An Roinn Fiontar,
Turasóireachta agus Fostaíochta
Department of Enterprise,
Tourism and Employment

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

General Employment Permit

Checklist

Prepared by Employment Permits

Department of Enterprise, Tourism and Employment

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

To make an online application please log onto the Employment Permits Online System at Employment Permits Online but please read this document in full before beginning your application.

Whilst making the application you might find it useful to refer to our Employment Permits Online User Guide which can assist you step-by-step through the process

The occupations of Horticultural Workers and Meat Processing Operatives must have an annual remuneration of at least €32,691. 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 €36,605, however access to suitable accommodation and training (including language training) is not required by the employer for this occupation type.

The occupation of Dairy Farmer Assistants must have an annual remuneration of at least €36,605, 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 (LMNT) must be carried out.

Below is a checklist of the documentation required to apply for an employment permit for a Horticultural Worker, Meat Processing Operative, Meat Deboner & Dairy Farm Assistant. The applicant can be either the employer or the prospective employee.

Employer Details

- 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 email address for contact person.

Employee Details

- 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 or 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 and Meat Processing Operatives must have a salary of €32,691 based on a 39-hour week. This is an hourly rate of pay of €16.12. A 40-hour week must have a salary of €33,529.60.

General Employment Permits for Meat Deboners must have a salary of €36,605 based on a 39-hour week. This is an hourly rate of pay of €18.05. A 40-hour week must have a salary of €37,544.

General Employment Permits for Dairy Farm Assistants must have a salary of €36,605 based on a 39-hour week. This is an hourly rate of pay of €18.05. A 40-hour week must have a salary of €37,544.

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 email address.
- Credit card details.

The cost of the employment permit must be paid for by the applicant, further information available here: Fees for Employment Permits

Agent Details (If Applicable)

- Name, Address, email, telephone number and contact person for Agent
  (If using an agent to assist in the application process please include details)

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.
- The notice must be placed on an additional online platform, also for a minimum of 28 continuous days. The online platform can be: Any website, software or electronic technology that provides online publication of information, with the principal purpose being to publish offers of employment.

- 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.

Other Information Required

- 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 the relevant body.
- Copy of contract of employment signed by employer and employee.
- Name, position in company, telephone number and e-mail address for contact person.
- 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.

Contact details

Telephone queries to the Call Centre will be dealt with by Workplace Relations Customer Services.

Phone: (059) 9178900

Opening hours

Monday to Friday

9:30am – 5:00pm

Email: employmentpermits@enterprise.gov.ie

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