



Rialtas na hÉireann
Government of Ireland

General Employment Permit Checklist

Prepared by Employment Permits
Department of Business Enterprise and Innovation

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

If the application is for the following employment Chef/Horticultural/Dairy Farm Assistant or Meat Deboner please see checklist for applications for these occupations here:

www.dbei.gov.ie/en/What-We-Do/Workplace-and-Skills/Employment-Permits/

To make an application online please log onto Employment Permits Online System at: www.epos.djei.ie but please read this document in full before beginning your application. Whilst making the application you might find it useful to refer to our User Guide which can assist you step-by-step through the process.

General Employment Permits assume all occupations to be eligible unless otherwise specified under the list of Ineligible Lists of Occupations for Employment Permits

www.dbei.gov.ie/en/What-We-Do/Workplace-and-Skills/Employment-Permits/Employment-Permit-Eligibility/Ineligible-Categories-of-Employment/

General employment permits may be obtained in respect of employment with a minimum annual remuneration (generally above €30,000) The prospective employee must possess the relevant qualifications, skills or experience that are required for the employment.

When applying for a General Employment Permit a Labour Market Needs Test is required, link here: www.dbei.gov.ie/en/What-We-Do/Workplace-and-Skills/Employment-Permits/Labour-Market-Needs-Test/

The User Guide is available here: www.epos.djei.ie/EPOSONlinePortal/UserGuide.pdf

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

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 (Sole Trader, Limited etc.).
- Nature of Business (Manufacturing, Software etc.).
- Number of EEA and/or Swiss Nationals (including Irish) currently in your employment
- Number of non-EEA Nationals currently in your employment.
- Confirm if any redundancies have taken place in 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, Sex, 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 must have a minimum salary of €30,000 based on a 39-hour week. This is an hourly rate of pay of €14.79. A 40-hour week must have a minimum salary of €30,763.20

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

Paying for Permit

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

Agent Details (If Applicable)

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

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 Labour market needs test 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/

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, employee and agent (if applicable).
- Copy of employee's passport clearly showing his/her picture, personal details, date and signature. (Passport must be valid for at least a further 6 months for a new employment permit and a further 3 months for a renewal employment permit.
- A clear copy of employee's current immigration stamp (if resident in the State) and visa (if applicable). GNIB/Irish Resident's Permit pin must also be provided.
- A passport type photo of employee.
- 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.
- Name, position in company, phone number and e-mail address for contact person.
- Copy of contract signed by employer and employee.
- If the application is supported by IDA/Enterprise Ireland for the purposes of the 50:50 rule or the Labour Market Needs Test.
- Provide Registration/Pin or Licence number if Employment is required to be registered with Regulatory bodies or Government Ministers, Full list of certain

employments that are required to be registered is available here:
www.dbei.gov.ie/en/What-We-Do/Workplace-and-Skills/Employment-Permits/Registration-bodies-for-certain-employments/

- If the application is in respect of a HGV driver provide a copy of a CE or C1E License.
- If the application is in respect of a Nurse who is in the State undergoing adaptation under the Atypical Working Scheme (AWS) provide a copy of the AWS permission letter.

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