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

General Employment Permit

General Employment Permit Checklist

Prepared by Employment Permits
Department of Enterprise, Tourism and Employment

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

If the application is for any of the following employment options, please ensure that you use the correct checklist:

Chef / Dairy Farm Assistant / Health Care Assistant / Horticultural / Hospitality Manager / Meat Deboner

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

General employment permits may be obtained in respect of employment with a minimum annual remuneration (generally above €36,605). 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 (LMNT) is required to be correctly undertaken.

To make an application online 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 User Manual which can assist you step-by-step through the process.

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.

Employer Details

- Employer Registered Number (ERN) 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 UK/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

- Name, date of birth, gender, nationality, current address, telephone number, email address and 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 hospitality management 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.

Qualifications for Graduate Applications

- The Graduate GEP applies, where the proposed worker graduated in the last 12 months, with a level 8 or higher degree on the Irish Register of Qualifications.

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 €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 minimum salary of €37,544.

Graduate General Employment Permits must have a minimum salary of €34,009 based on a 39-hour week. This is an hourly rate of pay of €16.77.

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.

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 continuously and unaltered on the JobsIreland site before the application can be made. Applications must be submitted within 90 days from the day in which the notice was first published.

- 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

- 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 email address for contact person.
- Copy of contract signed by employer and employee.
- A letter of support from IDA Ireland or Enterprise Ireland for the purposes of the 50:50 Rule or the LMNT requirements.
- Provide Registration/Pin or Licence Number if employment is required to be registered with regulatory bodies or Government Ministers. A full list of the employments that require registration can be found here on the DETE website: Registration Bodies for certain employments
- If the application is in respect of a HGV driver provide a copy of a CE or C1E License.

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.