYMENT PERMIT

This is to certify that the Minister for Jobs, Enterprise and Innovation permits the employment under section 3A(2)(b) of the Employment Permits Act 2006 (as amended) of the Foreign National named below.

A person who contravenes section 2 of the Employment Permits Act 2003 (as amended), relating to the employment of Foreign Nationals, is guilty of an offence.

Permit valid from DD/MM/YYYY to DD/MM/YYYY.

For Minister

Note: In accordance with section 24(1) of the Employment Permits Act 2006 (as amended) should the Permit Holder named below, for any reason, cease to be employed by this employer in this employment during the period of validity specified, this permit and any copies thereof must be returned immediately to the Department of Jobs, Enterprise and Innovation.

This permit is issued on the basis that the salary to be paid to the named Foreign National is, at a minimum, the national minimum hourly rate of pay or a rate of pay provided for in section 126(b)(b) of the Employment Permits Act 2006 (as amended) as appropriate. Notwithstanding this, this permit is issued on the basis that the named Foreign National is paid the remuneration specified on this Employment Permit. Section 23 of the Employment Permits Act 2006 (as amended) prohibits an employer from making any deduction from the Permit Holder's remuneration or seeking to recover from a Permit Holder any charge, fee or expense relating to the application for the permit or its renewal and/or recruitment and travelling expenses in connection with taking up employment in the State. Section 23(3) of the Employment Permits Act 2006 (as amended) prohibits an employer or someone acting on his or her behalf from keeping any personal documents belonging to the Permit Holder.

If this is the named Foreign National's first employment permit in the State, a new application may, apart from in exceptional circumstances, only be made in respect of the named Foreign National after a period of 12 months has elapsed since he/she first commenced employment in the State.

Name of Permit Holder
Address:
Date of Birth:
Nationality:
Passport No:
Permit Holder ID:
P.F.S. No:
Employment Permit No:
Employment Permit Class:

Name of Employer
Address:
Economic Sector:
Employment:
Place/s of Employment:
Remuneration per week:
Agreed deductions for:
Board & Accommodation:

Permit valid from DD/MM/YYYY to DD/MM/YYYY

Special Conditions attached to this permit:
Form I

INTERNSHIP EMPLOYMENT PERMIT

This is to certify that the Minister for Jobs, Enterprise and Innovation permits the employment under section 3A(2)(i) of the Employment Permits Act 2006 (as amended) of the Foreign National named below.

A person who contravenes section 2 of the Employment Permits Act 2003 (as amended), relating to the employment of Foreign Nationals, is guilty of an offence.

Permit valid from DD/MM/YYYY to DD/MM/YYYY.

For Minister

Note: In accordance with section 24(1) of the Employment Permits Act 2006 (as amended), should the Permit Holder named below, for any reason, cease to be employed by this employer in this employment during the period of validity specified, this permit and any copies thereof must be returned immediately to the Department of Jobs, Enterprise and Innovation.

This permit is issued on the basis that the salary to be paid to the named Foreign National is, at a minimum, the national minimum hourly rate of pay or a rate of pay provided for in section 12(6)(b) of the Employment Permits Act 2006 (as amended) as appropriate. Notwithstanding this, this permit is issued on the basis that the named Foreign National is paid the remuneration specified on this Employment Permit. Section 23 of the Employment Permits Act 2006 (as amended) prohibits an employer from making any deduction from the Permit Holder’s remuneration or seeking to recover from a Permit Holder any charge, fee or expense relating to the application for the permit or its renewal and/or recruitment and travelling expenses in connection with taking up employment in the State. Section 23(3) of the Employment Permits Act 2006 (as amended) prohibits an employer or someone acting on his or her behalf from keeping any personal documents belonging to the Permit Holder.

Name of Permit Holder
Address:
Date of Birth:
Nationality:
Passport No.:
Permit Holder ID:
P.P.S. No.:
Employment Permit No.:
Employment Permit Class:

name of employer
Address:
Economic Sector:
Employment:
Place(s) of Employment:
Remuneration per week:
Agreed deductions for
Board & Accommodation:

Permit valid from DD/MM/YYYY to DD/MM/YYYY

Special Conditions attached to this permit:
GIVEN under my Official Seal.

30th September 2014.

RICHARD BRUTON,

Minister for Jobs, Enterprise and Innovation.
EXPLANATORY NOTE

(This note is not part of the Instrument and does not purport to be a legal interpretation.)

These Regulations set down the different classes of employment permit that may be granted by the Minister for Jobs, Enterprise and Innovation, for the purposes referred to in section 3A(2) of the Employment Permits Act 2006, as inserted by the Employment Permits (Amendment) Act 2014, and the qualifying criteria, application process, fees, review process with regard to decisions taken, and other matters in respect of such classes. They also set out certain general provisions regarding applying for and applying to renew employment permits, the fees applicable thereto. Furthermore, they prescribe the forms that are to be used by applicants for the different classes of employment permits and the form in which such permits, if granted or renewed, will be issued.

These Regulations revoke the Employment Permits Act 2006 (Prescribed Fees and Miscellaneous Procedures) Regulations 2006.

These Regulations may be cited as the Employment Permits Regulations 2014.
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ARNA FHOILSIÚ AG OIFIG AN tSOLÁTHAIR
Le ceannach díreach ó
FOILSEACHÁIN RIALTAIS,
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