



An Roinn Fiontar,  
Trádála agus Fostaíochta  
Department of Enterprise,  
Trade and Employment

# Hospitality Manager

## General Employment Permit Checklist

Prepared by Employment Permits

Department of Enterprise, Trade and Employment

This checklist has been produced by the Employment Permits Section in the Department of Enterprise, Trade and Employment to assist with applications for General Employment Permits for Hospitality Managers.

To make an online application please log onto [Employment Permits Online System - DETE](#) but please read this document in full before beginning your application.

Whilst making the application please refer to our [User Guide](#) which can assist you step-by-step through the process

As of the 27<sup>th</sup> of October 2021, a new Quota of 350 General Employment permits was made available for hospitality managers of licensed premises including:

- Catering and bar managers.
- Hotel and accommodation managers.
- Restaurant and catering establishment managers.
- Publican managers.

When applying for a General Employment Permit for a hospitality manager, a [Labour Market Needs Test](#) (LMNT) must be carried out.

It is important to note that in respect of the new quota established for hospitality management roles now eligible for a General Employment Permit, a new Labour Market Needs Test must be undertaken from the date these changes take effect (27th October 2021).

Please also note that if any amendments are made to the online advertisement and it is re-published, it must run for a further 28 days from the date the change/edit was made. Failure to run the advert unedited for a full 28 days will result in an invalid LMNT.

The User Guide for employment permits online system (EPOS) is available here: [UserGuide v2.pdf \(djei.ie\)](#)

Below is a checklist of the documentation required to apply for a General Employment Permit for a hospitality manager. 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 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 recognised relevant third-level qualification in hospitality management and 5 years' experience required for this role.
- Details of recognised relevant third-level qualification in hospitality management and 5 years' 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 email address.
- Credit card details.

## 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. Employers should note that vacancies should not be amended or extended, at any time, during the 28 days of advertising on the JobsIreland site.
- An application for an employment permit can only be submitted when the Labour Market Needs Test has been completed and the application must be submitted within 90 days of the commencement of the advertisement with the Department of Employment Affairs and Social Protection Employment Services/EURES employment network.
- 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 the paper is published weekly only 1 advertisement is required) or a 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.

## Posting the Permit

Please note as stated in the [COVID-19 Employment Permits System Contingency Arrangements](#) an electronic (PDF) copy of permit will be issued via e-mail.

## Other Information Required

- Signature pages signed by employer, employee and the 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 photo of employee.
- Copy of employee's recognised relevant third level qualification in hospitality management, English translations to be provided (if necessary).
- Letters of reference from previous employers.
- 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, telephone number and email 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 application can be made.
- Evidence of overall 5 years' experience required for the specific hospitality management role being applied for.
- Copy of contract signed by employer and employee.

## **Additional Information Required for the Role of Restaurant Manager**

- Valid Tax Access Number.
- Copy of utility bill for the premises from the last 2 months.
- Letter from the Health Authority confirming employer has permission to operate as a restaurant.
- Statement from employer that employee will be employed in an establishment other than a fast-food outlet.

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## Contact details

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

**Phone:** +353 1 417 5333

**LoCall:** 0818 80 80 90\*

### **OPENING HOURS**

Monday to Friday

9:30am – 5:00pm

\* Note that the rates charged for the use of 1890 (LoCall) numbers may vary among different service providers.

**Email:** [employmentpermits@enterprise.gov.ie](mailto: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