



# New Employment Permit Application

Passport  
Photograph  
X2

This form should be used by both employers and employees who wish to apply for:

- a first Employment Permit.
- an Employment Permit to re-employ staff who were previously employed with the same employer on foot of an Employment Permit, but regarding whom there was a break in employment.
- an Employment Permit for a foreign national currently employed by a different employer on foot of an Employment Permit.
- a change in the type of Employment Permit held by the foreign national.

Please print  
employee's name on  
back of photograph  
and staple here.

Before completing this form, please read, and follow, the relevant Guidance Notes which are available on our website: [www.entemp.ie](http://www.entemp.ie). Complete ALL parts of this form as required in BLOCK CAPITALS. Both the employer and the proposed employee must sign the declaration at the end of the form.

**INCOMPLETE FORMS WILL BE RETURNED.**

## What type of Employment Permit is required?

Work Permit

Green Card

Spousal/Dependant

## Who is applying for the permit (i.e. who is the applicant)?

Employer

Employee

## Part One

## Employer Details

1. Employer Registered Number:

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Obtained from the Revenue Commissioners

2. Company Registered Number  
(if applicable):

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Obtained from the Companies Registration Office

3. If the Employer is a Charity, please  
supply the Charity Number:

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Obtained from the Companies Registration Office

***If the Employer is not a Registered Company, please complete Questions 4, 5 and 6.  
If the Employer is a Registered Company, please proceed to Question 7.***

4. If the Employer is not a registered company, please indicate what type of entity it is:

Sole Trader

Partnership

Other (please  
specify):

5. Please state the full name of the person who is registered as the Employer:

6. Please state the nationality of the person who is registered as the  
Employer:

7. If a person registered as the Employer is not an EEA citizen, do they hold appropriate permission to operate a business in the  
State?

Yes

No

Not applicable

If Yes, please  
specify:

*You must enclose copies of supporting documentation for business permission or your application will be returned (see Part 6).*

8. Registered name of business:

9. Trading name of business (if different):

10. Nature of business:

11. Business Address:

  
  

12. Telephone Number:

13. Fax:

14. Mobile Phone Number:

15. E-mail:

16. Website:

17. Number of EEA\* and/or Swiss nationals (including Irish) employed:

18. Number of non-EEA nationals employed:

\*The EEA comprises the Member States of the European Union together with Iceland, Norway & Liechtenstein.

You must now attach the documents outlined in Part Six under "Employer Requirements."

## Part Two

## Employee Details

1. Passport Number:

2. Expiry Date:

D	D	M	M	Y	Y
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3. Nationality:

4. First Name:

5. Middle Name(s):

6. Last Name:

7. Date of Birth:

D	D	M	M	Y	Y
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8. Male:

9. Female:

Enter these details exactly as they appear on the proposed employee's passport.

10. Current Address (foreign address required if residing outside the State):

  
  

11. Is the proposed Employee resident in the State?

Yes

No

If 'Yes' on what basis are they resident in the State, please describe:

  

12. Has the proposed Employee made an application for asylum in the State?

Yes

No

13. Has the proposed Employee sought permission to land in the State on a previous occasion?

Yes  No

If 'Yes' please describe on what basis the permission was sought and indicate whether or not permission was granted:

14. Has the proposed Employee been in the State on a previous occasion without permission to land?

Yes  No

15. Has the proposed Employee been employed in the State previously?

Yes  No

If 'Yes' please describe on what basis they were employed:

If 'Yes' please provide the proposed Employee's PPS Number:

16. Is the proposed Employee married to an Irish or EEA national?

Yes  No

If 'Yes' what nationality is their spouse?

17. Is the proposed Employee married to an Employment Permit holder?

Yes  No

You must now attach the documents outlined in Part Six under "Employee Requirements"

## Part Three

## Vacancy Details

1. FÁS/EURES Employment Network Reference Number (Work Permits only):

2. Date Advert Posted:

3. Title of Vacancy:

4. Address at which the employment concerned is to be carried out:

5. Proposed Period of Employment\*:

(For information on Employment Permit Fees, please refer to the Schedule of Fees in Part 6)

\* If this is an application for an unlimited permit, please write "Unlimited" in this box. Please note that all Employment Permit applications should be submitted to this Department at least 12 weeks before the proposed start date of employment.

6. Gross Annual Salary:

€

7. Gross Weekly Wage:

€

8. Hourly Rate of Pay:

€

9. Deductions from Gross Weekly Wage (other than statutory):

€

Please specify:

10. Benefits in kind:

€

Please specify:

11. Number of hours of work per week:

12. What are the main functions of this vacancy:

13. Please detail the qualifications, skills or experience required for this vacancy:


14. Please detail the relevant qualifications of the proposed Employee:


*Certified copies of the proposed employee's relevant qualifications should be attached to this form.*

15. Please detail the relevant skills or experience of the proposed Employee:


16. Did you use an Agent/Recruitment Agency to recruit the proposed Employee? Yes  No

If 'Yes' please provide name and address of the Agent/Recruitment Agency:


If 'No' please provide details of the recruitment method:


17. Reasons for employing a non-EEA national:


18. Details of plans to train an Irish/EEA national to fill this position in the future:


**IMPORTANT NOTE: IF REASONABLE EFFORTS HAVE NOT BEEN MADE TO RECRUIT AN IRISH OR EEA NATIONAL, YOUR APPLICATION FOR AN EMPLOYMENT PERMIT MAY BE REFUSED.**

*You must now attach the documents outlined on Part Six under "Requirements for Supporting Documentation"*

# Part Four

# Payment Details

If no payment is due, please proceed to Part Five

## Contact Details of Payer

1. Please indicate who made the payment:      Employer:       Employee:       Other:

2. Title:      Mr       Mrs       Miss       Ms       Other (please state)

3. Name:

4. Address

5. Telephone Number:       6. Fax Number:

7. Mobile Phone Number:

8. E-mail:

## Payment Details

9. Method of Payment:      Cheque       Bank Draft       Postal Order

10. Cheque No.

11. Payment enclosed:      €

Payment must be in the form of a Euro denominated cheque, bank draft or postal order drawn on a financial institution operating within the Irish Clearing System. Cheques should be made payable to the Department of Enterprise, Trade and Employment.

## Payer's Declaration

I, the undersigned, agree that in the case of a refund of fees all payments will be made payable to the Applicant specified on Page 1.

Payer's Signature:       Date:

(Original signature required)

# Part Five

# Acceptance of Terms & Conditions

## Employee's Declaration

I, the undersigned, agree to undertake employment on the above basis and I understand that, while in employment in Ireland, I will be entitled to the full benefit of all the relevant Irish Employment Rights Legislation.

I hereby solemnly declare that the details given in this application are true to the best of my knowledge and belief.

Employee's Signature:       Date:

(Original signature required)

Name (in BLOCK CAPITALS):

## Employer's Declaration

I, hereby solemnly declare that the particulars given in this application are true to the best of my knowledge and belief. I further declare that the full benefit of all the relevant Irish Employment Rights Legislation as mentioned above will be applied to this Employee.

I understand and accept that, in accordance with Section 23 of the Employment Permits Act 2006, I may not make any deductions from the remuneration of, or seek to recover from, the holder of the employment permit concerned any charge, fee or expense arising out of or concerning one or more of the following:

- the application for the employment permit or the renewal of the permit or any matter relating to or concerning such an application or the grant or renewal of the permit;
- the recruitment of the holder for the employment in respect of which the application was made; or
- any amount previously paid to the holder in respect of travelling expenses incurred by the holder in connection with taking up the employment in the State.

I further understand that neither I, nor a person acting on my behalf, shall keep any personal document belonging to a holder of an employment permit.

Employer's Signature:  
(Original signature required)

Name (in BLOCK CAPITALS):

Position Held:

Date:

D	D	M	M	Y	Y
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## Agent's Declaration

Please tick as appropriate:

1. Sources Employees and completes administrative work on behalf of an Employer/Employee

2. Only completes the administrative work on behalf of an Employer/Employee

I understand that neither I, nor a person acting on my behalf, shall keep any personal document belonging to a holder of an employment permit.

Agent's Signature:  
(Original signature required)

Name (in BLOCK CAPITALS):

Date:

D	D	M	M	Y	Y
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Address (for correspondence):

  

Employment Agency Licence  
No. (if applicable):

## Part Six Requirements for Supporting Documentation

### Employer Requirements

#### New Employers

All employers who have not previously applied for, and been issued with, an Employment Permit are required to submit clear copies of the following documentation:

- Copy of current or most recent P30 (an up-to-date Tax Clearance Certificate may be requested)
- A copy of the letter from the Revenue Commissioners confirming your registration as an employer

#### Business Permission

If you have indicated that you are a foreign national operating a business in the State, you are required to submit copies of documentary evidence clearly demonstrating your status within the State and your entitlement to operate a business.

#### Additional documentation

The Employment Permits Section may request additional documentation from existing or new customers as the need arises.

## Employee Requirements

### For all proposed Employees

- Clear, legible copy of the personal details pages of the proposed employee's passport, including the signature page.
- Certified copies of all relevant qualifications.
- In the case of medical professionals, a copy of the registration with the appropriate medical body or a validation of qualifications from the Department of Health and Children.

### For all proposed Employees resident in the State

- Clear, legible copy of all visas
- Clear, legible copy of all residency stamps issued to proposed Employee
- Clear, legible copy of the proposed Employee's GNIB Registration Card

### Important Note concerning the passport expiry date

In the case of a first-time application, proposed Employees must hold a passport with an expiry date which exceeds the term of the Employment Permit by at least 3 months. In the case of an application for an unlimited permit, proposed Employees must hold a passport which is in date and valid for at least 12 months. Employment Permits cannot be considered for Employees who do not fulfil these criteria.

## Work Permit Application Requirements

### Advertising the job vacancy

A Work Permit will not be considered where the Employer applicant has not advertised the vacancy in the FÁS/EURES employment network and in one or more newspapers circulated in the State and, having employed these means, neither an Irish nor an EEA national could be found to fill the vacancy.

Vacancies that have been approved by FÁS/EURES are eligible for use in an Employment Permit application for 60 days after FÁS/EURES approval has been granted. Where FÁS/EURES approval has been granted in excess of 60 days prior to the application for an employment permit, a Work Permit will not be issued and the Employer will be required to re-advertise the vacancy.

Please enclose:

- a copy of the Initial Briefing Letter from FÁS/EURES giving the Vacancy Reference Number
- a copy of the newspaper advertisements clearly showing the dates of publication

**More information about the FÁS/EURES employment network can be found on: [www.fas.ie](http://www.fas.ie). Alternatively, you can contact them at [info@fas.ie](mailto:info@fas.ie).**

## Green Card Application Requirements

Please enclose an original Job Offer, of 2 years or more duration, on company headed paper and dated within the previous 60 days and specifying:

- A full description of the proposed employment,
- Starting Date,
- Annual Salary excluding bonuses, and
- Information in respect of the qualifications, skills or experience that are required for the employment.

## Spousal/Dependant Application Requirements

Please enclose:

- A copy of the relevant passport pages of the existing employment permit holder. This should clearly show:
  - the most recent immigration stamp,
  - the employment permit (in the case of working visa/work authorisation holders),
  - the most recent visa (where appropriate).
- A copy of the registration card, issued by the Garda National Immigration Bureau, of the existing employment permit holder.
- In the case of medical professionals on work visas/work authorisations issued before the 31<sup>st</sup> December 2006, a copy of the registration with the appropriate medical body should also be attached.
- A letter, dated in the last 3 months, from the employer of the existing employment permit holder, confirming how long they are in employment with them, their job title and salary.
- A marriage certificate in respect of an application for a spouse or a birth certificate in respect of an application for a dependant.
- Work permits in respect of dependants under the age of 18 will only be considered on the understanding that the employer in question will abide by the terms and conditions of the Protection of Young Persons (Employment) Act, 1996 and a letter to that effect should be enclosed with all dependant applications.

## Schedule of Fees

An application for an employment permit shall be accompanied by the fee prescribed in the following table:

Employment Permit Category	First Application FEE
Work Permit	€1,000 up to 24 month permit and €500 for six months or less
Green Card	€1,000 for 24 month permit
Spousal/Dependant	No fee

No fee will apply to the following specific applications:

- Short term applications for foreign nationals to enable them to complete the An Bord Altranais Adaptation Process
- Applications in respect of Spouses of EU nationals
- Work Permit applications for unlimited permits
- Charities granted tax exemption by the Revenue Commissioners.

Fees may be refunded to the applicant if the application is refused or withdrawn prior to the issuing of the permit. No fees will be refunded if the Employment Permit holder ceases employment after the permit has been issued.

### Acceptable Forms of payment

Payment must be in the form of a Euro denominated cheque, bank draft or postal order, drawn on a financial institution operating within the Irish clearing system. Please note that all foreign drafts and cheques will be returned. Cheques should be made payable to: *Department of Enterprise, Trade & Employment*.

### Disclaimer

The above fees were prescribed in January 2007. Applicants are advised to refer to our website [www.entemp.ie](http://www.entemp.ie) for up-to-date information on Employment Permit fees.

## Conditions of Issue of an Employment Permit

- A. Issue of an Employment Permit in respect of a foreign national does not in itself authorise such a person to enter or reside within the State. Admission to the State and authorised duration of stay is subject to the control of the Immigration Authorities.
- B. This permit is issued on the provision that the named foreign national is paid the national minimum hourly rate of pay, or higher, by his or her employer.
- C. The only reckonable deductions and benefits for the purpose of an Employment Permit application are for Board and Lodgings. The amounts that may be deducted from a proposed Employee's wages or considered a benefit in kind is defined by the Joint Labour Committee. Details of all JLC Guidelines can be found on: [www.labourcourt.ie](http://www.labourcourt.ie). Alternatively, you may call: 01 613 6666.
- D. Application for an Employment Permit, including a renewal, should be made at least 12 weeks before the foreign national is required to take up employment or a current permit expires.
- E. Any application that contains omissions or is incorrectly completed will be returned to the applicant for completion.
- F. A fee, as determined by the Minister for Enterprise, Trade and Employment is payable by the applicant for each Employment Permit granted.

**Non-compliance with the provisions of the Aliens Act 1935, the Immigration Acts, the Employment Permits Acts 2003 and 2006 and Orders made under these Acts is an offence punishable by Law.**

## Declaration

### Data Sharing and Data Protection

The Employment Permits Section may undertake verification of all data submitted on this application form. The Host Organisation, the Sending Organisation and the proposed Transferee are advised that in signing this application form they consent to allow the Employment Permits Section to share and request data as necessary, for the sole purpose of verifying the information submitted, between relevant government Departments and Agencies.

The signatories to this application may find further information concerning data sharing and the obligations of Data Controllers on the Data Protection Commissioner's website at [www.dataprivacy.ie](http://www.dataprivacy.ie). Alternatively, they may call: (057) 868 4800 / Lo-Call Number: 1890 252231

# Application Form Checklist

Please ensure that the application form is completed correctly. The following checklist should be used to ensure that all required information/documentation is provided. Incomplete application forms will be returned.

Attach 2 passport sized photographs with employee's name printed on the back

Indicate the following:

- Type of Employment Permit required
- The applicant (person applying i.e. employer/employee)

## Part One: Complete all questions

New Employers should include copies of:

- P30/P35
- Letter from Revenue Commissioners confirming registration as an employer
- Evidence of Business Permission (if applicable)

## Part Two: Complete all questions

Please supply copies of the following:

- Passport pages showing photograph, personal details and expiry date
- Immigration stamps
- GNIB Registration Card
- Visa (if applicable)

### Spousal/Dependant only:

The above information is **also** required for the **Existing Permit Holder**.

## Part Three: Complete all questions

Please supply copies of the following in respect of all permit types:

- Certified copies of all relevant qualifications
- Copy of registration with appropriate medical body for medical professionals

### Green Card applications only should include:

- A Job Offer of 2 years or more from the employer

### Work Permit applications only should include:

- A copy of Initial Briefing Letter from FÁS/EURES indicating Vacancy Reference Number
- A copy of newspaper advertisements showing the dates of publication

## Part Four: Complete all questions

- Included the appropriate fee if required (see schedule of fees for further information)
- The processing fee **must be paid by the applicant** (the employer or employee as indicated on Page 1)
- Sign Payer declaration - original signature required

## Part Five: Sign and date the appropriate declarations - original signatures required

### Spousal/Dependant Applications only – additional information required

- Copy of registration with appropriate medical body for the Existing Permit Holder (if applicable)
- Dated letter from the Existing Permit Holder's employer confirming employment details
- Copy of the Marriage Certificate (Spousal) or Birth Certificate (Dependant)
- Letter from employer confirming compliance with the Protection of Young Persons (Employment) Act, 1996 (if applicable)

**Website:** www.entemp.ie  
**E-mail:** employmentpermits@entemp.ie  
**Call Centre:** 353-1- 417 5333  
LoCall: 1890 201 616  
(from within Ireland only)  
**Fax:** 353-1-631 3268  
**Address:** Davitt House  
65a Adelaide Road  
Dublin 2  
Ireland

**Employment Permits Section Web pages**

Information leaflets and application forms may be downloaded in PDF format from the Employment Permit section on the Department of Enterprise, Trade and Employment website.



