



Rialtas na hÉireann  
Government of Ireland

# Horticultural Worker, Meat Processing Operative, Meat Deboner & Dairy Farm Assistant

## Employment Permit Checklist

This checklist has been produced by the Employment Permits Section in the Department of Business, Enterprise and Innovation to assist with applications for General Employment Permits for Horticultural Worker, Meat Processing Operative, Meat Deboner & Dairy Farm Assistant.

Please read this document in full before beginning your application.

The occupations of Horticultural Workers, Meat Processing Operatives and Dairy Farm Assistants must have an annual remuneration of at least €22,000. The employer must also provide a copy of a declaration (signed by the employer) stating that the employer will ensure the foreign national concerned has access to suitable accommodation and training (including language training).

The occupation of Meat Deboner must have an annual remuneration of at least €27,500, however access to suitable accommodation and training (including language training) is not required by the employer for this occupation type.

When applying for a General Employment Permit for these occupations a Labour Market Needs Test must be carried out. Please visit the following link for more information - [www.dbei.gov.ie/en/What-We-Do/Workplace-and-Skills/Employment-Permits/Labour-Market-Needs-Test/](http://www.dbei.gov.ie/en/What-We-Do/Workplace-and-Skills/Employment-Permits/Labour-Market-Needs-Test/)

To make an online application please log onto:  
[www.epos.djei.ie/EPOSONlineportal#/app/welcome](http://www.epos.djei.ie/EPOSONlineportal#/app/welcome)

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

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

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

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

## Employer Details

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

## Employee Details

- Name, date of birth, gender, nationality, current address, telephone number, e-mail address an PPS number (if you already have one).
- Passport number and expiry date. Passport must be valid for at least 6 months for a new employment permit and 3 months for a renewal employment permit.
- If you are resident in the State, you must confirm on what basis and provide your GNIB/Irish Resident's Permit Pin. This 6-digit registration number is located on the back of the Residence Permit Card.
- Confirm details of qualifications relevant to the role.
- Details of previous visa permissions or employments in the State.

## Details of Employment

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

## Pay Details

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

Note on Pay: General Employment Permits for Horticultural Workers, Meat Processing Operatives and Dairy Farm Assistants must have a salary of €22,000 based on a 39-hour week. This is an hourly rate of pay of €10.85. A 40-hour week must have a salary of €22,568

General Employment Permits for Meat Deboners must have a salary of €27,500 based on a 39-hour week. This is an hourly rate of pay of €13.56. A 40-hour week must have a salary of €28,205.

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

## Advertisement

- Provide Department of Social Protection Employment Services/EURES Employment Network Reference Number of the advertisement for the job. Advert must run for 28 days before the application can be made.
- A copy of the advertisement for the job in a national newspaper for each of the 3 days.
- A copy of the advertisement for the job in a local newspaper for each of the 3 days (if paper published weekly only 1 advertisement required) or copy of ad on a job's website (separate to Department of Employment Affairs and Social Protection/EURES website) for 3 days.
- Please ensure all advertisements provide the following information: A description of the employment; The name of the employer; The location(s) at which the employment will be carried out; The number of hours to be worked per week; The minimum annual remuneration.
- If a Labour market needs test is not required, select the reason why the test is not required [www.dbei.gov.ie/en/What-We-Do/Workplace-and-Skills/Employment-Permits/Labour-Market-Needs-Test/](http://www.dbei.gov.ie/en/What-We-Do/Workplace-and-Skills/Employment-Permits/Labour-Market-Needs-Test/)

## Paying for Permit

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

The cost of the employment permit must be paid for by the applicant, further information available here – [www.dbei.gov.ie/en/What-We-Do/Workplace-and-Skills/Employment-Permits/Fees/](http://www.dbei.gov.ie/en/What-We-Do/Workplace-and-Skills/Employment-Permits/Fees/)

## Agent Details

- Company name, address, email and telephone number.

(If using an agent to assist in the application process please include details)

## Posting the Permit

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

## Other Information Required

- Signature pages signed by employer and employee. The 'Work ID' on the signature pages MUST match the 'Work ID' on the application form.
- Copy of employee's passport clearly showing his/her picture, personal details, date and signature. Passport must be valid for at least a further 6 months for a new employment permit and a further 3 months for a renewal employment permit.
- If the Foreign National is in the State but does not have a GNIB/Irish Resident's Permit pin, please provide a clear copy of employee's current immigration stamp and visa (if applicable).
- A passport photo of employee.
- Copy of employee's relevant qualifications, English translations to be provided (if necessary).
- A statement issued by Revenue Commissioners showing the monthly statutory return made by the employer dated within the 3 month period preceding the application, or a receipt for such a return whether issued through ROS (Revenue Online Service) or evidence of payments made to the Revenue Commissioners through SEPA monthly direct debit payments made within the 3-month period preceding the application.
- If the application is supported by the IDA or Enterprise Ireland, provide a copy of the letter of support from IDA or Enterprise Ireland.
- Copy of contract of employment signed by employer and employee.
- Name, position in company, telephone number and e-mail address for contact person.
- Provide Department of Social Protection Employment Services/EURES Employment Network Reference Number of the advertisement for the job, ad MUST run for 28 days before the application can be made.
- A copy of the advertisement for the job in a national newspaper for each of the 3 days.
- A copy of the advertisement for the job in a local newspaper for each of the 3 days (if paper published weekly only 1 advertisement required) or copy of ad on a job's website (separate to Department of Employment Affairs and Social Protection/EURES website) for 3 days.
- An application in respect of a Horticulture Worker, Meat Processing Operative and Dairy Farm Assistant must include a copy of a declaration (signed by the employer) stating that the employer will ensure the foreign national concerned has access to suitable accommodation and training (including language training). This is not a requirement for Meat Deboner applications.

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