



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

Sports and Cultural Employment Permit Checklist

Prepared by Employment Permits
Department of Enterprise, Trade and Employment

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

Sports and Cultural Employment Permits are designed to facilitate the employment in the State of foreign nationals with the relevant qualifications, skills, experience or knowledge for the development, operation and capacity of sporting and cultural activities.

The Department may consult with relevant persons or governing bodies to ascertain if the issue of an employment permit is appropriate in each case.

Sports and Cultural employment permits may be obtained in respect of employment where the remuneration is set at the National Minimum Wage or higher

The prospective employee must possess the relevant qualifications, skills or experience that are required for the employment.

The Department may request on a case-by-case basis, supporting documentation by relevant persons or governing bodies to confirm that the issuance of an employment permit is appropriate for the development and operation of sporting or cultural activities in the State.

When applying for a Sports and Cultural Employment Permit a Labour Market Needs Test (LMNT) is **not** required.

To make an online application please log onto the Employment Permits Online System at: [Employment Permits Online System - DETE](#) 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

Below is a Checklist of the documentation required to apply for an employment permit for a Sports and Cultural Employment Permit. The applicant can be either the employer or the prospective 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.
- 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 sporting and cultural 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: Sporting and Cultural Employment Permits must have requirement to pay the National Minimum Wage or above based on a 39-hour week. 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.

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 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, telephone number and e-mail address for contact person.
- Copy of contract signed by employer and employee.

Contact details

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

Phone: +353 1 417 5333

0818 80 80 90

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.