

# STATUTORY INSTRUMENTS.

S.I. No. 432 of 2014

**EMPLOYMENT PERMITS REGULATIONS 2014** 

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#### EMPLOYMENT PERMITS REGULATIONS 2014

I, RICHARD BRUTON, Minister for Jobs, Enterprise and Innovation, in exercise of the powers conferred on me by sections 10A, 14, 14A, 29 and 30 (as inserted or amended by sections 13, 17, 18, 29 and 30 of the Employment Permits (Amendment) Act 2014 (No. 26 of 2014)) of the Employment Permits Act 2006 (No. 16 of 2006) (as adapted by the Enterprise, Trade and Innovation (Alteration of Name of Department and Title of Minister) Order 2011 (S.I. No. 245 of 2011)), hereby make the following regulations:

#### Part 1

#### Preliminary

#### Citation

1. These Regulations may be cited as the Employment Permits Regulations 2014.

#### Commencement

2. These Regulations shall come into force on 1 October 2014.

#### Interpretation

3. In these Regulations—

"carer in a private home" means a person who-

- (*a*) is a qualified medical professional and is caring for a person with a severe medical condition in a domestic dwelling, or
- (b) is caring for a person with special care needs in a domestic dwelling, in circumstances where—
  - (i) he or she has a long history of caring for the person concerned,
  - (ii) the relationship between the two persons is a significant aspect of the quality of care being provided, and
  - (iii) there are no alternative care options;

"Contract for Services Employment Permit" has the meaning assigned to it in Regulation 38;

"Critical Skills Employment Permit" has the meaning assigned to it in Regulation 14;

Notice of the making of this Statutory Instrument was published in "Iris Oifigiúil" of 3rd October, 2014. "Dependant/Partner/Spouse Employment Permit" has the meaning assigned to it in Regulation 19;

"domestic operative" means any person, other than a carer in a private home, whose employment takes place principally in a private home;

"EURES" means the network of public employment services and partners within the Member States of the EEA;

"Exchange Agreement Employment Permit" has the meaning assigned to it in Regulation 51;

"fast food outlet" means a food establishment where food is prepared in bulk for speed of service, rather than to individual order;

"General Employment Permit" has the meaning assigned to it in Regulation 25;

"Internship Employment Permit" has the meaning assigned to it in Regulation 60;

"Intra-Company Transfer Employment Permit" has the meaning assigned to it in Regulation 31;

"P21" means the balancing statement of that name issued in respect of an employee by the Revenue Commissioner;

"P30" means the monthly return of that name furnished by an employer to the Revenue Commissioners;

"P45" means the document of that name issued by an employer in respect of an employee who has ceased employment with the employer;

"P60" means the document of that name issued by an employer in respect of an employee for each year that he or she is in the employment of the employer;

"pin" means personal identification number;

"Principal Act" means the Employment Permits Act 2006 (No. 16 of 2006), as amended by the Employment Permits (Amendment) Act 2014 (No. 26 of 2014);

"Reactivation Employment Permit" has the meaning assigned to it in Regulation 46;

"registered medical practitioner" has the meaning assigned to it in section 2 of the Medical Practitioners Act 2007 (No. 25 of 2007);

"restaurant" means any premises which are structurally adapted and used for the purpose of supplying substantial meals to the public for consumption on the premises and in which any other business carried on is ancillary and subsidiary to the provision of such meals;

"Sport and Cultural Employment Permit" has the meaning assigned to it in Regulation 56;

"vacancy reference number" means the six digit identification number assigned to each vacancy added to the Jobs Ireland portal maintained by the Minister for Social Protection.

#### Part 2

#### **GENERAL PROVISIONS**

#### Fees

4. (1) Subject to paragraphs (4) and (5), the fees listed in Schedule 1 are prescribed in respect of the applications described therein.

(2) Payment of fees under these Regulations and the Principal Act shall be made in the form of a Euro denominated cheque, bank draft, demand draft or postal order, drawn on a financial institution operating within the Irish clearing system and made payable to the Department of Jobs, Enterprise and Innovation, or by electronic transfer to an account of the Department of Jobs, Enterprise and Innovation, specified from time to time for this purpose by the Minister.

(3) A portion of up to 90% is prescribed, for the purpose of section 12(5) of the Principal Act, as the portion of a fee that may be returned in the event of an application being refused or withdrawn.

(4) No fee shall be payable where the application is made by the person who has made the offer of employment, or, as the case may be, the connected person, and such person—

- (*a*) provides with the application a letter from the Revenue Commissioners confirming that such person has charitable status, or
- (b) has provided the letter referred to in subparagraph (a) in respect of a different application, and in respect of which an employment permit was granted or renewed, within the 12 month period preceding the application.

(5) No fee shall be payable where the foreign national in respect of whom the application is made is the spouse or civil partner of a person who is a national of a Member State of the EEA, provided that the application is accompanied by—

- (*a*) clear photocopies of the relevant pages of the current passport of the spouse or civil partner of the foreign national in respect of whom the application is made, showing his or her picture, personal details and signature, and
- (b) a copy of the relevant marriage certificate or civil partnership registration.

#### Application for grant of employment permit

5. (1) Forms A to I in Schedule 6 are prescribed for the purposes of applications for the grant of the employment permits named therein.

(2) The following information and documents are prescribed for the purpose of section 6(g)(i) of the Principal Act and shall be provided with an application for the grant of an employment permit:

- (a) a photograph of the foreign national in respect of whom the application is made, of the same size and form as the photograph required by the Minister for Foreign Affairs and Trade to be contained in a passport issued by that Minister to a citizen of the State,
- (b) clear photocopies of the relevant pages of the passport of the foreign national in respect of whom the application is made, showing his or her picture, personal details, passport expiry date 12 months or more after the date of application, and his or her signature,
- (c) a clear photocopy of the current immigration stamp and visa, if applicable, of the foreign national in respect of whom the application is made or, if available, his or her Garda National Immigration Bureau pin,
- (d) where the person who makes the offer of employment, or, as the case may be, the contractor or connected person, has not yet made returns to the Revenue Commissioners in respect of employees, a statement in writing provided by the Revenue Commissioners confirming registration with the Revenue Commissioners and stating the said person's ERN (Employer Registered Number),
- (e) where the person who makes the offer of employment, or, as the case may be, the contractor or connected person, does not come under subparagraph (d) and has not provided one of the following documents in respect of a different application, and in respect of which an employment permit was granted or renewed, within the 12 months preceding the application, a copy of—
  - (I) a P30 returned to the Revenue Commissioners within the 2 month period preceding the application, or
  - (II) a receipt for such return, whether issued through ROS (Revenue Online Service) or otherwise,
- (f) in the case of an application for employment in a profession listed in Part A of Schedule 2, a copy of the registration of the foreign national in respect of whom the application is made with the appropriate regulatory body listed in that Schedule or, if available, his or her registration number, licence number or pin with that regulatory body,
- (g) in the case of an application for employment in a profession listed in Part B of Schedule 2, a copy of the registration or recognition of

qualifications of the foreign national in respect of whom the application is made with the appropriate regulatory body or Minister of the Government listed in that Schedule,

- (*h*) in the case of an application for employment as a carer in a private home—
  - (I) copies of qualifications confirming that the foreign national in respect of whom the application is made is a trained medical professional in a profession listed in Part A of Schedule 2 and a letter from a registered medical practitioner specialising in the area of illness of the person for whom the foreign national will be caring, confirming that that person has a severe medical condition, or
  - (II) a copy of a P60, payslips, a notarised letter or an affidavit establishing that the foreign national in respect of whom the application is made has a long history of caring for the person concerned and a letter from a registered medical practitioner specialising in the area of illness of the person for whom the foreign national will be caring confirming that that person has special care needs,
- (*i*) in the case of an application for employment in a restaurant or fast food outlet—
  - (I) if the establishment has been operating for one year or more, a copy of a "P35L" form returned by the person who makes the offer of employment, or the connected person, to the Revenue Commissioners,
  - (II) an up-to-date tax clearance certificate in respect of the person who makes the offer of employment, or the connected person,
  - (III) copies of utility bills for the establishment's premises dated within the period of 2 months prior to the application,
  - (IV) copies of any certified qualifications of the foreign national in respect of whom the application is made,
  - (V) in the case of an application for employment as an executive chef, head chef, sous chef or specialist chef specialising in cuisine originating from a state that is not a Member State of the EEA, a statement from the person who makes the offer of employment, or the connected person, confirming that the foreign national in respect of whom the application is made shall be employed in an establishment other than a fast food outlet, and

- (VI) a letter from the relevant official agency confirming that the person who makes the offer of employment, or the connected person, has registered its premises in accordance with Article 6 of Regulation (EC) No. 852/2004 of the European Parliament and of the Council of 29 April 2004<sup>1</sup> and Regulation 6 of the European Communities (Hygiene of Foodstuffs) Regulations 2006 (S.I. No. 369 of 2006), and
- (*j*) where the person who makes the offer of employment is required to obtain permission from the Minister for Justice and Equality to operate a business in the State, a copy of the appropriate permission.

#### Application for renewal of employment permit

6. (1) Forms J to O in Schedule 6 are prescribed for the purposes of applications for the renewal of the employment permits named therein.

(2) The following information, documents and evidence are prescribed for the purpose of section 20(4A) of the Principal Act and shall be provided with an application for the renewal of an employment permit:

- (a) a photograph of the holder of the same size and form as the photograph required by the Minister for Foreign Affairs and Trade to be contained in a passport issued by that Minister to a citizen of the State,
- (b) clear photocopies of the relevant pages of the holder's passport, showing his or her picture, personal details, a passport expiry date of 12 months or more after the date of application for renewal and his or her signature,
- (c) a clear photocopy of the holder's current immigration stamp and visa if applicable, or, if available, his or her Garda National Immigration Bureau pin,
- (d) a copy of 3 recent payslips of the holder dated within the 4 month period prior to the application,
- (e) a copy of the P60 issued in respect of the holder for each year that he or she has been employed pursuant to the employment permit, or, if the P60 is not available, the P21 issued in respect of the holder,
- (f) in the case of an application for employment in a profession listed in Part A of Schedule 2, a copy of the holder's registration with the appropriate regulatory body listed in that Schedule or, if available, his or her registration number, licence number or pin with that regulatory body,
- (g) in the case of an application for employment in a profession listed in Part B of Schedule 2, a copy of the holder's registration with, or recognition of qualifications by, the appropriate regulatory body or Minister of Government listed in that Schedule,

<sup>&</sup>lt;sup>1</sup>OJ No. L 191, 28.5.2004, p. 1.

- (*h*) in the case of an application for employment in a restaurant or fast food outlet an up-to-date tax clearance certificate in respect of the employer or the connected person,
- (i) in the case of an employer, or, as the case may be, a contractor or connected person, who has not provided one of the following documents in respect of a different application, and in respect of which an employment permit was granted or renewed, within the 12 months preceding the application, a copy of—
  - (I) a P30 returned to the Revenue Commissioners within the 2 month period preceding the application, or
  - (II) a receipt for such return, whether issued through the Revenue Online Service (ROS) or otherwise, and
- (*j*) where the person who makes the offer of employment is required to obtain permission from the Minister for Justice and Equality to operate a business in the State, a copy of the appropriate permission.

(3) For the purpose of s. 20(2) of the Principal Act, an application for the renewal of an employment permit shall be made—

- (a) within the period of 4 months ending on the day of expiry of the period for which it has been granted (or for which it has last been renewed under that section), or
- (b) within the period of 1 month after the expiry of that period.

*Time period after offer of employment or publication of notice within which application must be made* 

- 7. The period of 90 days is prescribed—
  - (a) in the case of an application for an employment permit to which section 10A(5) of the Principal Act applies, as the number of days from the day on which a notice is first published in accordance with that section, within which such application must be made, and
  - (b) in the case of an application for any other employment permit, as the period preceding the application within which an offer of employment in the State must have been made to the foreign national in respect of whom the application is made.

#### Time period for submission of additional information, documents or evidence

8. The period within which information, documents or evidence requested by the Minister must be provided is the period of 28 days after the date of the request.

#### Declarations

9. The Minister may, subject to a right of verification in all cases, consider any requirement specified in the Principal Act or these Regulations to be satisfied by

a declaration made by the relevant parties in the applicable application form set out in Schedule 6, or in such other form as may be provided or required for that purpose by the Minister.

#### Change of name following transfer of undertaking

10. (1) Forms R, S and T in Schedule 6 are prescribed for the purpose of the notification of a change of name to which section 8(8) of the Principal Act applies.

(2) In the event of a change of name to which section 8(8) of the Principal Act applies, the following information and documents shall be provided with the notification referred to in paragraph (1):

- (a) the original and the certified copy of the employment permit to be amended,
- (b) a letter from a solicitor or accountant confirming—
  - (i) that the transfer comes within the meaning of the European Communities (Protection of Employees on Transfer of Undertakings) Regulations 2003 (S.I. No. 131 of 2003), and
  - (ii) the date of the transfer, and

(c) one of the following documents:

- (i) a P30 returned by the new employer, or as the case may be, the new contractor or new connected person, within the 2 month period preceding the notification of change of name,
- (ii) a receipt for such return, whether issued through the Revenue Online Service (ROS) or otherwise, or
- (iii) where the new employer, or, as the case may be, the new contractor or new connected person, has not yet made returns to the Revenue Commissioners in respect of employees, a statement in writing provided by the Revenue Commissioners confirming registration with the Revenue Commissioners and stating the said person's ERN (Employer Registered Number).

#### Redundancy

11. (1) Form P in Schedule 6 is prescribed for the purpose of the notification to be made by a foreign national in the event of a redundancy to which section 20A or 20B of the Principal Act applies.

(2) In addition to the information and documentation referred to in section 20C of the Principal Act, the foreign national concerned shall provide to the Minister, with the notification to be made under such section:

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  - (a) a letter from the employer specified in the employment permit confirming that the foreign national has been dismissed by reason of redundancy, and
  - (b) where available, the P45 issued to the foreign national following his or her redundancy.

#### Registration with regulatory body or Minister of Government

12. A foreign national in respect of whom an application is made for an employment permit for employment in a profession listed in Part C of Schedule 2 is required to be registered with, or have his or her qualifications recognised by, the corresponding regulatory body or Minister of Government listed in that Part.

#### Review of decision to refuse or revoke employment permit

13. (1) Form Q in Schedule 6 is prescribed for the purposes of an application to submit a decision for review under section 13 or 17 of the Principal Act.

(2) An application for review of a decision under section 13 or 17 of the Principal Act shall be accompanied by—

- (*a*) the letter which issued from the Department of Jobs, Enterprise and Innovation advising the applicant of the Minister's decision to refuse the employment permit application under section 12 of the Principal Act, or
- (b) the letter which issued from the Department of Jobs, Enterprise and Innovation advising the holder of the employment permit and the employer, or connected person, of the decision to revoke the employment permit under section 16 of the Principal Act,

as well as by any other relevant documentation in support of the request for review of the decision.

#### Part 3

#### CRITICAL SKILLS EMPLOYMENT PERMIT

#### Name and purpose of Critical Skills Employment Permit

14. The name of the employment permit granted for the purpose referred to in section 3A(2)(a) of the Principal Act shall be the 'Critical Skills Employment Permit'.

Eligible employments and minimum annual remuneration for Critical Skills Employment Permit

15. (1) The employments for which a Critical Skills Employment Permit may be granted are—

(*a*) the employments listed in Schedule 3 for which the minimum annual remuneration is €30,000 and in respect of which the minimum hourly rate of remuneration is €14.79, and

(b) all other employments, other than the employments listed in Schedule 4, for which the minimum annual remuneration is €60,000 and in respect of which the minimum hourly rate of remuneration is €29.58.

#### Minimum number of hours of work under Critical Skills Employment Permit

16. The minimum number of hours of work required to be worked each week under a Critical Skills Employment Permit is 20.

#### Qualification or experience required for Critical Skills Employment Permit

17. (1) In the case of a Critical Skills Employment Permit for an employment for which the minimum annual remuneration is  $\in 60,000$ , the qualification or experience required in respect of that employment is—

(a) a third level degree relevant to the employment concerned, or

(b) the necessary experience.

(2) In the case of a Critical Skills Employment Permit for an employment for which the minimum annual remuneration is  $\in$  30,000, the qualification required in respect of that employment is a third level degree relevant to the employment concerned.

#### Form of Critical Skills Employment Permit

18. Form A in Schedule 7 is prescribed as the form of a Critical Skills Employment Permit.

#### Part 4

#### Dependant/Partner/Spouse Employment Permit

Name and purpose of Dependant/Partner/Spouse Employment Permit

19. The name of the employment permit granted for the purpose referred to in section 3A(2)(b) of the Principal Act shall be the 'Dependant/Partner/Spouse Employment Permit'.

*Eligible employments and minimum hourly rate of remuneration for Dependant/Partner/Spouse Employment Permit* 

20. (1) Subject to paragraph (2), the employments for which a Dependant/Partner/Spouse Employment Permit may be granted are all employments, other than that of a domestic operative.

(2) The minimum hourly rate of remuneration for an employment for which a Dependent/Partner/Spouse Employment Permit may be granted is  $\in 8.65$ .

#### Documentation required for grant of Dependant/Partner/Spouse Employment Permit

21. (1) In addition to the information and documents prescribed under Regulation 5(2) for the purpose of section 6(g)(i) of the Principal Act, the following documents shall be provided with an application for the grant of a Dependant/Partner/Spouse Employment Permit to a foreign national referred to in section 3C(2) of the Principal Act:

- (a) a copy of a birth certificate, marriage certificate, civil partnership registration, evidence of permission from the Minister for Justice and Equality to remain in the State for the purpose of making an application for an employment permit, or other legal document evidencing the relationship of the dependant, civil partner or spouse with the primary permit holder,
- (b) clear photocopies of the relevant pages of the primary permit holder's current passport, showing his or her picture, personal details, passport expiry date and signature,
- (c) clear photocopies of the primary permit holder's current immigration stamp or visa, or, if available, his or her Garda National Immigration Bureau pin, and
- (*d*) a letter from the primary permit holder's employer, dated within the 3 month period prior to the application, confirming the primary permit holder's employment with that employer and his or her job title.

(2) In addition to the information and documents prescribed under Regulation 5(2) for the purpose of section 6(g)(i) of the Principal Act, the following documents shall be provided with an application for the grant of a Dependant/Partner/Spouse Employment Permit to a foreign national referred to in section 3C(3) of the Principal Act:

- (*a*) a copy of a birth certificate, marriage certificate, civil partnership registration, evidence of permission from the Minister for Justice and Equality to remain in the State for the purpose of making an application for an employment permit, or other legal document evidencing the dependant, civil partner or spouse's relationship with the research project researcher,
- (b) clear photocopies of the relevant pages of the research project researcher's current passport, showing his or her picture, personal details, passport expiry date and signature,
- (c) clear photocopies of the research project researcher's current immigration stamp or visa, or, if available, his or her Garda National Immigration Bureau pin,
- (d) in the case of a foreign national referred to in section 3C(3)(a) of the Principal Act, a letter from the person in the State with whom the research is being carried out, dated within the 3 month period prior to the application, confirming that the research project researcher is carrying out such research, and
- (e) in the case of a foreign national referred to in section 3C(3)(b) of the Principal Act, a letter from the employer of the research project researcher dated within the 3 month period prior to the application, confirming the research project researcher's employment with that employer and his or her job title.

#### Documentation required for renewal of Dependant/Partner/Spouse Employment Permit

22. (1) In addition to the information, documents and evidence prescribed under Regulation 6(2) for the purpose of section 20(4A) of the Principal Act, an application for the renewal of a Dependent/Partner/Spouse Employment Permit granted to a foreign national referred to in section 3C(2) of the Principal Act shall be accompanied by—

- (*a*) clear photocopies of the relevant pages of the primary permit holder's current passport, showing his or her picture, personal details, passport expiry date and signature,
- (b) clear photocopies of the primary permit holder's current immigration stamp or visa or, if available, his or her Garda National Immigration Bureau pin, and
- (c) a letter from the primary permit holder's employer, dated within the 3 month period prior to the application, confirming the primary permit holder's employment with that employer.

(2) In addition to the documents, documents and evidence prescribed under Regulation 6(2) for the purpose of section 20(4A) of the Principal Act, an application for the renewal of a Dependant/Partner/Spouse Employment Permit granted to a foreign national referred to in section 3C(3) of the Principal Act shall be accompanied by—

- (a) clear photocopies of the relevant pages of the research project researcher's current passport, showing his or her picture, personal details, passport expiry date and signature,
- (b) clear photocopies of the research project researcher's current immigration stamp or visa or, if available, his or her Garda National Immigration Bureau pin,
- (c) in the case of a foreign national referred to in section 3C(3)(a) of the Principal Act, a letter from the person in the State with whom the research is being carried out, dated within the 3 month period prior to the application, confirming that the research project researcher is carrying out such research, and
- (d) in the case of a foreign national referred to in section 3C(3)(b) of the Principal Act, a letter from the employer of the research project researcher, dated within the 3 month period prior to the application, confirming the research project researcher's employment with that employer and his or her job title.

### Minimum number of hours of work under Dependant/Partner/Spouse Employment Permit

23. The minimum number of hours of work required to be worked each week under a Dependant/Partner/Spouse Employment Permit is 10.

#### Form of Dependant/Partner/Spouse Employment Permit

24. Form B in Schedule 7 is prescribed as the form of a Dependant/Partner/Spouse Employment Permit.

#### Part 5

#### General Employment Permit

#### Name and purpose of General Employment Permit

25. The name of the employment permit granted for the purpose referred to in section 3A(2)(c) of the Principal Act shall be the 'General Employment Permit'.

#### Eligible employments and minimum annual remuneration for General Employment Permit

26. (1) Subject to paragraph (2), the employments for which a General Employment Permit may be granted are all employments, other than the employments listed in Schedule 4, for which—

- (a) in the case of a foreign national who has graduated in the last 12 months from a third level institution in the State and has been offered a graduate position in an employment listed in Schedule 3, the minimum annual remuneration is €27,000 and in respect of which the minimum hourly rate of remuneration is €13.31,
- (b) in the case of a foreign national who has graduated in the last 12 months from a third level institution outside the State and has been offered a graduate position in an employment listed under 'ICT professionals' in Schedule 3, the minimum annual remuneration is €27,000 and in respect of which the minimum hourly rate of remuneration is €13.31,
- (c) in the case of employment of a person fluent in the official language of a state which is not a Member State of the EEA, where the employment is supported by an enterprise development agency and the employment is in—
  - (i) a customer service and sales role with relevant product knowledge,
  - (ii) a specialist online digital marketing and sales role, or
  - (iii) a specialist language support and technical sales support role,

the minimum annual remuneration is  $\notin 27,000$  and in respect of which the minimum hourly rate of remuneration is  $\notin 13.31$ , or

(d) in any other case, the minimum annual remuneration is €30,000 and in respect of which the minimum hourly rate of remuneration is €14.79.

(2) In the case of a General Employment Permit granted in respect of employment referred to in paragraph (1)(a) or (b), the minimum annual remuneration required as a condition of the renewal of such permit shall be  $\in$  30,000 and in respect of which the minimum hourly rate of remuneration is  $\in$  14.79.

Notice of offer of employment prior to application for General Employment Permit

27. (1) In the case of an application for a General Employment Permit, the notice referred to in section 10A(3) of the Principal Act shall be placed—

- (*a*) with the Minister for Social Protection for publication on the EURES website for a minimum period 14 days,
- (b) in at least one national newspaper for a minimum period of 3 days, and
- (c) either—
  - (i) in a newspaper referred to in section 10A(4)(a)(iii)(I), or
  - (ii) on a website referred to in section 10A(4)(a)(iii)(II),

for a minimum period, in either case, of 3 days.

(2) In the case of an application for a General Employment Permit, the notice referred to in section 10A(3) of the Principal Act shall contain—

- (a) a description of the employment,
- (b) the name of the person who shall make the offer of employment,
- (c) the minimum annual remuneration of the employment,
- (d) the location(s) at which the employment is to be carried out, and
- (e) the hours of work of the employment.

(3) In the case of an application for a General Employment Permit, the employments referred to in section 10A(7)(a) of the Principal Act, to which the requirement to publish a notice under section 10A(2) of the Principal Act shall not apply, are—

- (a) the employments listed in Schedule 3, and
- (*b*) all other employments, other than the employments listed in Schedule 4, for which the minimum annual remuneration is €60,000.

#### Information required for grant of General Employment Permit

28. Where a notice of offer of employment has, in accordance with section 10A of the Principal Act, been required to be published, in addition to the information and documents prescribed under Regulation 5(2) for the purpose

of section 6(g)(i) of the Principal Act, the following information and documents shall be provided with an application for the grant of a General Employment Permit, other than an application in respect of an employment referred to in Regulation 27(3):

- (a) the vacancy reference number of the notice referred to in Regulation 27(1)(a), and
- (b) copies of the notices referred to in Regulation 27(1)(b) and (c), clearly showing the dates of publication of such notices.

#### Minimum number of hours of work under General Employment Permit

29. The minimum number of hours of work required to be worked each week under a General Employment Permit is 20.

#### Form of General Employment Permit

30. Form C in Schedule 7 is prescribed as the form of a General Employment Permit.

#### Part 6

#### INTRA-COMPANY TRANSFER EMPLOYMENT PERMIT

Name and purpose of Intra-Company Transfer Employment Permit

31. The name of the employment permit granted for the purpose referred to in section 3A(2)(d) of the Principal Act shall be the 'Intra-Company Transfer Employment Permit'.

#### Eligible employments and minimum annual remuneration for Intra-Company Transfer Employment Permit

32. (1) Subject to paragraph (2), the employments for which an Intra-Company Transfer Employment Permit may be granted are—

- (*a*) in respect of the employments referred to in section 3A(2)(*d*)(i) of the Principal Act, employments—
  - (i) in a senior management position, or
  - (ii) in a position that requires specialist knowledge, qualifications or experience essential to the connected person's service, research equipment, techniques or management,

and for which the minimum annual remuneration is  $\notin$ 40,000 and in respect of which the minimum hourly rate of remuneration is  $\notin$ 19.72, and

- (b) in respect of the employments referred to in section 3A(2)(d)(ii) of the Principal Act, employments—
  - (i) that require the foreign national in respect of whom the application is made to undergo training with the connected person for a period not exceeding 12 months, and

 (ii) for which the minimum annual remuneration is €30,000 and in respect of which the minimum hourly rate of remuneration is €14.79.

(2) An Intra-Company Transfer Employment Permit shall not be granted in respect of an employment listed in Schedule 4.

(3) In this Regulation "senior management position" means any position primarily having one of the following functions:

- (a) the management of the organisation, or a department, subdivision, function or component thereof,
- (b) the supervision or control of the work of other supervisory, professional or managerial staff, or management of an essential function within the organisation, or a department or subdivision thereof,
- (c) the authority to hire and terminate staff, or recommend same, as well as other human resources functions, or
- (*d*) the exercise of discretion over the day-to-day operations of the activity or function for which the foreign national has authority.

#### Documentation required for grant of Intra-Company Transfer Employment Permit

33. In addition to the information and documents prescribed under Regulation 5(2) for the purpose of section 6(g)(i) of the Principal Act, an application for the grant of an Intra-Company Transfer Employment Permit by a connected person who has not provided such documents in respect of a different application, and in respect of which an Intra-Company Transfer Employment Permit was granted or renewed, within the last 2 years shall be accompanied by documentary evidence of the connection between the connected person and the foreign employer.

#### Minimum number of hours of work under Intra-Company Transfer Employment Permit

34. The minimum number of hours of work required to be worked each week under an Intra-Company Transfer Employment Permit is 20.

#### Minimum period of employment with foreign employer required for Intra-Company Transfer Employment Permit

35. The minimum period of employment for which a foreign national referred to in section 3D(5) of the Principal Act shall be employed by the foreign employer before an application for an Intra-Company Transfer Employment Permit may be made in respect of him or her is 6 months.

#### *Remuneration documentation required for application for renewal of Intra-Company Transfer Employment Permit*

36. In addition to the information, documents and evidence prescribed in Regulation 6(2), the following shall be provided, and where necessary translated,

with an application for the renewal of an Intra-Company Transfer Employment Permit:

- (a) documentation evidencing any payments made in respect of the board or accommodation of the holder of the employment permit,
- (b) documentation evidencing any payments made in respect of the health insurance of the holder of the employment permit, and
- (c) certified translations into English or Irish of any documentation referred to in paragraph (a) or (b), wherever such documentation is not in English or Irish.

#### Form of Intra-Company Transfer Permit

37. Form D in Schedule 7 is prescribed as the form of an Intra-Company Transfer Employment Permit.

#### Part 7

#### CONTRACT FOR SERVICES EMPLOYMENT PERMIT

#### Name and purpose of Contract for Services Employment Permit

38. The name of the employment permit granted for the purpose referred to in section 3A(2)(e) of the Principal Act shall be the 'Contract for Services Employment Permit'.

#### Eligible employments and minimum annual remuneration for Contract for Services Employment Permit

39. (1) Subject to paragraph (2), the employments for which a Contract for Services Employment Permit may be granted are all employments, for which the minimum annual remuneration is  $\notin$ 40,000 and in respect of which the minimum hourly rate of remuneration is  $\notin$ 19.72.

(2) A Contract for Services Employment Permit shall not be granted in respect of—

- (a) the employments listed in Schedule 4, and
- (b) employment as an executive chef, head chef, sous chef or specialist chef specialising in cuisine originating from a state that is not a Member State of the EEA, in an establishment other than a fast food outlet.

#### Notice of offer of employment prior to application for Contract for Services Employment Permit

40. (1) In the case of an application for a Contract for Services Employment Permit, the notice referred to in section 10A(3) of the Principal Act shall be placed—

(*a*) with the Minister for Social Protection for publication on the EURES website for a minimum period 14 days,

- (b) in at least one national newspaper for a minimum period of 3 days, and
- (c) either—
  - (i) in a newspaper referred to in section 10A(4)(a)(iii)(I), or
  - (ii) on a website referred to in section 10A(4)(a)(iii)(II),

for a minimum period, in either case, of 3 days.

(2) In the case of an application for a Contract for Services Employment Permit, the notice referred to in section 10A(3) of the Principal Act shall contain—

- (a) a description of the employment,
- (b) the name of the contractor,
- (c) the minimum annual remuneration of the employment,
- (d) the location(s) at which the employment is to be carried out, and
- (e) the hours of work of the employment.

(3) In the case of an application for a Contract for Services Employment Permit, the employments referred to in section 10A(5)(a) of the Principal Act, to which the requirement to publish a notice under section 10A(2) of the Principal Act shall not apply, are—

- (a) the employments listed in Schedule 3, and
- (b) all other employments, other than the employments referred to in Regulation 39(2), for which the minimum annual remuneration is  $\in 60,000$ .

Documentation and information required for grant of Contract for Services Employment Permit

41. In addition to the information and documents prescribed under Regulation 5(2) for the purpose of section 6(g)(i) of the Act, the following information and documents shall be provided with an application for the grant of a Contract for Services Employment Permit:

- (*a*) information in relation to the contract service agreement under which it is proposed that the employee shall be providing services, and
- (b) other than in the case of an application for an employment permit in respect of an employment referred to in Regulation 40(3)—
  - (i) the vacancy reference number of the notice referred to in Regulation 40(1)(*a*), and

(ii) copies of the notices referred to in Regulation 40(1)(b) and (c), clearly showing the dates of publication of such notices.

Minimum number of hours of work under Contract for Services Employment Permit

42. The minimum number of hours of work required to be worked each week under a Contract for Services Employment Permit is 20.

#### Minimum period of employment with contractor required for Contract for Services Employment Permit

43. The minimum period of employment for which a foreign national referred to in section 3E(5) of the Principal Act shall be employed by the contractor before an application for a Contract for Services Employment Permit may be made in respect of him or her is 6 months.

#### Remuneration documentation required for application for renewal of Contract for Services Employment Permit

44. In addition to the information, documents and evidence prescribed under Regulation 6(2), the following shall be provided, and where necessary translated, with an application for the renewal of a Contract for Services Employment Permit:

- (a) documentation evidencing any payments made in respect of the board or accommodation of the holder of the employment permit,
- (b) documentation evidencing any payments made in respect of the health insurance of the holder of the employment permit, and
- (c) certified translations into English or Irish of any documentation referred to in paragraph (a) or (b), wherever such documentation is not in English or Irish.

#### Form of Contract for Services Employment Permit

45. Form E in Schedule 7 is prescribed as the form of a Contract for Services Employment Permit.

#### Part 8

#### **Reactivation Employment Permit**

#### Name and purpose of Reactivation Employment Permit

46. The name of the employment permit granted for the purpose referred to in section 3A(2)(f) of the Act shall be known as a 'Reactivation Employment Permit'.

# Eligible employments and minimum annual remuneration for Reactivation Employment Permit

47. (1) Subject to paragraph (2), the employments for which a Reactivation Employment Permit may be granted are all employments for which the minimum annual remuneration is  $\notin$ 17,542 and in respect of which the minimum hourly rate of remuneration is  $\notin$ 8.65.

(2) A Reactivation Employment Permit shall not be granted for employment as a domestic operative.

#### Minimum number of hours of work under Reactivation Employment Permit

48. The minimum number of hours of work required to be worked each week under a Reactivation Employment Permit is 20.

#### Documentation required for grant of Reactivation Employment Permit

49. In addition to the information and documents prescribed under Regulation 5(2), an application for the grant of a Reactivation Employment Permit shall be accompanied by evidence of permission from the Minister for Justice and Equality to remain in the State for the purpose of making an application for an employment permit.

#### Form of Reactivation Employment Permit

50. Form F in Schedule 7 is prescribed as the form of a Reactivation Employment Permit.

#### Part 9

#### Exchange Agreement Employment Permit

#### Name and purpose of Exchange Agreement Employment Permit

51. The name of the employment permit granted for the purpose referred to in section 3A(2)(g) of the Act shall be known as an 'Exchange Agreement Employment Permit'.

#### *Eligible employments and minimum annual remuneration for Exchange Agreement Employment Permit*

52. The employments in respect of which an Exchange Agreement Employment Permit may be granted are those that come within the scope of the exchange agreements listed in Schedule 5 and in respect of which the minimum annual remuneration is  $\notin$ 17,542 and the minimum hourly rate of remuneration is  $\notin$ 8.65.

#### Minimum number of hours of work under Exchange Agreement Employment Permit

53. The minimum number of hours of work required to be worked each week under an Exchange Agreement Employment Permit is 20.

#### Documentation required for grant of Exchange Agreement Employment Permit

54. In addition to the information and documents prescribed under Regulation 5(2), an application for the grant of an Exchange Agreement Employment Permit shall be accompanied by a letter from the organisation operating the exchange agreement confirming that the exchange agreement applies to the foreign national in respect of whom the application for the grant of the Exchange Agreement Employment Permit is made.

#### Form of Exchange Agreement Employment Permit

55. Form G in Schedule 7 is prescribed as the form of an Exchange Agreement Employment Permit.

#### Part 10

#### SPORT AND CULTURAL EMPLOYMENT PERMIT

#### Name and purpose of Sport and Cultural Employment Permit

56. The name of the employment permit granted for the purpose referred to in section 3A(2)(h) of the Act shall be known as a 'Sport and Cultural Employment Permit'.

#### *Eligible employments and minimum annual remuneration for Sport and Cultural Employment Permit*

57. (1) Subject to paragraph (2), the employments for which a Sport and Cultural Employment Permit may be granted are all employments required for the development and operation of sporting and cultural activities for which the minimum annual remuneration is  $\notin$ 17,542 and in respect of which the minimum hourly rate of remuneration is  $\notin$ 8.65.

(2) A Sport and Cultural Employment Permit shall not be granted in respect of an employment listed in Schedule 4.

Minimum number of hours of work under Sport and Cultural Employment Permit

58. The minimum number of hours of work required to be worked each week under a Sport and Cultural Employment Permit is 20.

#### Form of Sport and Cultural Employment Permit

59. Form H in Schedule 7 is prescribed as the form of a Sport and Cultural Employment Permit.

#### Part 11

#### INTERNSHIP EMPLOYMENT PERMIT

Name and purpose of Internship Employment Permit

60. The name of the employment permit granted for the purpose referred to in section 3A(2)(i) of the Act shall be known as an 'Internship Employment Permit'.

#### *Eligible employments and minimum annual remuneration for Internship Employment Permit*

61. The employments for which an Internship Employment Permit may be granted are the employments listed in Schedule 3, for which the minimum annual remuneration is  $\notin$ 17,542 and in respect of which the minimum hourly rate of remuneration is  $\notin$ 8.65.

#### Documentation required for grant of Internship Employment Permit

62. In addition to the information and documents prescribed under Regulation 5(2), an application for the grant of an Internship Employment Permit shall be accompanied by—

(a) a letter from a third level institution outside the State—

- (i) confirming that the foreign national is enrolled as a full-time student at that institution,
- (ii) providing the name and description of the course of study in which the foreign national is enrolled,
- (iii) providing the qualifications or skills with which the course of study is wholly or substantially concerned,
- (iv) confirming that the employment in respect of which the application is made is wholly or substantially concerned with the course of study on which the foreign national is enrolled,
- (v) confirming that the foreign national is required, for the completion of the course of study, to obtain experience in the practice of the skills or qualifications with which the course of study is concerned for a period of not more than 12 months in an employment that requires the practice of those skills or qualifications, and
- (vi) confirming that the foreign national is required to return to the institution at the end of the 12 month period in order to complete the course of study, and
- (b) a letter from the person who has made the offer of employment—
  - (i) confirming that the employment is for a period not exceeding 12 months, and
  - (ii) stating the employment, as listed in Schedule 3, in which the foreign national is to be employed.

#### Minimum number of hours of work under Internship Employment Permit

63. The minimum number of hours of work required to be worked each week under an Internship Employment Permit is 20.

#### Form of Internship Employment Permit

64. Form I in Schedule 7 is prescribed as the form of an Internship Employment Permit.

#### Part 12

#### FINAL PROVISIONS

Revocations

65. The Employment Permits Act 2006 (Prescribed Fees and Miscellaneous Procedures) Regulations 2006 (S.I. No. 683 of 2006) are revoked.

## Schedule 1

# Fees

Employment permit category	Application fee for grant	Application fee for renewal
Critical Skills Employment Permit	€1,000	N/A
Intra-Company Transfer Employment Permit	€500 — 6 months or less €1,000 — more than 6 months, up to 24 months	€500 — 6 months or less €1,000 — more than 6 months, up to 24 months €1,500 — more than 24 months, up to 36 months
General Employment Permit	€500 — 6 months or less €1,000 — more than 6 months, up to 24 months	€750 — 6 months or less €1,500 — more than 6 months, up to 36 months
Contract for Services Employment Permit	€500 — 6 months or less €1,000 — more than 6 months, up to 24 months	€750 — 6 months or less €1,500 — more than 6 months, up to 36 months
Reactivation Employment Permit	€500 — 6 months or less €1,000 — more than 6 months, up to 24 months	€750 — 6 months or less €1,500 — more than 6 months, up to 36 months
Sport & Cultural Employment Permit	€500 — 6 months or less €1,000 — more than 6 months, up to 24 months	€750 — 6 months or less €1,500 — more than 6 months, up to 36 months
Internship Employment Permit	€500 — 6 months or less €1,000 — more than 6 months, up to 12 months	N/A

#### Regulations 5 and 6

#### Schedule 2

# Regulatory bodies or Government Minister from which or whom registration or recognition of qualifications required

#### Part A

Regulatory bodies from which a copy of the registration or licence, or alternatively a registration number, pin number or licence number, is required

Profession	Regulatory body responsible for registration of qualifications
Medical Practitioner	Medical Council of Ireland
Nurse and Midwife	Nursing and Midwifery Board of Ireland
Security Officer	Private Security Authority

#### Part B

# Regulatory bodies or Government Minister from which or whom a copy of the registration or recognition of qualifications is required

Profession	Regulatory body or Minister of Government responsible for registration or recognition of qualifications
Dentist	Dental Council
Diagnostic or Therapeutic Radiographer	Radiographers Registration Board, CORU
Dietician	Minister for Health
Occupational Therapist	Minister for Health
Psychologist	Minister for Health
Speech and Language Therapist	Minister for Health
Biochemist	Minister for Health
Chiropodist/Podiatrist	Minister for Health
Environmental Health Officer	Minister for Health
Social Worker	Social Workers Registration Board, CORU
Medical Scientist	Academy of Medical Laboratory Sciences
Physiotherapist	Irish Society of Chartered Physiotherapists
Emergency Medical Technician, Paramedic & Advanced Paramedic	Pre-Hospital Emergency Care Council
Pharmacist	Pharmaceutical Society of Ireland
Optometrist & Dispensing Optician	Opticians Board
Veterinary Practitioner & Veterinary Nurse	Veterinary Council of Ireland

# Part C

Regulatory body or Government Minister that regulates the entry to or carrying on of the profession of the foreign national or of the employment concerned

Profession	Regulatory body or Minister of Government responsible for registration or recognition of qualifications
Accountant	Association of Chartered Certified AccountantsAssociation of International Accountants Chartered Institute of Management Accountants Chartered Institute of Public Finance and Accountancy Institute of Certified Public Accountants in 
Approved Driving Instructor	Road Safety Authority
Archaeologist	National Monuments Service
Architect	Royal Institute of Architects of Ireland
Auctioneer/Estate Agent/Letting Agent/Management Agent	Property Services Regulatory Authority
Barrister	Honourable Society of King's Inns
Building Energy Regulator	Sustainable Energy Authority of Ireland
Chartered Surveyor	Society of Chartered Surveyors Ireland (SCSI)
Chemist	Institute of Chemistry of Ireland
Electrician	Register of Electrical Contractors of Ireland Electrical Contractors Safety & Standards Association
Engineer	Institute of Engineers of Ireland
Gas Installers	Register of Gas Installers of Ireland
Insolvency Service Practitioner	Insolvency Service of Ireland
Patent Agent	Irish Patents Office
Primary Teacher/Post Primary Teacher	The Teaching Council
Solicitor	Law Society of Ireland
Tax Consultant	Irish Tax Institute
Town Planner	Irish Planning Institute
Trade Mark Agent	Irish Patents Office

## Regulations 15, 26, 27, 40, 61 and 62

#### Schedule 3

# Employments in respect of which there is a shortage in respect of qualifications, experience or skills which are required for the proper functioning of the economy

SOC - 3	Employment category	SOC - 4	Employments
211	Natural and Social Science Professionals	2111	Chemical scientists in manufacturing (including food & beverages, medical devices), product development, clinical co- vigilance, or biotechnology or related and relevant specialist skills, qualifications or experience
		2112	Biological scientists and biochemists in manufacturing (including food & beverages, medical devices), product development, clinical co-vigilance, or biotechnology or related and relevant specialist skills, qualifications or experience
		2113	Physical scientists in manufacturing (including food & beverages, medical devices), product development, clinical co- vigilance, or biotechnology or related and relevant specialist skills, qualifications or experience
212	Engineering Professionals	2122	<ul> <li>Mechanical engineers specialising in:</li> <li>Quality control, or validation and regulation engineering (high tech industry; food and beverages), or</li> <li>Mechanical engineering (especially polymer engineering skills in the areas of pharmaceuticals, medical devices or green economy), or</li> <li>Chemical process engineering, or</li> <li>Process automation engineering, or</li> <li>Power generation, transmission and distribution, or</li> <li>Related and relevant specialist skills, qualifications or experience</li> </ul>
		2123	<ul> <li>Electrical engineers specialising in:</li> <li>Chip design, test engineering, or application engineering, or</li> <li>Process automation engineering, or</li> <li>Power generation, transmission and distribution, or</li> <li>Related and relevant specialist skills, qualifications or experience</li> </ul>
		2124	<ul> <li>Electronics engineers specialising in:</li> <li>Chip design, test engineering, or application engineering, or</li> <li>Process automation engineering, or</li> <li>Power generation, transmission and distribution, or</li> <li>Related and relevant specialist skills, qualifications or experience</li> </ul>

SOC - 3	Employment category	SOC - 4	Employments
		2126	<ul> <li>Design and development engineer specialising in:</li> <li>Quality control, or validation and regulation engineering (high tech industry; food and beverages), or</li> <li>Chip design, test engineering, or application engineering, or</li> <li>Process automation engineering, or</li> <li>Power generation, transmission and distribution, or</li> <li>Related and relevant specialist skills, qualifications or experience</li> </ul>
		2127	<ul> <li>Production and process engineers specialising in:</li> <li>Quality control, or validation and regulation engineering (high tech industry; food and beverages), or</li> <li>Chemical process engineering, or</li> <li>Process automation engineering, or</li> <li>Power generation, transmission and distribution, or</li> <li>Related and relevant specialist skills, qualifications or experience</li> </ul>
113	ICT Professionals	1136	Information technology and telecommunications directors
213	-	2133	IT specialist managers
		2134	IT project and programme managers
		2135	IT business analysts, architects and systems designers
		2136	Programmers and software development professionals
		2137	Web design and development professionals
		2139	All other ICT professionals
221	Health Professionals	2211	<ul> <li>Specialist medical practitioners —registered, or eligible to be registered, on the relevant specialist division of the Medical Council or</li> <li>NCHDs — possessing a postgraduate qualification in the relevant specialty from an internationally-recognised training body</li> </ul>
		2217	Medical radiographers
		2217	Vascular technologists
		2212	Medical laboratory scientists
118	Health and Social Services Managers and Directors	1181	Senior health services and public health managers and directors
		1184	Senior social services managers and directors
124	Managers in Health and Care Services	1241	Health care practice managers
223	Nursing and Midwifery Professionals	2231	<ul> <li>Nurses specialising in older people, cardio, intensive &amp; critical care, oncology, or theatre nursing, or</li> <li>Clinical nursing managers, or</li> <li>Advanced nursing practitioners</li> </ul>

SOC - 3	Employment category	SOC — 4	Employments
242	Business, Research and Administrative Professionals	2421	Chartered and certified accountants and taxation experts specialising in tax, compliance, regulation, solvency, or financial management, or related and relevant specialist skills, qualifications or experience
		2423	Management consultants and business analysts specialising in big data analytics with skills in IT, data mining, modelling, and advanced maths or related and relevant specialist skills, qualifications or experience
		2424	Business and financial project management professionals specialising in finance & investment analytics, risk analytics, credit, fraud analytics or related and relevant specialist skills, qualifications or experience
		2425	Actuaries, economists and statisticians specialising in big data analytics with skills in IT, data mining, modelling, and advanced maths or related and relevant specialist skills, qualifications or experience
246	Quality and Regulatory Professionals	2461	Quality control and planning engineers
		2462	Quality assurance and regulatory professionals
		2463	Environmental health professionals
354	Sales, Marketing and Related Associate Professionals	3542	Business sales executives specialising in International Sales Roles or ITB2B sales roles and with fluency in the official language of a state which is not a Member State of the EEA

Note: "SOC-3" and "SOC-4" refer to applicable levels in the Standard Occupational Classification system (SOC 2010).

# Schedule 4

SOC - 3	Employment category	SOC — 4	Employments
122	Managers in Hospitality and Leisure Services	1221	Hotel and accommodation managers
		1223	Restaurant and catering establishment managers
		1224	Publicans and managers of licensed premises
		1225	Leisure and sports facilities managers
		1226	Travel agency managers
124	Managers in Health and Care Services	1242	Residential, day and domiciliary care managers
125	Managers in Other Services	1252	Garage managers
		1253	Hairdressing and beauty salon managers
		1254	Shopkeepers — wholesale and retail
		1255	Waste disposal and environmental services managers
222	Therapy Professional	2221	Physiotherapists
			(with the exception of a physiotherapist affiliated to a particular sporting organisation applying for a Sport and Cultural Employment Permit)
		2222	Occupational therapists
		2223	Speech and language therapists
		2229	Other therapy professionals
244	Welfare Professionals	2442	Social workers
		2443	Probation officers
		2449	Other welfare professionals
311	Science, Engineering and Production Technicians	3114	Building and civil engineering technicians
312	Draughtspersons and Related Architectural Technicians	3121	Architectural and town planning technicians
		3122	Draughtspersons
321	Health Associate Professionals	3213	Paramedics
		3217	Pharmaceutical technicians
		3218	Dental technicians
		3219	Other health associate professionals (includes Acupuncturists, Homeopaths, Hypnotherapists, Massage therapists, Reflexologists, Sports therapists)

Employments in respect of which an employment permit shall not be granted

SOC - 3	Employment category	SOC — 4	Employments
323	Welfare and Housing Associate Professionals	3231	Youth and community workers
		3233	Child and early years officers
		3234	Housing officers
		3235	Counsellors
		3239	Other welfare and housing associate professionals
356	Public Services and Other Associate Professionals	3564	Careers advisers and vocational guidance specialists
331	Protective Service Occupations	3311	NCOs and other ranks
		3312	Police officers (sergeant and below)
		3313	Fire service officers (watch manager and below)
		3314	Prison service officers (below principal officer)
		3315	Police community support officers
		3319	Other protective service associate professionals
344	Sports and Fitness Occupations	3443	Fitness instructors
352	Legal Associate Professionals	3520	Legal associate professionals
354	Sales, Marketing and Related Associate Professionals	3544	Estate agents and auctioneers
		3546	Conference and exhibition managers and organisers
356	Public Services and Other Associate Professionals	3561	Public services associate professionals
		3563	Vocational and industrial trainers and instructors
		3565	Inspectors of standards and regulations
		3567	Health and safety officers
411	Administrative Occupations: Government and Related Organisations	4112	National government administrative occupations
	organisations	4113	Local government administrative occupations
412	Administrative Occupations: Finance	4122	Book-keepers, payroll managers and wages clerks
			(with the exception of employment of a person fluent in the official language of a state which is not a Member State of the EEA in a role in accounts payable and credit control where the employment is supported by an enterprise development agency)
		4123	Bank and post office clerks
		4124	Finance officers
		4129	Other financial administrative occupations

SOC — 3	Employment category	SOC — 4	Employments
413	Administrative Occupations: Records	4132	Pensions and insurance clerks and assistants
		4131	Records clerks and assistants
		4135	Library clerks and assistants
		4138	Human resources administrative occupations
415	Other Administrative Occupations	4151	Sales administrators
		4159	Other administrative occupations
416	Administrative Occupations: Office Managers and Supervisors	4161	Office managers
	Office Wanagers and Supervisors	4162	Office supervisors
421	Secretarial and Related Occupations	4215	Personal assistants and other secretaries
		4217	Typists and related keyboard occupations
		4216	Receptionists
511	Agricultural and Related Trades	5111	Farmers
		5112	Horticultural trades
		5113	Gardeners and landscape gardeners
		5114	Groundsmen and greenkeepers
		5118	Skilled workers in horse-racing and related industries
		5119	Other agricultural and fishing trades
521	Metal Forming, Welding and Related Trades	5211	Smiths and forge workers
		5212	Moulders, core makers and die casters
		5213	Sheet metal workers
		5214	Metal plate workers, and riveters
		5216	Pipe fitters
522	Metal Machining, Fitting and Instrument Making Trades	5225	Air-conditioning and refrigeration engineers
523	Vehicle Trades	5231	Vehicle technicians, mechanics and electricians
			(with the exception of vehicle technicians and mechanics affiliated to a particular sporting organisation applying for a Sport and Cultural Employment Permit)
		5232	Vehicle body builders and repairers
		5234	Vehicle paint technicians
		5235	Aircraft maintenance and related trades
		5236	Boat and ship builders and repairers

SOC — 3	Employment category	SOC — 4	Employments
		5237	Rail and rolling stock builders and repairers
524	Electrical and Electronic Trades	5241	Electricians and electrical fitters
		5242	Telecommunications engineers
		5244	TV, video and audio engineers
		5245	IT engineers (ie Computer repairer; Computer service engineer; Hardware engineer (computer))
		5249	Other electrical and electronic trades
525	Skilled Metal, Electrical and Electronic Trades Supervisors	5250	Skilled metal, electrical and electronic trades supervisors
531	Construction and building trades	5312	Bricklayers and masons
		5314	Plumbers and heating and ventilating engineers
		5315	Carpenters and joiners
		5313	Roofers, roof tilers and slaters
		5316	Glaziers, window fabricators and fitters
		5319	Other construction and building trades
532	Building Finishing Trades	5321	Plasterers
		5322	Floorers and wall tilers
		5323	Painters and decorators
533	Construction and Building Trades Supervisors	5330	Construction and building trades supervisors
542	Printing Trades	5421	Pre-press technicians
		5422	Printers
		5423	Print finishing and binding workers
543	Food Preparation and	5431	Butchers and deboners
	Hospitality Trades	5433	Fishmongers and poultry dressers
		5432	Bakers and flour confectioners
		5434	Chefs
			(with the exception of—
			<ul><li>(a) executive chefs,</li><li>(b) head chefs,</li><li>(c) sous chefs, and</li><li>(d) specialist chefs</li></ul>
			specialising in cuisine originating from a state which is not a Member State of the EEA and working in establishments other than fast food outlets)
		5435	Cooks
		5436	Catering and bar managers

SOC - 3	Employment category	SOC — 4	Employments
541	Textiles and Garments Trades	5411	Weavers and knitters
		5412	Upholsterers
		5413	Footwear and leather working trades
		5414	Tailors and dressmakers
		5419	Other textiles, garments and related trades
544	Other Skilled Trades	5441	Glass and ceramics makers, decorators and finishers
		5442	Furniture makers and other craft woodworkers
		5443	Florists
		5449	All other skilled trades
612	Childcare and Related Personal Services	6121	Nursery nurses and assistants and playworkers
		6122	Childminders and related occupations
		6125	Teaching assistants
		6126	Educational support assistants
613	Animal Care and Control	6131	Veterinary nurses
	Services	6132	Pest control officers
		6139	Other animal care services occupations
614	Caring Personal Services	6143	Dental nurses
		6141	Nursing auxiliaries and assistants
		6142	Ambulance staff (excluding paramedics)
		6148	Undertakers, mortuary and crematorium assistants
		6144	Houseparents and residential wardens
		6145	Care workers and home carers
			(with the exception of a carer in a private home)
		6146	Senior care workers
		6147	Care escorts
621	Leisure and Travel Services	6211	Sports and leisure assistants
		6212	Travel agents
		6214	Air travel assistants
		6215	Rail travel assistants
		6219	Other leisure and travel service occupations
622	Hairdressers and Related Services	6221	Hairdressers, barbers, beauticians and related occupations

SOC — 3	Employment category	SOC — 4	Employments
623	Housekeeping and Related Services	6231	Housekeepers and related occupations
		6232	Caretakers
624	Cleaning and Housekeeping Managers and Supervisors	6240	Cleaning and housekeeping managers and supervisors
711	Sales Assistants and Retail Cashiers	7111	Sales and retail assistants, cashiers and check-out operators
		7113	Telephone salespersons
		7114	Pharmacy and other dispensing assistants
		7115	Vehicle and parts salespersons and advisers
712	Sales Related Occupations	7121	Collector salespersons and credit agents
		7122	Debt, rent and other cash collectors
		7123	Roundspersons and van salespersons
		7124	Market and street traders and assistants
		7125	Merchandisers and window dressers
		7129	Other sales related occupations
713	Sales Supervisors	7130	Sales supervisors
721	Customer Service Occupations	7211	Call and contact centre occupations (with the exception of employment of a person fluent in the official language of a state which is not a Member State of the EEA, where the employment is supported by an enterprise development agency and is in—
			<ul><li>(i) a customer service and sales role with relevant product knowledge,</li><li>(ii) a specialist online digital marketing and sales role, or</li></ul>
			(iii) a specialist language support and technical sales support role)
		7213	Telephonists
		7214	Communication operators
		7215	Market research interviewers
		7219	Other customer service occupations
722	Customer Service Managers and Supervisors	7220	Customer service managers and supervisors

**[432]** 

SOC — 3	Employment category	SOC — 4	Employments
811	Process Operatives	8111	Food, drink and tobacco process operatives
		8114	Chemical and related process operatives
		8112	Glass and ceramics process operatives
		8113	Textile process operatives
		8115	Rubber process operatives
		8116	Plastics process operatives
		8117	Metal making and treating process operatives
		8118	Electroplaters
		8119	Other process operatives
812	Plant and Machine Operatives	8121	Paper and wood machine operatives
		8122	Coal mine operatives
		8123	Quarry workers and related operatives
		8124	Energy plant operatives
		8125	Metal working machine operatives
		8126	Water and sewerage plant operatives
		8127	Printing machine assistants
		8129	Other plant and machine operatives
813	Assemblers and Routine Operatives	8131	Assemblers (electrical and electronic products)
		8132	Assemblers (vehicles and metal goods)
		8133	Routine inspectors and testers
		8134	Weighers, graders and sorters
		8135	Tyre, exhaust and windscreen fitters
		8137	Sewing machinists
		8139	Other assemblers and routine operatives
814	Construction Operatives	8141	Scaffolders, stagers and riggers
		8142	Road construction operatives
		8143	Rail construction and maintenance operatives
		8149	Other construction operatives

SOC - 3	Employment category	SOC — 4	Employments
821	Transport Drivers, mobile machine Drivers	8211	Large goods vehicle drivers
		8212	Van drivers
		8213	Bus and coach drivers
		8214	Taxi and cab drivers and chauffeurs
		8215	Driving instructors
822	Mobile Machine Drivers and Operatives	8221	Crane drivers
	Operatives	8222	Fork-lift truck drivers
		8223	Agricultural machinery drivers
		8229	Other mobile machine drivers and operatives
823	Other Drivers and Transport Operatives	8231	Train and tram drivers
		8232	Marine and waterways transport operatives
		8233	Air transport operatives
		8234	Rail transport operatives
		8239	Other drivers and transport operatives
911	Elementary Agricultural	9111	Farm workers
	Occupations	9112	Forestry workers
		9118	General occupations in horse- racing and related industries
		9119	Other fishing and other general agriculture occupations
912	Elementary Construction Occupations	9120	Elementary construction occupations
913	Elementary Process Plant Occupations	9132	Industrial cleaning process occupations
		9134	Packers, bottlers, canners and fillers
		9139	Other elementary process plant occupations
921	Elementary Administration Occupations	9211	Postal workers, mail sorters, messengers and couriers
		9219	Other elementary administration occupations
923	Elementary Cleaning Occupations	9231	Window cleaners
	Cocupations	9232	Street cleaners
		9233	Cleaners and domestics
		9234	Launderers, dry cleaners and pressers
		9235	Refuse and salvage occupations
		9236	Vehicle valeters and cleaners
		9239	Other elementary cleaning occupations

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SOC - 3	Employment category	SOC — 4	Employments
924	Elementary Security Occupations	9241	Security guards and related occupations
		9242	Parking and civil enforcement occupations
		9244	School midday and crossing patrol occupations
		9249	Other elementary security occupations
925	Elementary Sales Occupations	9251	Shelf fillers
		9259	Other elementary sales occupations
926	Elementary Storage Occupations	9260	General storage occupations
927	Other Elementary Services Occupations	9272	Kitchen and catering assistants
		9273	Waiters and waitresses
		9274	Bar staff
		9271	Hospital porters
		9275	Leisure and theme park attendants
		9279	Other elementary service occupations
All	Work in the private home	All	Domestic operatives

Note:

"SOC-3" and "SOC-4" refer to applicable levels in the Standard Occupational Classification system (SOC 2010).

## Regulation 52

## Schedule 5

Exchange agreements in respect of which Exchange Agreement Employment Permits may be granted

- 1. Association Internationale des Étudiants en Sciences Économiques et Commerciales ("AIESEC")
- 2. The International Association for the Exchange of Students for Technical Experience (IAESTE)
- 3. The Fulbright Programme
- 4. Exchange between St. Joseph's University, Philadelphia and University College Cork in conjunction with Bord Bia

Schedule 6

 $Forms - Applications, notifications \ and \ submissions$ 

CSEP001/14

Recent Passport Photograph

X1

Please print

Foreign National's name

on

back of photograph

and staple here.

TOTH F
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Application form for grant of Critical Skills Employment Permit



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1. En

7. P

## An Roinn Post, Fiontar agus Nuálaíochta

Department of Jobs, Enterprise and Innovation

# Critical Skills Employment Permit Application

This form should be used by either the Person who has made the offer of employment or the Foreign National, the subject of that offer of employment, who wish to apply for:

- an employment permit for an employment in respect of which there is a shortage in respect of the relevant qualifications, experience or skills which are required for the proper functioning of the economy and which employments are listed in Schedule 3 in the Regulations, or
   all other employments with an annual remuneration of €60,000 or more, other than those
- all other employments with an annual remuneration of 600,000 or more, other than those employments for which an employment permit shall not be granted and which employments are listed in Schedule 4 in the Regulations.

For permission to work in the State for a period of less than 90 days, the Atypical Working Scheme operated by the Department of Justice and Equality may be appropriate.

Complete ALL parts of this form as required in BLOCK CAPITALS. The Person who has made the offer of employment, the Foreign National and the Agent (if applicable), must sign the declarations at the end of the form.

INCOMPLETE FORMS WILL BE RETURNED TO THE APPLICANT OR THE AUTHORISED AGENT (IF APPLICABLE).

## Who is applying for the permit (i.e. Who is the applicant)? In accordance with the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, an employer

In accordance with the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, an employed making an Employment Permit application may not seek to recover the fee, if applicable, from the foreign national. (This section MUST be completed for all applications)

Person who has made the offer of employment

-

Foreign National

## **Health Professional**

If this is an application for a Health Professional listed in Part A or Part B of Schedule 2 in the Regulations please tick this box

art One		ils of Person who has
	made the off	er of employment
nployer Registered Number	r	Obtained from the Revenue Commissioners

2. Company Name Registered Number (if applicable):	Obtained from the Companies Registration Office
3. Business Name Registered Number (If applicable):	Obtained from the Companies Registration Office
4. If the Person who has made the offer of employment is an Industrial and Provident Society, a Friendly Society or a Trade Union, please supply their Registration Number:	Obtained from the Registry of Friendly Societies
5. If the Person who has made the offer of employment is a Charity, please supply the Charity Number:	Obtained from the Revenue Commissioners
Questi	nployment is not a Limited Company, please complete ions 6, 7, 8 and 9. ment is a Limited Company, please proceed to Question 10
6. If the Person who has made the offer of employment is no	t a registered company, please indicate what type of entity it is:

Sole Trader	Partnership	Other (please specify)	BLOCK CAPITALS	
lease state the full n	name of the Person who h	has made the offer of	BLOCK CAPITALS	]
		Page 1	CSEP0	01/14

Please state the ne employment:	ationality o	f the Person who has mad	e the offer of	BLOCK CAPITALS
		the offer of employment is operate a business in the S		r hold appropriate permission from the M
Yes	No	Not applicable	If Yes, please specify	BLOCK CAPITALS
				ce and Equality confirming your permission t for Supporting Documentation).
0. Registered name	of Compa	ny/Business:	BL	OCK CAPITALS
1. Trading name of	business (	if different):	BL	OCK CAPITALS
2. Nature of busine	ss:		BLOCK CAPIT/	NLS -
3. Company/Busine	ss Addres	s:		
Address	: 1:		BLOCK CAPIT/	ALS
Address	2:		BLOCK CAPITA	ALS
Tov	vn:		BLOCK CAPIT	ALS
Coun	ty:		BLOCK CAPIT/	ALS.
Count	ry:		BLOCK CAPIT/	ALS.
I. Telephone umber:			15. Fax:	
6. Mobile Phone Number:				
7. E-mail:				
8 Website	-			

19. Number of EEA\* and/or Swiss nationals (including Irish) currently employed by the Person who has made the offer of employment:

Part Two

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20. Number of non-EEA nationals currently employed by the Person who has made the offer of employment:

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

You must now attach the documents outlined in Requirement for Supporting Documentation under "(A) Requirements for Person who has made the offer of employment."

# **Details of Foreign National**

Expiry Date:	D,	D.	M N	Υ.	Y		Enter	r these details
3. Nationality:		в	LOC	K CAI	PITA	LS	exactly a	as they appear on reign National's
I. First Name:		В	LOC	K CAI	PITA	LS		passport.
. Middle Name(s):		В	LOC	KCAI	PITA	LS		
. Family Name:		В	LOC	KCAI	PITA	LS		
. Date of Birth:	D	D	M N	Y	Y		8. Male:	9. Female:

Address 1:	BLOCK CAP	ITALS				
Address 2:	BLOCK CAP					
Town: BLOCK CAPITALS						
County:	BLOCK CAP	ITALS				
Country:	BLOCK CAP	ITALS				
Telephone No.:	12: Mobile P	hana No :				
	12. MODIE P					
Please provide the Foreign Natio	onal's PPS Number, if available:					
E-mail address:						
Is the Foreign National currently	in the State?	Yes No				
	currently in the State, please describe, and	BLOCK CAPITALS				
complete GNIB card details, as	BLOCK CAPITALS					
Enter be	low details exactly as they appear on the For	eign National's GNIB card*.				
GNIB Pin No.	Dept. No.					
working lawfully during this tin Naturalisation and Immigration permit will be required. If this is the case, by submittin	d consecutive employment permits for an uni ne, s/he may be eligible to apply for a Stamp n Service. However, if the Foreign National is ng this application the Foreign National confir	4 permission to remain from the Irish unable to obtain a Stamp 4, an employment				
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working lawfully during this tim Naturalisation and immigration permit will be required. If this is the case, by submittin options and believes that an er inter education details of the Forn Highest level of Qualification: e.g. Certificate, Diploma, Degree, etc. Title of Course: Final Subjects Taken: Enal Subjects Taken: Binal S	ne, s/he may be eligible to apply for a Stamp in Service. However, if the Foreign National confirmation of the Foreign National confirmation of the Foreign National confirmation of the state on a at basis the permission was sought and	4 permission to remain from the Irish unable to obtain a Stamp 4, an employment         ms that s/he has considered the available         a Job Offer as stated in Part 4 of the application         17. Date of Completion:         CAPITALS         BLOCK CAPITALS         BLOCK CAPITALS         BLOCK CAPITALS         Yes         No         Yes       No				

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. Has the Foreign National been in the State on a previous occasion without permission?	Yes No	
4. Is the Foreign National currently employed in the State?	Yes No	
If 'Yes' please describe on what permission they have to be employed:	BLOCK CAPITALS	
BLOCK CAPITALS		
5. Has the Foreign National been employed in the State previously?	Yes No	
If 'Yes' please describe on what permission they had to be employed:	BLOCK CAPITALS	
BLOCK CAPITALS		
. Is the Foreign National married to, or in a civil partnership with, an Irish or EEA national?	Yes No	
If 'Yes' what nationality is their spouse/partner?	BLOCK CAPITALS	
7. Is the Foreign National the spouse, civil partner or dependant of the holder of an Employment Permit or the holder of any other type of permission to work in the State?	Yes No	

You must now attach the documents outlined in Requirement for Supporting Documentation under "(B) Foreign National Requirements."

# Part Three

# **Details of Redundancy**

To be completed by the Person who has made the offer of employment in respect of any dismissals by reason of redundancy within the meaning of section 9 of the Redundancy Payments Act 1967 and where such dismissal was attributable wholly or mainly to the conditions specified in paragraphs (a), (b), (c), (d) or (e) of section 7(2) or to section 21 of that Act.

Please complete and sign the declaration below in full.

Have any employees of the Person who has made the offer of employment been made redundant in the employment that is the subject of this Employment Permit application over the last six months?

Yes	No

If any employees have been made redundant in the employment that is the subject of this Employment Permit application over the last six months please outline the reason(s) for the redundancies. This should include information on the numbers of positions in that employment that have been made redundant and explain how the position, which is the subject of this Employment Permit application, differs from those positions in that employment made redundant. Please continue on a separate sheet if required and append it to the application form.

I hereby solemnly declare the above information to be true and accurate.

Signature of Person who has nade the offer of employment: Original signature required)								
lame (in BLOCK CAPITALS):	BLOCK CAPITALS	Title:			]			
osition Held:	BLOCK CAPITALS	Date:	0	D	М	M	Y	Y

CSEP001/14

			inequire	2 in the Regulat	10113.
Regulatory Body:			BLOCK	CAPITALS	
Registration/Pin/ Licence No.:					
If the application is in respect of Regis provide your registration details above					of Schedule 2 in the Regulations please
Applications for other Health Professi appropriate medical body or recogniti					provide a copy of their registration with th
Place(s) at which the employment	concerned is to	be carried	out:	BL	OCK CAPITALS
		В	LOCK	CAPITALS	
Proposed Period of Employment Permit (2 years)					
Proposed Start Date*:	D D I	MM	ΥΥ		
Ve recommend all Employment Permi	t applications be	submitted to	the Depa	tment at least 12 we	eks before the proposed start date of
nployment.				(Gross remunerati	on excludes overtime or
Gross Annual Remuneration*	e			premium paymer	
Gross Annual Salary: (if different from above)	€				
Gross Weekly Salary:	¢			10. Hourly Rate of Pay:	e
1. Deductions from Gross Weekly Salary:	e			Please specify purpose of deductions:	BLOCK CAPITALS
2. Health Insurance*:	e			Please specify name of Health Insurance Provider:	BLOCK CAPITALS
All amounts which make up the basic nnual Remuneration this must be verif IERA) inspection.					nsurance is being included in the Gross lational Employment Rights Authority
Health Insurance can only be consider ndertakings referred to in section 14 o				e is a person entered	I in the Register of Health Benefits
3. Number of hours of work per week*:		7			
Please note that for the purposes of E	imployment Perm		ns, the sta	ndard working week i	is 39 hours per week.
4. What are the main functions of th	is job:			BLOCK	CAPITALS
		BLOC	K CAP	TALS	
5. Please detail the qualifications, sl	kills, knowledge	and		BLOCK	CAPITALS
experience required for this job:		BLOC	K CAP	TALS	

BLOCK CAPITALS BLOCK CAPITALS Use an Agent/Recruitment Agency to recruit the Foreign National? Yes No No (14%) fease provide name and address of the BLOCK CAPITALS at now sitach the documents outlined in Requirement for Supporting Documentation under "(C) Application Requirement poplicable)	se detail the relevant qualifications, skills, wledge and experience of the Foreign Natio	
BLOCK CAPITALS         ou use an Agent/Recruitment Agency to recruit the Foreign National?       Yes       No         If Yes' please provide name and address of the       BLOCK CAPITALS         BLOCK CAPITALS       BLOCK CAPITALS         BLOCK CAPITALS       BLOCK CAPITALS         BLOCK CAPITALS       BLOCK CAPITALS         BLOCK CAPITALS       BLOCK CAPITALS         Stock CAPITALS       BLOCK CAPITALS         BLOCK CAPITALS       BLOCK CAPITALS         BLOCK CAPITALS       BLOCK CAPITALS		BLOCK CAPITALS
ou use an Agent/Recruitment Agency to recruit the Foreign National?       Yes       No         It 'Yes' please provide name and address of the       BLOCK CAPITALS         BLOCK CAPITALS       BLOCK CAPITALS         BLOCK CAPITALS       BLOCK CAPITALS         'No' please provide details of the continent for Supporting Documentation under ''(C) Application Requirem applicable)       BLOCK CAPITALS	<u>-</u>	
If Yes' please provide name and address of the gencir complexity of the second complexity		BLOCK CAPITALS
SuperVitecruitment Agency:         BLOCK CAPITALS           BLOCK CAPITALS         BLOCK CAPITALS           Stock CAPITALS         BLOCK CAPITALS   Stock CAPITALS  Stock CaPITALS	you use an Agent/Recruitment Agency to re	ecruit the Foreign National? Yes No
BLOCK CAPITALS           "No" please provide details of the scrutment method:         BLOCK CAPITALS           BLOCK CAPITALS         BLOCK CAPITALS   applicable	If 'Yes' please provide name and address of Agent/Recruitment Agency:	f the BLOCK CAPITALS
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Securitment method: BLOCK CAPITALS  at now attach the documents outlined in Requirement for Supporting Documentation under "(C) Application Requirement applicable)  but attach the documents outlined in Requirement for Supporting Documentation under "(C) Application Requirement for Support of the		BLOCK CAPITALS
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st now atlach the documents outlined in Requirement for Supporting Documentation under "(C) Application Requirem applicable)	recruitment method:	
applicable		desident demonstration of the desidence
	ist now attach the documents outlined in Re	
Page 7 CSE		

Part Five	Req	uirement for Payment	
Is a fee payable for this Em, application?	ployment Permit Yes	No	
If No, please indicate on wh	at basis no fee is applicable?		
The Person who made the o applicant and has charitable Commissioners		Application is in respect of a non-EEA national married to or in a civil partnership with an EEA national	
Dependant/Partner/Spouse	Employment Permit	Exchange Agreement Employment Permit	
If no fee is payable proceed	I to Part Six.		

## **Details of Payment**

## Important Note for Business Users - Payment by Electronic Funds Transfer

In accordance with D/Finance Circular 1/2013, from 19 September 2014 (e-Day) the public sector will no longer accept cheques, bank drafts or postal orders from business users in respect of services rendered. To facilitate this, the Employment Permits Section will no longer accept paper based payments from business users and has set up a commercial bank account into which payments can be made by Electronic Funds Transfer (EFT).

Business user applicants for employment permits should complete the Contact Details of Payer (Questions 1, 2, 3, 4, 5, 6, 7, and 8), Payment Details (Question 9) and the Payers Declaration below and payment will be requested when an application is accepted into the Employment Permits Section as complete. An e-mail will issue to the applicant and their authorised agent (if applicable) giving details of the amount of the fee due, the bank account into which the payment should be made and an *Application ID* number which <u>must</u> be used as the reference when making the payment.

Applicants, other than business users can continue to make payment by cheque, bank draft or postal order and must complete all details below. Contact Details of Paver

1. Please indicate who is mai payment:	king the		who has made of employment	Foreig	n National	Other
2. Title:	Mr	Mrs	Miss	Ms	Other	(please state)
. Name:			BLOC	K CAPITAL	LS	
. Company (if applicable):			BLOC	K CAPITA	.s	
. Telephone Number:				6. Fax Number:		
. Mobile Phone Number:						
. E-mail:						
Payment Details						
. Method of Payment:	Electronic Ti	Funds ransfer	Cheque	Bank	Draft	Postal Order
0. Cheque No.						
1. Payment enclosed:	¢					
ayment must be in the form of learing System. Cheques sho						titution operating within th
Payer's Declarat	ion					
the undersigned, agree that	t in the case of	of a refund of f	ees the navment w	vill be made nav	able to the A	policant specified on Pa

(Original signature required)	Date:	D	D	М	М	Y	Ÿ.
Employment Permits Section is unable to refund fees by payable order. If a refund of fe forwarded to the applicant for completion. The refund will be paid by EFT directly into the the mandate form.							

# Acceptance of Terms & Conditions

## Declaration of Foreign

## National

Part Six

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

I hereby solemnly declare that:

- the qualifications, skills, knowledge and experience I have attained are as stated in Part 2 of the application form and they
  correspond with and are relevant to the position on offer;
- I am a fully accredited member of the relevant professional body pursuant to Part C of Schedule 2 in the Regulations for the position on offer, as stated in Part 4 of the application form (if applicable);
- If this application is for a Critical Skills Employment Permit, I have received a job offer of 2 years, or more, from the Person who has made the offer of employment, as stated in Part 1 of the application form;
- if this application is for an employment in respect of a Carer in a private home and an employment permit is granted, I will
  have no objection to an Inspector from the National Employment Rights Authority (NERA) visiting the premises where
  employment is being carried out and to speak to me and the employer should the need arise; and
- I will be fully tax compliant;

and that to the best of my knowledge and belief:

I will be employed, salaried and paid under an employment contract governed by the laws of the State by the Person who
has made the offer of employment, as stated in Part 1 of the application form.

Furthermore, I understand and accept that in accordance with Section 25 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, a person who furnishes to the Minister, on an application under section 4, information that is false or misleading in a material respect knowing that it is so false or misleading or being reckless as to whether it is so false or misleading is guilty of an offence.

(Original signature required)	Title:						
Name (In BLOCK CAPITALS): BLOCK CAPITALS	Date:	D.	D,	М	SM:	8	Y.

Your employment permit will normally be posted to you at your current address as in Part 2 of this Form.

Tick this box if you want your permit to be posted to your current address.

Tick this box if you want your permit to be posted to the Person who has made the offer of employment as stated in Part 1 of this Form.

Tick this box if you want your permit to be posted to your Authorised Agent (if applicable).

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## Declaration of Person who has made the offer of employment

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 will be applied to this Foreign National.

I hereby solemnly declare that:

- I have taken reasonable steps to satisfy myself that:
  - the qualifications, skills, knowledge and experience attained by the Foreign National are as stated in Part 2 of the
  - application form and they correspond with and are relevant to the position on offer;
  - the Foreign National is a fully accredited member of the relevant professional body pursuant to Part C of Schedule 2 in the Regulations for the position on offer, as stated in Part 4 of the application form (if applicable);
  - if this application is in respect of a Critical Skills Employment Permit, a job offer of 2 years, or more, has been made to the Foreign National, as stated in Part 2 of the application form; and
- the Foreign National, as stated in Part 2 of the application form, will be employed, salaried and paid under an employment contract governed by the laws of the State by me, the Person who has made the offer of employment, as stated in Part 1 of the application form.

I further understand, declare and accept that:

- in accordance with Section 23 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, I may not make any deductions from the remuneration of, or seek to recover from, the holder of an 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 any matter relating to or concerning such an application or the grant 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 0 taking up the employment in the State.
- in accordance with Section 25 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, a person who furnishes to the Minister, on an application under section 4, information that is false or misleading in a material respect knowing that it is so false or misleading or being reckless as to whether it is so false or misleading is guilty of an offence.
- if this application is for an employment in respect of a Carer in a private home and an employment permit is granted, I will have no objection to an Inspector from the National Employment Rights Authority (NERA) visiting the premises where employment is being carried out and to speak to me and the employee should the need arise; and
- I have full responsibility for guaranteeing that the appropriate deductions under the PAYE system will be made from all payments (including benefits-in-kind) made to the Foreign National and that all such deductions will be paid to the Revenue Commissioners.

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.

Signature of Person who has made the offer of employment: Original signature required)								
Name (in BLOCK CAPITALS):	BLOCK CAPITALS	Title:						
Position Held:	BLOCK CAPITALS	Date:	D	D	M	М	Y	Y

Your certified copy of the employment permit will normally be posted to you at your current address as in Part 1 of this Form.

Tick this box if you want your certified copy of the employment permit to be posted to your current address.

Tick this box if you want your certified copy of the employment permit to be posted to your Authorised Agent (if applicable).

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Authorisation of Agent	If no agent is representin	ig the applicant th	hen this section to be left blank.
	gent) to act on your behalf please ensure th ust be in agreement with the nomination of this application.		
Agent Name (In BLOCK CAPITALS):	BLOCK CAPITALS	Title:	
l understand that neither I, nor a person a Employment Permit.	acting on my behalf, shall keep any persona	al document belo	onging to a holder of an
Signature of Agent: (Original signature required)		Date:	D D M M Y Y
Agent's Address for Correspondence:			
Address 1:	BLOCK C	APITALS	
Address 2:	BLOCK C	APITALS	
Town:	BLOCK C		
County:	BLOCK C		
Country:	BLOCK C	APITALS	
E-mail address:			
Telephone number:			
Signature of Person who has made the offer of employment: (Original signature required)	mployment, permit the above named agent	Date:	
	named agent to act on my behalf in respect	of this applicati	ion.
Signature of Foreign National:			
(Original signature required)		Date:	D D M M Y Y
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# **Requirements for Supporting Documentation**

# (A) Requirements for Person who has made

the offer of employment

If the Person who has made the offer of employment has not been granted an Employment Permit before, they MUST submit clear copies of the following documentation:

- Copy of P30 returned to the Revenue Commissioners within the 2 months preceding this application or a receipt for such return whether issued through ROS (Revenue Online Service) or otherwise,
   Or
- If the Person who has made the offer of employment is a start-up Company which would not yet have made returns to the Revenue Commissioners in respect of employees, a copy of an official letter from Revenue confirming registration as an employer, date of registration and the ERN (Employers Registered Number).

If the Person who has made the offer of employment has been granted an Employment Permit before but has not been granted an Employment Permit within the 12 months preceding the application, they **MUST** submit clear copies of the following documentation:

 Copy of P30 returned to the Revenue Commissioners within the 2 months preceding this application or a receipt for such return whether issued through ROS (Revenue Online Service) or otherwise.

#### **Business Permission**

If the Person who has made the offer of employment has indicated that they are a foreign national operating a business in the State, they are required to submit copies of documentary evidence from the Minister for Justice and Equality clearly demonstrating their status within the State and their entitlement to operate a business in the State.

#### Additional documentation

The Minister may request such other information as might materially assist in making a decision on an application.

## (B) Requirements for Foreign National

#### For all Foreign Nationals

- Clear, legible copy (preferably in colour) of the personal details pages of the Foreign National's passport, showing his or her picture, personal details and his or her signature.
  - In the case of health professionals listed in Part B of Schedule 2 in the Regulations, a copy of the registration with the appropriate medical body or recognition of qualifications from the relevant Minister of the Government.

#### For all Foreign Nationals resident in the State

Please supply your GNIB personal identification number which is shown on your GNIB card. If not available please supply a
clear, legible copy (preferably in colour) of your current immigration stamps and visa.

### Please Note: Original documents should not be submitted

#### Important Note concerning the passport expiry date

In the case of all applications for employment permits, the Foreign National must hold a passport which is in date and valid for at least 12 months or more after the date of the application. Employment Permits cannot be considered for Foreign Nationals who do not fulfil this requirement.

## (C) Application Requirements

## For an employment in a restaurant, or a fast food outlet

If the application is in respect of such employments the following additional documentation is required:

- if the establishment has been operating for one year or more, a copy of a "P35L" form returned by the Person who has made the offer of employment to the Revenue Commissioners,
  - an up-to-date tax clearance certificate in respect of the Person who has made the offer of employment,
- · copies of utility bills for the establishment's premises dated within the period of 2 months prior to the application,
  - copies of any certified qualifications of the Foreign National in respect of whom the application is made,
- in the case of an application for employment as an executive chef, head chef, sous chef or specialist chef specialising in cuisine
  originating from a state that is not a Member State of the EEA, a statement from the Person who has made the offer of employment,
  confirming that the Foreign National in respect of whom the application is made shall be employed in an establishment other than a
  fast food outlet, and
- a letter from the relevant Local Health Authority confirming that the Person who has made the offer of employment has been granted permission to operate a restaurant at the premises.

### For an employment as a Carer in a private home

If the application is in respect of such eligible employments the following additional documentation is required:

- · In the case of a trained medical professional:
  - (a) copies of qualifications confirming that the Foreign National in respect of whom the application is made is a trained medical professional in a profession listed in Part A of Schedule 2 in the Regulations, and
  - (b) a letter from a registered medical practitioner specialising in the area of illness of the person for whom the Foreign National will be caring, confirming that that person has a severe medical condition, or
- In the case of a Carer with a long history of care:
  - (a) a copy of a P60, payslips, a notarised letter or an affidavit establishing that the Foreign National in respect of whom the application is made has a long history of caring for the person concerned, and
  - (b) a letter from a registered medical practitioner specialising in the area of illness of the person for whom the Foreign National will be caring confirming that that person has special care needs.

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## (D) Schedule of Fees

An application for a new employment permit shall be accompanied by the fee prescribed in the following table -

EMPLOYMENT PERMIT TYPE	NEW APPLICATION FEE
General Employment Permit	€1,000 up to 24 month permit and €500 for six months or less
Critical Skills Employment Permit	€1,000 for 24 months
Dependant/Partner/Spouse Employment Permit	No Fee
Contract for Services Employment Permit	€1,000 up to 24 month permit and €500 for six months or less
Intra-Company Transfer Employment Permit	€1,000 up to 24 month permit and €500 for six months or less
Sport & Cultural Employment Permit	€1,000 up to 24 month permit and €500 for six months or less
Reactivation Employment Permit	€1,000 up to 24 month permit and €500 for six months or less
Exchange Agreement Employment Permit	No Fee
Internship Employment Permit	€1,000 up to 12 month permit and €500 for six months or less

#### Fees not required in certain cases.

No fee is payable in respect of applications for Dependant/Partner/Spouse Employment Permits and Exchange Agreement Employment Permits.

In all other cases a fee as detailed above is payable depending on the duration of the Employment Permit. However, the fee may be waived in the following cases:

- Application in respect of a Foreign National who is the Spouse or Civil Partner of an EEA national.
- Where the Person who has made the offer of employment is the applicant for the Employment Permit and they have been
  granted charitable tax exemption status by the Revenue Commissioners.

The following additional documentation is required in these cases:

- Applications in respect of Foreign Nationals who are the Spouses or Civil Partners of EEA nationals:
   clear photocopies of the relevant pages of the EEA Spouse/Civil Partners' current passport showing his or her picture,
  - personal details, passport expiry date and his or her signature, and
     a copy of the marriage certificate or the civil partnership registration evidencing the relationship of the Foreign National and the EEA national.
- Where the Person who has made the offer of employment is the applicant for the Employment Permit and they have been
  granted charitable tax exemption status by the Revenue Commissioners:
  - If the Person who has made the offer of employment has not been issued with an Employment Permit on the basis of not paying a fee due to charitable status within the12 months preceding the application, please provide a copy of an official letter from the Revenue Commissioners confirming charitable status.

#### Refunds

90% of the fee will 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.

Employment Permits Section is unable to refund fees by payable order. If a refund of fees is due for any reason, a mandate form will be forwarded to the applicant for completion. The refund will be paid by EFT directly into the applicant's bank account, as per details provided on the mandate form.

#### Acceptable Forms of payment

In accordance with D/Finance Circular 1/2013, from 19 September 2014 (e-Day) the public sector will no longer accept cheques, bank drafts or postal orders from business users in respect of services rendered. To facilitate this, the Employment Permits Section now has a commercial bank account into which payments can be made by Electronic Funds Transfer (EFT). When an application is accepted as complete an email will issue to the applicant giving details of the amount of the fee due, the bank account into which the payment should be made and an *Application ID* number which **must** be used as the reference when making the payment.

For all other users, payment can continue to be made 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 Jobs, Enterprise & Innovation.** 

## (E) 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. All Employment Permits are issued on the proviso that the named foreign national is paid, as a minimum, the remuneration specified
- B. All Employment Permits are issued on the proviso that the named foreign national is paid, as a minimum, the remuneration specified on the Employment Permit. The only allowable deductions are those which appear on that Employment Permit. The remuneration being paid must be verifiable in the event of a National Employment Rights Authority (NERA) inspection. Failure to comply could lead to the revocation of the Employment Permit under section 16(1)(df) of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014.
- C. It is recommended that an application for an Employment Permit should be made at least 12 weeks before the foreign national is required to take up employment.
- D. Any application that contains omissions or is incorrectly completed will be returned to the applicant or the authorised agent (if applicable) for completion.
- E. A fee, as determined by the Minister for Jobs, Enterprise and Innovation is payable by the applicant or the authorised agent (if applicable) for each Employment Permit granted.
- F. In line with section 24 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, should the employment that is the subject of the Employment Permit cease, for whatever reason, the original and the certified copy of the Employment Permit must be returned to the Employment Permits Section within 4 weeks from the date of cessation. Failure to comply with this requirement is an offence.

Non-compliance with any provision of the Aliens Act 1935, the Immigration Acts, the Employment Permits Acts 2003 and 2006, as amended by the Employment Permits (Amendment) Act 2014 or any Order made under these Acts is an offence punishable by Law.

## (F) Declaration

### **Data Sharing and Data Protection**

The Employment Permits Section may undertake verification of all data submitted on this application form. The Person who has made the offer of employment, the Foreign National and the authorised Agent (if applicable) 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 <u>www.dataprotection.ie</u>. Alternatively, they may call: (057) 868 4800 / Lo-Call Number: 1890 252231.

Please note that a percentage of all applications will be chosen at random for inspection by the National Employment Rights Authority (NERA). Relevant documents will have to be provided as part of this inspection. Under Section 16 (d) of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, the Minister may revoke an employment permit if, in the opinion of the Minister, any information provided in respect of the application for it was false or misleading in a material respect.

In accordance with Section 25 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, a person who furnishes to the Minister, on an application under section 4 or 20, information that is false or misleading in a material respect knowing that it is so false or misleading or being reckless as to whether it is so false or misleading is guilty of an offence.

Furthermore, in accordance with Section 32 (1) of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, a person guilty of an offence under section 18(2), 19(3), 23(4) or 25 is liable—

(a) on summary conviction, to a fine not exceeding €5,000 or imprisonment for a term not exceeding 12 months or both, or
 (b) on conviction on indictment, to a fine not exceeding €50,000 or imprisonment for a term not exceeding 5 years or both.

on conviction on indictment, to a fine not exceeding COU,000 or imprisonment for a term not exceeding 5 years or both

Please note: With effect from 2003, the names of all employers who employ employment permit holders, as well as the number of permits issued to that employer, are made publicly available on the Department's website (www.djei.ie/labour/workpermits/).

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## (G) 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 to the applicant or authorised agent (if applicable).

Attach 1 passport sized photograph, with Foreign National's name printed on the back.

#### Indicate the following:

The applicant (person applying i.e. Person who has made the offer of employment or the Foreign National).

#### Part One - Details of Person who has made the offer of employment: Complete all questions

Person who has made the offer of employment should include copies of:

- Completed P30/ROS Online Receipt dated within 2 months preceding the application Or a copy of a letter from Revenue Commissioners confirming registration as an employer, if a start-up Company (whichever is applicable).
- Evidence of Business Permission (if applicable).

#### Part Two - Details of Foreign National: Complete all questions

Please supply clear copies (preferably in colour) of the following:

- · Passport pages showing photograph, personal details and expiry date.
- Immigration stamps (if GNIB personal identification number not available).
- Visa (if GNIB personal identification number not available).

Original documents should not be submitted

#### Part Three - Details of Redundancy: Complete all questions, as applicable

- Please complete in relation to any redundancies within the last 6 months in the employment that is the subject of the Employment Permit application.
- · Sign and date the declaration original signature required.

### Part Four - Details of Employment: Complete all questions (unless otherwise specified)

Please supply copies of the following in the case of health professionals, including registered doctors, registered nurses and security personnel who have not provided their Registration/PIN/Licence number at Part 4, Question 3:

 A copy of registration with the appropriate regulatory body or recognition of qualifications pursuant to Schedule 2 in the Regulations.

Please supply the following in the case of an employment in a restaurant or a fast food outlet:

- if the establishment has been operating for one year or more, a copy of a "P35L" form returned by the Person who has made the offer of employment to the Revenue Commissioners,
- · an up-to-date tax clearance certificate in respect of the Person who has made the offer of employment,
- copies of utility bills for the establishment's premises dated within the period of 2 months prior to the application,
- · copies of any certified qualifications of the Foreign National in respect of whom the application is made
- in the case of an application for employment as an executive chef, head chef, sous chef or specialist chef specialising in cuisine
  originating from a state that is not a Member State of the EEA, a statement from the Person who has made the offer of
  employment, confirming that the Foreign National in respect of whom the application is made shall be employed in an
  establishment other than a fast food outlet, and
- a letter from the relevant Local Health Authority confirming that the Person who has made the offer of employment has been
  granted permission to operate a restaurant at the premises.

Please supply the following, whichever is applicable, in the case of an application for an employment in respect of an eligible Carer in a private home:

- copies of qualifications confirming that the Foreign National in respect of whom the application is made is a trained medical
  professional in a profession listed in Part A of Schedule 2 in the Regulations.
- a letter from a registered medical practitioner specialising in the area of illness of the person for whom the Foreign National will be caring, confirming that that person has a severe medical condition or that that person has special care needs.
- a copy of a P60, payslips, a notarised letter or an affidavit establishing that the Foreign National in respect of whom the application is made has a long history of caring for the person concerned.

#### Part Five - Details of Payment: Complete all questions

- Include the appropriate fee if required (see (D) Schedule of Fees for further information).
- Sign Payer declaration original signature required.
- If applicable, a copy of an official letter from the Revenue Commissioners confirming charitable status.
- If applicable, clear photocopies of the relevant pages of the EEA Spouse/Civil Partners' current passport showing his or her picture, personal details, passport expiry date and his or her signature, and a copy of the marriage certificate or the civil partnership registration evidencing the relationship of the Foreign National and the EEA national.

### Part Six - Acceptance of Terms & Conditions

· Sign and date the appropriate declarations - original signatures required.

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## EMPLOYMENT PERMITS SECTION

## **Contact Details**

Website:	www.djei.ie/labour/workpermits/
E-mail:	employmentpermits@djei.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 and application forms may be downloaded from the Employment Permits Section web pages on the Department of Jobs, Enterprise and Innovation website – www.djei.ie/labour/workpermits/

PLEASE NOTE: The pages giving details on Requirement for Supporting Documentation and Application Form Checklist – parts A, B, C, D, E, F and G are for instruction purposes only. It is not necessary to include these pages when submitting the completed application form.

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Recent Passport Photograph

X1

Please print

Foreign National's name

on

back of photograph

and staple here.

## Form B

## Application form for grant of Dependant/Partner/Spouse Employment Permit



An Roinn Post, Fiontar agus Nuálaíochta Department of Jobs, Enterprise and Innovation

# Dependant/Partner/Spouse **Employment Permit** New Application

This form should be used by either the Person who has made the offer of employment or the Foreign National, the subject of that offer of employment, who wish to apply for:

- Permit for a Dependant an employment permit for a foreign national who has permission from the Minister for Justice and Equality to reside in the State on the basis of being the child, ward or partner of a current or previous Green Card/Critical Skills Employment Permit holder or a Researcher.
- Permit for a Partner an employment permit for a foreign national who has permission from the Minister for Justice and Equality to reside in the State on the basis of being the partner, within the meaning of the Civil Partnership and Certain Rights and Obligations of Cohabitants Act 2010, of a current or previous Green Card/Critical Skills Employment Permit holder or a Researcher. Permit for a Spouse - an employment permit for a foreign national who has permission from the
- Minister for Justice and Equality to reside in the State on the basis of being the spouse of a current or previous Green Card/Critical Skills Employment Permit holder or a Researcher.

Applications can be in respect of all employments other than that of a domestic operative

Complete ALL parts of this form as required in BLOCK CAPITALS. The Person who has made the offer of employment, the Foreign National and the Agent (if applicable), must sign the declarations at the end of the form.

INCOMPLETE FORMS WILL BE RETURNED TO THE APPLICANT OR THE AUTHORISED AGENT (IF APPLICABLE).

Who is applying for the permit (i.e. Who is the applicant)? In accordance with the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, an employer making an Employment Permit application may not seek to recover the fee, if applicable, from the foreign national. (This section MUST be completed for all applications)

Person who has made the offer of employment

## Foreign National

## Health Professional

If this is an application for a Health Professional listed in Part A or Part B of Schedule 2 in the Regulations please tick this box

Part One	Registration Details of Person who has
	made the offer of employment
ale production and the	

1. Employer Registered Number:	Obtained from the Revenue Commissioners
2. Company Name Registered Number (if applicable):	Obtained from the Companies Registration Office
3. Business Name Registered Number (if applicable):	Obtained from the Companies Registration Office
4. If the Person who has made the offer of employment is an Industrial and Provident Society, a Friendly Society or a Trade Union, please supply their Registration Number:	Obtained from the Registry of Friendly Societies
5. If the Person who has made the offer of employment is a Charity, please supply the Charity Number:	Obtained from the Revenue Commissioners

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			ny, please indicate what type of entity it is:	
Sole Trader	Partnership	Other (please specify)	BLOCK CAPITALS	_
. Please state the full na employment:	me of the Person who has i	made the offer of	BLOCK CAPITALS	
. Please state the nation employment:	ality of the Person who has	made the offer of	BLOCK CAPITALS	
	made the offer of employme lity to operate a business in		they hold appropriate permission from the M	iniste
Yes No	Not applicable	If Yes, please specify	BLOCK CAPITALS	٦.
		entation from the Minister for Ju	ustice and Equality confirming your permission t nts for Supporting Documentation).	0
0. Registered name of C			BLOCK CAPITALS	٦
-				=
1. Trading name of busi	ness (If different):	E	BLOCK CAPITALS	-
2. Nature of business:		BLOCK CAPI	ITALS	
3. Company/Business A	ddress:			_
Address 1:	vi	BLOCK CAPI	ITALS	
Address 2:		BLOCK CAPI	ITALS	
Town:		BLOCK CAPI	ITALS	
County:		BLOCK CAPI	ITALS	
Country:		BLOCK CAPI	ITALS	
4. Telephone Number:		15. Fa	ax:	
6. Mobile Phone Number:				
7. E-mail:				
8. Website:				
	es Cules actionate d'acte d'			-
	or Swiss nationals (includin oyed by the Person who has	empl	ber of non-EEA nationals currently loyed by the Person who has made offer of employment:	
induc the offer of emp		n Union together with Iceland, I		_

Part Two	D	etails of Fo	oreign National
1. Passport Number:			
2. Expiry Date:	D D M M 3	( )¥.	Enter these details
3. Nationality:	BLOCK C	APITALS	exactly as they appear on the Foreign National's
4. First Name:	BLOCK C	APITALS	passport.
5. Middle Name(s):	BLOCK C	APITALS	
6. Family Name:	BLOCK C	APITALS	
7. Date of Birth:	D D M M N	( Y)	8. Male: 9. Female:
. Current Address (forei	ign address required if resid	ding outside the State):	
Address 1:		BLOCK CA	PITALS
Address 2:		BLOCK CA	PITALS
Town:		BLOCK CA	PITALS
County:		BLOCK CA	PITALS
Country:		BLOCK CA	PITALS
. Telephone No.:		12: Mobile	e Phone No.:
If 'Yes' on what basi		e State, please describe, an	Yes No
complete GNIB card	l details, as requested, be	BLOCK CAPITALS	
	Enter below details exa	ictly as they appear on the F	Foreign National's GNIB card*.
GNIB Pin No.		Dept. N	
		ve a GNIB personal identificat	tion number then please supply a copy of the current
working lawfully dur Naturalisation and In permit will be require If this is the case, by	al has held consecutive e ing this time, s/he may be nmigration Service. How ed.	e eligible to apply for a Stan ever, if the Foreign National ion the Foreign National cor	uninterrupted period of 5 years and has been np 4 permission to remain from the Irish I is unable to obtain a Stamp 4, an employment nfirms that s/he has considered the available
Enter education details	of the Foreign National b	elow, which are relevant to	the Job Offer as stated in Part 4 of the application f
Highest level of Qualif e.g. Certificate, Diplon Degree, etc.	fication:	BLOCK CAPITALS	17. Date of Completion:
. Title of Course:		BLOCK	CAPITALS

e.g. 2.1         Has the Foreign National previously made an application for asylum in the State?         Has the Foreign National sought permission to land in the State on a previous occasion?         If 'Yes' please describe on what basis the permission was sought and indicate whether or not permission was granted:         BLOCK CAPITALS         Has the Foreign National been in the State on a previous occasion without permission?         If 'Yes' please describe on what permission they have to be employed:         BLOCK CAPITALS         Has the Foreign National currently employed in the State?         Yes' please describe on what permission they have to be employed:         BLOCK CAPITALS         Has the Foreign National been employed in the State previously?         Yes No         If 'Yes' please describe on what permission they have to be employed:         BLOCK CAPITALS         Has the Foreign National been employed in the State previously?         Yes No         If 'Yes' please describe on what permission they had to be employed:         BLOCK CAPITALS         BLOCK CAPITALS         If 'Yes' please describe on what permission they had to be employed:         BLOCK CAPITALS         If 'Yes' what nationality is their spouse/partner?         BLOCK CAPITALS         If 'Yes' what nationality is their spouse/partner?         BLOCK CAPITALS <th>BLOCK CAPITALS       BLOCK CAPITALS         BLOCK CAPITALS       BLOCK CAPITALS         BLOCK CAPITALS       BLOCK CAPITALS         BLOCK CAPITALS       BLOCK CAPITALS         BLOCK CAPITALS       BLOCK CAPITALS         Result Achieved:       BLOCK CAPITALS         BLOCK CAPITALS       BLOCK CAPITALS         Has the Foreign National previously made an application for asylum in the State?       No         H'Yes' please describe on what basis the permission was sought and indicate whether or not permission was granted:       BLOCK CAPITALS         Has the Foreign National been in the State on a previous occasion without permission?       Yes       No         H'Yes' please describe on what permission they have to be employed:       BLOCK CAPITALS         Has the Foreign National currently employed in the State?       Yes       No         If 'Yes' please describe on what permission they have to be employed:       BLOCK CAPITALS         Has the Foreign National been employed in the State previously?       Yes       No         If 'Yes' please describe on what permission they have to be employed:       BLOCK CAPITALS         BLOCK CAPITALS       BLOCK CAPITALS       BLOCK CAPITALS         Has the Foreign National been employed in the State previously?       Yes       No         If 'Yes' please describe on what permission they hand to be employed:       <t< th=""><th>Final Subjects Taken:</th><th></th><th></th><th></th></t<></th>	BLOCK CAPITALS       BLOCK CAPITALS         Result Achieved:       BLOCK CAPITALS         BLOCK CAPITALS       BLOCK CAPITALS         Has the Foreign National previously made an application for asylum in the State?       No         H'Yes' please describe on what basis the permission was sought and indicate whether or not permission was granted:       BLOCK CAPITALS         Has the Foreign National been in the State on a previous occasion without permission?       Yes       No         H'Yes' please describe on what permission they have to be employed:       BLOCK CAPITALS         Has the Foreign National currently employed in the State?       Yes       No         If 'Yes' please describe on what permission they have to be employed:       BLOCK CAPITALS         Has the Foreign National been employed in the State previously?       Yes       No         If 'Yes' please describe on what permission they have to be employed:       BLOCK CAPITALS         BLOCK CAPITALS       BLOCK CAPITALS       BLOCK CAPITALS         Has the Foreign National been employed in the State previously?       Yes       No         If 'Yes' please describe on what permission they hand to be employed: <t< th=""><th>Final Subjects Taken:</th><th></th><th></th><th></th></t<>	Final Subjects Taken:			
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	You must now attach the documents outlined in Requirement for Supporting Documentation under "(B) Foreign National	der of an Employment Permit o		Yes	10
			ocumente outlined in Deguirement (or Supporting	Documentation unde	r "/P) Foreign National
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# Part Three

# **Details of Redundancy**

To be completed by the Person who has made the offer of employment in respect of any dismissals by reason of redundancy within the meaning of section 9 of the Redundancy Payments Act 1967 and where such dismissal was attributable wholly or mainly to the conditions specified in paragraphs (a), (b), (c), (d) or (e) of section 7(2) or to section 21 of that Act.

Please complete and sign the declaration below in full.

Have any employees of the Person who has made the offer of employment been made redundant in the employment that is the subject of this Employment Permit application over the last six months?



Yes

If any employees have been made redundant in the employment that is the subject of this Employment Permit application over the last six months please outline the reason(s) for the redundancies. This should include information on the numbers of positions in that employment that have been made redundant and explain how the position, which is the subject of this Employment Permit application, differs from those positions in that employment made redundant. Please continue on a separate sheet if required and append it to the application form.


I hereby solemnly declare the above information to be true and accurate.

Signature of Person who has made the offer of employment: (Original signature required)			_					
Name (in BLOCK CAPITALS):	BLOCK CAPITALS	Title:						
Position Held:	BLOCK CAPITALS	Date:	D	D	М	M	Ŷ	Ŷ

Part Four				Je	ai	S	of Emplo	byment
Title of Job:					BLO	СК	CAPITALS	
							ssionals and Sec 2 in the Regulat	curity Personnel who are listed ions.
Regulatory Body:					ΒL	OCK	CAPITALS	
Registration/Pin/ Licence No.:								
provide your registration details abov	e. Docur	menta	ry evid	lence	will not	be rea	quired.	of Schedule 2 in the Regulations please
Applications for other Health Professi appropriate medical body or recogniti								rovide a copy of their registration with the
Place(s) at which the employment	concerr	ned is	to be	carrie	ed out:		BLC	OCK CAPITALS
					BLO	СK	CAPITALS	
Proposed Period of Employment Permit (maximum period of 2 years)								
Proposed Start Date*:	D	D	М	М	Y	Y		
Ve recommend all Employment Perm nployment.	nit applic	ations	be su	bmitte	d to th	e Depi	artment at least 12 we	eks before the proposed start date of
Gross Annual Remuneration*	emuneration*						(Gross remuneration premium payment	on excludes overtime or ts)
Gross Annual Salary: (if different from above)	€							
Gross Weekly Salary:	€					]	10. Hourly Rate of Pay:	e
. Deductions from Gross Weekly Salary:	¢			]	Please specify purpose of deductions:	BLOCK CAPITALS		
. Health Insurance*:	€					]	Please specify name of Health Insurance Provider:	BLOCK CAPITALS
							payslips. If Health In	surance is being included in the Gross ational Employment Rights Authority
fealth Insurance can only be conside indertakings referred to in section 14 c							e is a person entered	in the Register of Health Benefits
Number of hours of work per week*:								
Please note that for the purposes of E	mploym	ent Pe	ermit A	pplica	tions, t	the sta	ndard working week i	s 39 hours per week.
. What are the main functions of th	nis job:						BLOCK (	CAPITALS
				BLC	CK	CAP	ITALS	
<ul> <li>Please detail the qualifications, s experience required for this job:</li> </ul>	kills, kn	owled	dge ar	d			BLOCK	CAPITALS
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vou use an Agent	Recruitm	nent Agency		Foreign National?		Yes No	
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			ВL	OCK CAPITAL	S		
If 'No' please prov		s of the		B	OCK CAPI	TALS	
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Middle Name(s):		BLOCK	( CAPITA	- 5			
induie Hame(s).		BLOCK	CAPITA	LS			
						24 Contract ( 10	
Family Name:	D D	M M	YY		B. Male:	9. Female:	
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Part Five	Requir	ement for Payment	
Is a fee payable for this Employment Per application?	rmit Yes	No	
If No, please indicate on what basis no f	ee is applicable?		
The Person who made the offer of emplo applicant and has charitable status with Commissioners		Application is in respect of a non-EEA national married to or in a civil partnership with an EEA national	
Dependant/Partner/Spouse Employment	Permit	Exchange Agreement Employment Permit	
If no fee is payable proceed to Part Six.			

## Details of Payment

Important Note for Business Users - Payment by Electronic Funds Transfer

In accordance with D/Finance Circular 1/2013, from 19 September 2014 (e-Day) the public sector will no longer accept cheques, bank drafts or postal orders from business users in respect of services rendered. To facilitate this, the Employment Permits Section will no longer accept paper based payments from business users and has set up a commercial bank account into which payments can be made by Electronic Funds Transfer (EFT).

Business user applicants for employment permits should complete the Contact Details of Payer (Questions 1, 2, 3, 4, 5, 6, 7, and 8), Payment Details (Question 9) and the Payers Declaration below and payment will be requested when an application is accepted into the Employment Permits Section as complete. An e-mail will issue to the applicant and their authorised agent (if applicable) giving details of the amount of the fee due, the bank account into which the payment should be made and an *Application ID* number which <u>must</u> be used as the reference when making the payment.

Applicants, other than business users can continue to make payment by cheque, bank draft or postal order and must complete all details below. Contact Details of Payer

1. Please indicate who is ma payment:	king the		who has made f employment	Forei	gn National		0	ther	
2. Title:	Mr	Mrs	Miss	Ms	Other (	please state)			
3. Name			BLO	СК САРІТА	LS				
4. Company (if applicable):			BLO	CK CAPITA	LS				
5. Telephone Number:				6. Fax Number					
7. Mobile Phone Number:									
8. E-mail:									
Payment Details									
9. Method of Payment:	Electronic F Tra	Funds Insfer	Cheque	Bank	Draft	Pos	stal O	rder	
10. Cheque No.									
11. Payment enclosed:	¢								
Payment must be in the form of Clearing System. Cheques sho						titution op	peratir	ng withi	n the Irisl
Payer's Declarat	tion								
I, the undersigned, agree tha (Under the Employment Permi withdrawn application will con	its Act 2006, as a	amended by the	Employment Per						
Payer's Signature: (Original signature required)		,			Date:	D D	М	M 3	c X

Employment Permits Section is unable to refund fees by payable order. If a refund of fees is due for any reason, a mandate form will be forwarded to the applicant for completion. The refund will be paid by EFT directly into the applicant's bank account, as per details provided on the mandate form.

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# Part Six Acceptance of Terms & Conditions

# Declaration of Foreign

## National

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

I hereby solemnly declare that:

- the qualifications, skills, knowledge and experience I have attained are as stated in Part 2 of the application form and they
  correspond with and are relevant to the position on offer;
- I am a fully accredited member of the relevant professional body pursuant to Part C of Schedule 2 in the Regulations for the position on offer, as stated in Part 4 of the application form (if applicable);
- If this application is for a Critical Skills Employment Permit, I have received a job offer of 2 years, or more, from the Person who has made the offer of employment, as stated in Part 1 of the application form;
- if this application is for an employment in respect of a Carer in a private home and an employment permit is granted, I will
  have no objection to an Inspector from the National Employment Rights Authority (NERA) visiting the premises where
  employment is being carried out and to speak to me and the employer should the need arise; and
- I will be fully tax compliant;

and that to the best of my knowledge and belief:

I will be employed, salaried and paid under an employment contract governed by the laws of the State by the Person who
has made the offer of employment, as stated in Part 1 of the application form;

Furthermore, I understand and accept that in accordance with Section 25 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, a person who furnishes to the Minister, on an application under section 4, information that is false or misleading in a material respect knowing that it is so false or misleading or being reckless as to whether it is so false or misleading is guilty of an offence.

Signature of Foreign National: (Original signature required)		Title:						
Name (in BLOCK CAPITALS):	BLOCK CAPITALS	Date:	D	D,	М	M	Y	Y.

Your employment permit will normally be posted to you at your current address as in Part 2 of this Form.

Tick this box if you want your permit to be posted to your current address.

Tick this box if you want your permit to be posted to the Person who has made the offer of employment as stated in Part 1 of this Form.

Tick this box if you want your permit to be posted to your Authorised Agent (if applicable).

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## Declaration of Person who has made the offer of employment

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 will be applied to this Foreign National.

I hereby solemnly declare that:

- I have taken reasonable steps to satisfy myself that:
  - the qualifications, skills, knowledge and experience attained by the Foreign National are as stated in Part 2 of the application form and they correspond with and are relevant to the position on offer;
  - the Foreign National is a fully accredited member of the relevant professional body pursuant to Part C of Schedule 2 in the Regulations for the position on offer, as stated in Part 4 of the application form (if applicable);
- if this application is in respect of a Critical Skills Employment Permit, a job offer of 2 years, or more, has been
  made to the Foreign National, as stated in Part 2 of the application form; and
- the Foreign National, as stated in Part 2 of the application form, will be employed, salaried and paid under an
  employment contract governed by the laws of the State by me, the Person who has made the offer of employment,
  as stated in Part 1 of the application form.

I further understand, declare and accept that:

- in accordance with Section 23 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, I may not make any deductions from the remuneration of, or seek to recover from, the holder of an 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 any matter relating to or concerning such an application or the grant 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.
- in accordance with Section 25 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, a person who furnishes to the Minister, on an application under section 4, information that is false or misleading in a material respect knowing that it is so false or misleading or being reckless as to whether it is so false or misleading is guilty of an offence.
- if this application is for an employment in respect of a Carer in a private home and an employment permit is
  granted, I will have no objection to an Inspector from the National Employment Rights Authority (NERA) visiting the
  premises where employment is being carried out and to speak to me and the employee should the need arise; and
- I have full responsibility for guaranteeing that the appropriate deductions under the PAYE system will be made from all payments (including benefits-in-kind) made to the Foreign National and that all such deductions will be paid to the Revenue Commissioners.

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.

Signature of Person who has made the offer of employment: (Original signature required)								
Name (in BLOCK CAPITALS):	BLOCK CAPITALS	Title:						
Position Held:	BLOCK CAPITALS	Date:	D,	D	М	М	Y	Y

Your certified copy of the employment permit will normally be posted to you at your current address as in Part 1 of this Form.

Tick this box if you want your certified copy of the employment permit to be posted to your current address.

Tick this box if you want your certified copy of the employment permit to be posted to your Authorised Agent (if applicable).

Page 10

	g this application.					
nt Name BLOCK CAPITALS):	BLOCK CAPITALS	Title:				
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Address 2:	BLOCK C	APITALS				
Town:	BLOCK C	APITALS				
County:	BLOCK (	APITALS				
Country:	BLOCK C	APITALS				
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## **Requirements for Supporting Documentation**

## (A) Requirements for Person who has made

## the offer of employment

If the Person who has made the offer of employment has not been granted an Employment Permit before, they MUST submit clear copies of the following documentation:

 Copy of P30 returned to the Revenue Commissioners within the 2 months preceding this application or a receipt for such return whether issued through ROS (Revenue Online Service) or otherwise, OR

If the Person who has made the offer of employment is a start-up Company which would not yet have made returns to the Revenue Commissioners in respect of employees, a copy of an official letter from Revenue confirming registration as an employer, date of registration and the ERN (Employers Registered Number).

If the Person who has made the offer of employment has been granted an Employment Permit before but has not been granted an Employment Permit within the 12 months preceding the application, they **MUST** submit clear copies of the following documentation:

 Copy of P30 returned to the Revenue Commissioners within the 2 months preceding this application or a receipt for such return whether issued through ROS (Revenue Online Service) or otherwise

#### **Business Permission**

If the Person who has made the offer of employment has indicated that they are a foreign national operating a business in the State, they are required to submit copies of documentary evidence from the Minister for Justice and Equality clearly demonstrating their status within the State and their entitlement to operate a business in the State.

#### Additional documentation

The Minister may request such other information as might materially assist in making a decision on an application.

(B) Requirements for Foreign Nation		
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### For all Foreign Nationals

- Clear, legible copy (preferably in colour) of the personal details pages of the Foreign National's passport, showing his or her picture, personal details and his or her signature.
- In the case of health professionals listed in Part B of Schedule 2 in the Regulations, a copy of the registration with the
  appropriate medical body or recognition of qualifications from the relevant Minister of the Government.

#### For all Foreign Nationals resident in the State

Please supply your GNIB personal identification number which is shown on your GNIB card. If not available please supply a
clear, legible copy (preferably in colour) of your current immigration stamps and visa.

Please Note: Original documents should not be submitted

#### Important Note concerning the passport expiry date

In the case of all applications for employment permits, the Foreign National must hold a passport which is in date and valid for at least 12 months or more after the date of the application. Employment Permits cannot be considered for Foreign Nationals who do not fulfil this requirement.

## (C) Application Requirements

Please provide the following documents in respect of the Primary Permit Holder (current or previous holder of a Green Card/Critical Skills Employment Permit) or the Researcher:

- a copy of a birth certificate, marriage certificate, civil partnership registration, evidence of permission from the Minister for
  Justice and Equality to remain in the State for the purpose of making an application for an employment permit, or other legal
  document evidencing the relationship of the dependant, civil partner or spouse with the primary permit holder or researcher,
- Clear, legible copy (preferably in colour) of the personal details pages of the primary permit holder's or researcher's current
  passport, showing his or her picture, personal details and his or her signature.
- Please supply the primary permit holder's or researcher's GNIB personal identification number which is shown on their GNIB
  card. If not available please supply a clear, legible copy (preferably in colour) of their current immigration stamps and visa.
- · in respect of a primary permit holder -
  - a letter from the primary permit holder's employer, dated within the 3 month period prior to the application, confirming the primary permit holder's employment with that employer and his or her job title, or
- in respect of a researcher
  - where the researcher is resident in the State on foot of holding a current Hosting Agreement, a letter from the person in the State with whom the research is being carried out, dated within the 3 month period prior to the application, confirming that the research project researcher is carrying out such research, or
     where the researcher is no longer the holder of a Hosting Agreement and now has a stamp 4, a letter from the
    - where the researcher is no longer the holder of a Hosting Agreement and now has a stamp 4, a letter from the employer of the research project researcher dated within the 3 month period prior to the application, confirming the research project researcher's employment with that employer and his or her job title.

## For an employment in a restaurant or a fast food outlet

If the application is in respect of such employments the following additional documentation is required:

- if the establishment has been operating for one year or more, a copy of a "P35L" form returned by the Person who has made the
  offer of employment to the Revenue Commissioners,
  - an up-to-date tax clearance certificate in respect of the Person who has made the offer of employment,
- copies of utility bills for the establishment's premises dated within the period of 2 months prior to the application,
- copies of any certified qualifications of the Foreign National in respect of whom the application is made,
- in the case of an application for employment as an executive chef, head chef, sous chef or specialist chef specialising in cuisine
  originating from a state that is not a Member State of the EEA, a statement from the Person who has made the offer of employment,
  confirming that the Foreign National in respect of whom the application is made shall be employed in an establishment other than a
  fast food outlet, and
- a letter from the relevant Local Health Authority confirming that the Person who has made the offer of employment has been granted permission to operate a restaurant at the premises.

### For an employment as a Carer in a private home

If the application is in respect of such eligible employments the following additional documentation is required:

- In the case of a trained medical professional.
  - (a) copies of qualifications confirming that the Foreign National in respect of whom the application is made is a trained medical professional in a profession listed in Part A of Schedule 2 in the Regulations, and
  - (b) a letter from a registered medical practitioner specialising in the area of illness of the person for whom the Foreign National will be caring, confirming that that person has a severe medical condition, or
  - In the case of a Carer with a long history of care:
    - (a) a copy of a P60, payslips, a notarised letter or an affidavit establishing that the Foreign National in respect of whom the application is made has a long history of caring for the person concerned, and
    - (b) a letter from a registered medical practitioner specialising in the area of illness of the person for whom the Foreign National will be caring confirming that that person has special care needs.

## (D) Schedule of Fees

An application for a new employment permit shall be accompanied by the fee prescribed in the following table -

EMPLOYMENT PERMIT TYPE	NEW APPLICATION FEE
General Employment Permit	€1,000 up to 24 month permit and €500 for six months or less
Critical Skills Employment Permit	€1,000 for 24 months
Dependant/Partner/Spouse Employment Permit	No Fee
Contract for Services Employment Permit	€1,000 up to 24 month permit and €500 for six months or less
Intra-Company Transfer Employment Permit	€1,000 up to 24 month permit and €500 for six months or less
Sport & Cultural Employment Permit	€1,000 up to 24 month permit and €500 for six months or less
Reactivation Employment Permit	€1,000 up to 24 month permit and €500 for six months or less
Exchange Agreement Employment Permit	No Fee
Internship Employment Permit	€1,000 up to 12 month permit and €500 for six months or less

Fees not required in certain cases.

No fee is payable in respect of applications for Dependant/Partner/Spouse Employment Permits and Exchange Agreement Employment Permits.

In all other cases a fee as detailed above is payable depending on the duration of the Employment Permit. However, the fee may be waived in the following cases:

- Application in respect of a Foreign National who is the Spouse or Civil Partner of an EEA national.
- Where the Person who has made the offer of employment is the applicant for the Employment Permit and they have been granted charitable tax exemption status by the Revenue Commissioners.

The following additional documentation is required in these cases:

Applications in respect of Foreign Nationals who are the Spouses or Civil Partners of EEA nationals:

- clear photocopies of the relevant pages of the EEA Spouse/Civil Partners' current passport showing his or her picture, personal details, passport expiry date and his or her signature, and
- a copy of the marriage certificate or the civil partnership registration evidencing the relationship of the Foreign National and the EEA national.
- Where the Person who has made the offer of employment is the applicant for the Employment Permit and they have been granted charitable tax exemption status by the Revenue Commissioners:
  - If the Person who has made the offer of employment has not been issued with an Employment Permit on the basis of not paying a fee due to charitable status within the 12 months preceding the application, please provide a copy of an official letter from the Revenue Commissioners confirming charitable status.

#### Refunds

90% of the fee will 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.

Employment Permits Section is unable to refund fees by payable order. If a refund of fees is due for any reason, a mandate form will be forwarded to the applicant for completion. The refund will be paid by EFT directly into the applicant's bank account, as per details provided on the mandate form.

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### Acceptable Forms of payment

In accordance with D/Finance Circular 1/2013, from 19 September 2014 (e-Day) the public sector will no longer accept cheques, bank drafts or postal orders from business users in respect of services rendered. To facilitate this, the Employment Permits Section now has a commercial bank account into which payments can be made by Electronic Funds Transfer (EFT). When an application is accepted as complete an email will issue to the applicant giving details of the amount of the fee due, the bank account into which the payment should be made and an Application 1D number which **must** be used as the reference when making the payment.

For all other users, payment can continue to be made 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 Jobs, Enterprise & Innovation.

## (E) 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. All Employment Permits are issued on the proviso that the named foreign national is paid, as a minimum, the remuneration specified on the Employment Permit. The only allowable deductions are those which appear on that Employment Permit. The remuneration being paid must be verifiable in the event of a National Employment Rights Authority (NERA) inspection. Failure to comply could lead to the revocation of the Employment Permit under section 16(1)(df) of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014.
- C. It is recommended that an application for an Employment Permit should be made at least 12 weeks before the foreign national is required to take up employment.
- D. Any application that contains omissions or is incorrectly completed will be returned to the applicant or the authorised agent (if applicable) for completion.
- E. A fee, as determined by the Minister for Jobs, Enterprise and Innovation is payable by the applicant or the authorised agent (if applicable) for each Employment Permit granted.
- F. In line with section 24 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, should the employment that is the subject of the Employment Permit cease, for whatever reason, the original and the certified copy of the Employment Permit must be returned to the Employment Permits Section within 4 weeks from the date of cessation. Failure to comply with this requirement is an offence.

Non-compliance with any provision of the Aliens Act 1935, the Immigration Acts, the Employment Permits Acts 2003 and 2006, as amended by the Employment Permits (Amendment) Act 2014 or any Order made under these Acts is an offence punishable by Law.

## (F) Declaration

### **Data Sharing and Data Protection**

The Employment Permits Section may undertake verification of all data submitted on this application form. The Person who has made the offer of employment, the Foreign National and the authorised Agent (if applicable) 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.dataprotection.ie. Alternatively, they may call: (057) 868 4800 / Lo-Call Number: 1890 252231.

Please note that a percentage of all applications will be chosen at random for inspection by the National Employment Rights Authority (NERA). Relevant documents will have to be provided as part of this inspection. Under Section 16 (d) of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, the Minister may revoke an employment permit if, in the opinion of the Minister, any information provided in respect of the application for it was false or misleading in a material respect.

In accordance with Section 25 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, a person who furnishes to the Minister, on an application under section 4 or 20, information that is false or misleading in a material respect knowing that it is so false or misleading or being reckless as to whether it is so false or misleading is guilty of an offence.

Furthermore, in accordance with Section 32 (1) of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, a person guilty of an offence under section 18(2), 19(3), 23(4) or 25 is liable—

(a) on summary conviction, to a fine not exceeding €5,000 or imprisonment for a term not exceeding 12 months or both, or
 (b) on conviction on indictment, to a fine not exceeding €50,000 or imprisonment for a term not exceeding 5 years or both.

Please note: With effect from 2003, the names of all employers who employ employment permit holders, as well as the number of permits

rease note: with effect from 2003, the names of all employers who employ employment permit holders, as well as the number of permits issued to that employer, are made publicly available on the Department's website (www.djei.ie/labour/workpermits/).

## (G) 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 to the applicant or authorised agent (if applicable).

Attach 1 passport sized photograph, with Foreign National's name printed on the back.

#### Indicate the following:

The applicant (person applying i.e. Person who has made the offer of employment or the Foreign National).

#### Part One - Details of Person who has made the offer of employment: Complete all questions

- Person who has made the offer of employment should include copies of:
- Completed P30/ROS Online Receipt dated within 2 months preceding the application Or a copy of a letter from Revenue
- Commissioners confirming registration as an employer, if a start-up Company (whichever is applicable).
- Evidence of Business Permission (if applicable).

## Part Two - Details of Foreign National: Complete all questions

Please supply clear copies (preferably in colour) of the following:

- · Passport pages showing photograph, personal details and expiry date.
- Immigration stamps (if GNIB personal identification number not available).
- Visa (if GNIB personal identification number not available).

Original documents should not be submitted.

### Part Three - Details of Redundancy: Complete all questions, as applicable

- Please complete in relation to any redundancies within the last 6 months in the employment that is the subject of the Employment Permit application.
- · Sign and date the declaration original signature required.

### Part Four - Details of Employment: Complete all questions (unless otherwise specified)

Please supply clear copies (preferably in colour) of the following in respect of the primary permit holder or researcher.

- Documentation evidencing the relationship between the Foreign National and the Primary Permit Holder or Researcher.
- Passport pages showing photograph, personal details and expiry date.
- Immigration stamps (if GNIB personal identification number not available).
- Visa (if GNIB personal identification number not available).
- Relevant letters from their current employers.

#### Original documents should not be submitted

Please supply copies of the following in the case of health professionals, including registered doctors, registered nurses and security personnel who have not provided their Registration/PIN/Licence number at Part 3, Question 3:

 A copy of registration with the appropriate regulatory body or recognition of qualifications pursuant to Schedule 2 in the Regulations.

Please supply the following in the case of an employment in a restaurant or a fast food outlet:

- if the establishment has been operating for one year or more, a copy of a "P35L" form returned by the Person who has made the offer of employment to the Revenue Commissioners,
- an up-to-date tax clearance certificate in respect of the Person who has made the offer of employment,
- · copies of utility bills for the establishment's premises dated within the period of 2 months prior to the application,
- · copies of any certified qualifications of the Foreign National in respect of whom the application is made,
- in the case of an application for employment as an executive chef, head chef, sous chef or specialist chef specialising in cuisine
  originating from a state that is not a Member State of the EEA, a statement from the Person who has made the offer of
  employment, confirming that the Foreign National in respect of whom the application is made shall be employed in an
  establishment other than a fast food outlet, and
- a letter from the relevant Local Health Authority confirming that the Person who has made the offer of employment has been
  granted permission to operate a restaurant at the premises.

Please supply the following, whichever is applicable, in the case of an application for an employment in respect of an eligible Carer in a private home:

- copies of qualifications confirming that the Foreign National in respect of whom the application is made is a trained medical
  professional in a profession listed in Part A of Schedule 2 in the Regulations.
- a letter from a registered medical practitioner specialising in the area of illness of the person for whom the Foreign National will be caring, confirming that that person has a severe medical condition or that that person has special care needs.
- a copy of a P60, payslips, a notarised letter or an affidavit establishing that the Foreign National in respect of whom the application is made has a long history of caring for the person concerned.

Part Five - Details of Payment: Complete all questions

- Include the appropriate fee if required (see (D) Schedule of Fees for further information).
- Sign Payer declaration original signature required.
- If applicable, a copy of an official letter from the Revenue Commissioners confirming charitable status.
- If applicable, clear photocopies of the relevant pages of the EEA Spouse/Civil Partners' current passport showing his or her picture, personal details, passport expiry date and his or her signature, and a copy of the marriage certificate or the civil partnership registration evidencing the relationship of the Foreign National and the EEA national.

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	nce of Terms & Conditions the appropriate declarations - original sig	gnatures required	
MPLOY	MENT PERMITS SEC	CTION	Contact Details
Website:	www.djei.ie/labour/workpermits/		
E-mail:	employmentpermits@djei.ie	10000	
Call Centre:	353-1-417 5333	Employ	ment Permits Section Web Pages
	LoCall: 1890 201 616 (from within Ireland only)	Information and	application forms may be downloaded from the
Fax:	353-1-631 3268		ts Section web pages on the Department of Jobs,
Address:	Davitt House 65a Adelaide Road Dublin 2 Ireland	Enterprise and Inn	ovation website – www.djei.ie/labour/workpermits/

PLEASE NOTE: The pages giving details on Requirement for Supporting Documentation and Application Form Checklist – parts A, B, C, D, E, F and G are for instruction purposes only. It is not necessary to include these pages when submitting the completed application form.

GEP001/14

Recent Passport Photograph

X1

Please print Foreign National's name

on

back of photograph and staple here.

### Form C

### Application form for grant of General Employment Permit



An Roinn Post, Fiontar agus Nuálaíochta

Department of Jobs, Enterprise and Innovation

# General Employment Permit New Application

This form should be used by either the Person who has made the offer of employment or the Foreign National, the subject of that offer of employment, who wish to apply for:

An employment permit in respect of all employments, other than those employments for which an
employment permit shall not be granted pursuant to Schedule 4 in the Regulations, and where the
Person who has made the offer of employment has been unable to recruit an Irish or EEA national
for the employment.

For permission to work in the State for a period of less than 90 days, the Atypical Working Scheme operated by the Department of Justice and Equality may be appropriate.

Complete ALL parts of this form as required in BLOCK CAPITALS. The Person who has made the offer of employment, the Foreign National and the Agent (if applicable), must sign the declarations at the end of the form.

INCOMPLETE FORMS WILL BE RETURNED TO THE APPLICANT OR THE AUTHORISED AGENT (IF APPLICABLE).

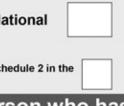
Who is applying for the permit (i.e. Who is the applicant)?

In accordance with Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, an employer making an Employment Permit application may not seek to recover the fee, if applicable, from the foreign national. (This section MUST be completed for all applications)

Health Professional

Person who has made the offer of employment

**Foreign National** 



If this is an application for a Health Professional listed in Part A or Part B of Schedule 2 in the Regulations please tick this box Part One Registration Details of Person who

rt One	Registration Details of Person who has
	made the offer of employment

1. Employer Registered Number:	Obtained from the Revenue Commissioners
2. Company Name Registered Number (if applicable):	Obtained from the Companies Registration Office
3. Business Name Registered Number (if applicable):	Obtained from the Companies Registration Office
4. If the Person who has made the offer of employment is an Industrial and Provident Society, a Friendly Society or a Trade Union, please supply their Registration Number:	Obtained from the Registry of Friendly Societies
5. If the Person who has made the offer of employment is a Charity, please supply the Charity Number:	Obtained from the Revenue Commissioners
If the Person who has made the offer of employment is not a Questions 6, 7, 8 and 9. If the Person who has made the offer of employment is a Limited	
6. If the Person who has made the offer of employment is not a registered compar	y, please indicate what type of entity it is:
Sole Trader Partnership Other (please specify):	BLOCK CAPITALS
7. Please state the full name of the Person who has made the offer of employment:	BLOCK CAPITALS
Page 1	GEP001/14

	and Equality to	operate a business in the	State?	
fes	No	Not applicable	If Yes, please specify:	BLOCK CAPITALS
				ce and Equality confirming your permission to for Supporting Documentation).
egistered	i name of Compa	ny/Business:	BL	OCK CAPITALS
rading na	me of business (	(if different):	BL	OCK CAPITALS
ature of b	ousiness:		BLOCK CAPIT	ALS
ompany/E	Business Addres	s:		
A	ddress 1:		BLOCK CAPIT	ALS
A	ddress 2:		BLOCK CAPIT	ALS
	Town:		BLOCK CAPIT	ALS
	County:		BLOCK CAPIT	ALS
	Country:		BLOCK CAPIT	ALS
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Address 1:	BLOCK CAPIT	ALS
Address 2:	BLOCK CAPIT	
Town:	BLOCK CAPIT	
County:	BLOCK CAPIT	
Country:	BLOCK CAPIT	
-		
. Telephone No.:	12: Mobile Pho	ne No.:
Please provide the Foreign Natio	onal's PPS Number if available:	
E-mail address:		
Is the Foreign National currently	in the State?	Yes No
If 'Yes' on what basis are they	currently in the State, please describe, and	
complete GNIB card details, as	s requested, below: BLOCK CAPITALS	BLOCK CAPITALS
Enter he	low details exactly as they appear on the Foreig	n National's GNIB card*
		n National's GNIB card'.
GNIB Pin No.	Dept. No.	
migration stamps and visa. If the Foreign National has held working lawfully during this tin Naturalisation and Immigration permit will be required. If this is the case, by submittin	but does not have a GNIB personal identification nu d consecutive employment permits for an uninte ne, s/he may be eligible to apply for a Stamp 4 p in Service. However, if the Foreign National is un og this application the Foreign National confirms moloyment permit is still required.	errupted period of 5 years and has been ermission to remain from the Irish able to obtain a Stamp 4, an employment
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3. Has the Foreign National been in the State on a previous occasion without permission?	Yes No
4. Is the Foreign National currently employed in the State?	Yes No
If 'Yes' please describe on what permission they have to be employed:	BLOCK CAPITALS
BLOCK CAPITALS	
5. Has the Foreign National been employed in the State previously?	Yes No
If 'Yes' please describe on what permission they had to be employed:	BLOCK CAPITALS
BLOCK CAPITALS	
6. Is the Foreign National married to or in a civil partnership with an Irish or EA national?	Yes No
If 'Yes' what nationality is their spouse/partner?	BLOCK CAPITALS
27. Is the Foreign National the spouse, civil partner or dependant of, the holder of an Employment Permit or the holder of any other type of permission to work n the State?	Yes No

You must now attach the documents outlined in Requirement for Supporting Documentation under "(B) Foreign National Requirements."

# Part Three

# **Details of Redundancy**

To be completed by the Person who has made the offer of employment in respect of any dismissals by reason of redundancy within the meaning of section 9 of the Redundancy Payments Act 1967 and where such dismissal was attributable wholly or mainly to the conditions specified in paragraphs (a), (b), (c), (d) or (e) of section 7(2) or to section 21 of that Act.

Please complete and sign the declaration below in full.

Have any employees of the Person who has made the offer of employment been made redundant in the employment that is the subject of this Employment Permit application over the last six months?

Yes	No	

If any employees have been made redundant in the employment that is the subject of this Employment Permit application over the last six months please outline the reason(s) for the redundancies. This should include information on the numbers of positions in that employment that have been made redundant and explain how the position, which is the subject of this Employment Permit application, differs from those positions in that employment made redundant. Please continue on a separate sheet if required and append it to the application form.

I hereby solemnly declare the above information to be true and accurate.

Signature of Person who has made the offer of employment: (Original signature required)								
Name (in BLOCK CAPITALS):	BLOCK CAPITALS	Title:			]			
Position Held:	BLOCK CAPITALS	Date:	0	D	M	М	Y	Y.

Title of Job:	BLO	OCK CAPITALS	
	be completed by Health Part A and Part B of Sch		curity Personnel who are liste ions.
. Regulatory Body:	BI	OCK CAPITALS	
Registration/Pin/			
If the application is in respect of Regi provide your registration details above			of Schedule 2 in the Regulations please
Applications for other Health Professi appropriate medical body or recogniti			rovide a copy of their registration with t
Place(s) at which the employment	concerned is to be carried out	BLO	CK CAPITALS
	BLO	OCK CAPITALS	
Proposed Period of Employment Permit (maximum of 2 years)			
Proposed Start Date*:	D D M M Y	Y I	
Ve recommend all Employment Permi	t applications be submitted to th	e Department at least 12 wee	ks before the proposed start date of
nployment. Gross Annual Remuneration*	E		on excludes overtime or
Gross Annual Salary:		premium payment	s)
(if different from above)	e	10. Hourty Pata of	[]
Gross Weekly Salary:	¢	10. Hourly Rate of Pay:	e
I. Deductions from Gross Weekly Salary:	E	Please specify purpose of	BLOCK CAPITALS
		deductions:	
2. Health Insurance*:	¢	name of Health Insurance Provider:	BLOCK CAPITALS
			surance is being included in the Gross uch documentation may also be require
the event of a National Employment i Health Insurance can only be conside			in the Deviator of Martik Paradia
ndertakings referred to in section 14 o			in the Register of Health Denents
8. Number of hours of work per week*:			
Please note that for the purposes of E	imployment Permit Applications,	the standard working week is	: 39 hours per week.
. What are the main functions of th	is job:	BLOCK (	CAPITALS
	BLOCK	CAPITALS	
			Contractorization and an internal int
. Please detail the qualifications, s experience required for this job:	kills, knowledge and	BLOCK (	CAPITALS
		BLOCK C	CAPITALS

ease detail the relevant qualifications, skills, nowledge and experience of the Foreign National:		BLOCK	CAPITALS	
81	OCK CAPITAL	.s		
BL	OCK CAPITAL	S		
BL	OCK CAPITAL	S		
d you use an Agent/Recruitment Agency to recruit the	e Foreign National?		Yes	No
If 'Yes' please provide name and address of the Agent/Recruitment Agency:		BLOCK	CAPITALS	
	OCK CAPITAL	. S		
BL	OCK CAPITAL	. S		
If 'No' please provide details of the	В	LOCK CA	PITALS	
recruitment method:	OCK CAPITAL	ŝ		
must now attach the documents outlined in Requirem	ent for Supporting D	ocumentatio	n under "(C) App	lication Requirement
nust now attach the documents outlined in Requirem	(if applicable)	ocumentatio	n under (C) App	ication requirement
rt Four A De	tails of /	duar	ticomo	nt
De De	tails of A	auver	useme	ΠL
<ul> <li>applications in respect of employments where there is are required for the proper functioning of the economy applications in respect of all other employments with which an employment permit shall not be granted and applications that are supported by a State Enterprise applications in respect of foreign nationals who were have been made redundant within 6 months of the da as amended by the Employment Permits (Amendmer applications in respect of a Carer in a private home w EEA national is already providing care to that person</li> </ul>	y and which employme an annual remuneratio d which employments a Agency, previously the holder of the of application and v tt) Act 2014, applies, a tho is caring for a pers	ents are listed on of €60,000 are listed in Se of a Work Perr where section and son with exception	in Schedule 3, or more, other that chedule 4, nit/General Emplo 20B of the Employ otional medical nee	n those employments yment Permit and wh ment Permits Act 200 eds and where the no
national. equirements of the Labour Market Needs Test are tha ation must be:	at the employment th	at is the sub	ject of the Gener	al Employment Perr
<ul> <li>advertised with the Department of Social Protection two weeks, and</li> </ul>	Employment Services	s/EURES emp	ployment network	for a period of at lea
<ul> <li>advertised for three days in a national newspaper, an</li> <li>advertised in either, a local newspaper or a job websi</li> </ul>		URES website	es) for three days.	
information about the Department of Social Protection Em				
	ployment Services/EU	JRES employr	nent network can	be found on:
welfare.ie meral Employment Permit applications <b>must</b> , if applicable tment of Social Protection Employment Services/EURES	, provide the vacancy	reference nun	nber of their adver	tisement with the
welfare.ie meral Employment Permit applications must, if applicable tment of Social Protection Employment Services/EURES tisements with the application. ase provide the Department of Social Protection mployment Services/EURES Employment Network	, provide the vacancy Employment Network	reference nun	nber of their adver	tisement with the
welfare.ie meral Employment Permit applications must, if applicable tment of Social Protection Employment Services/EURES tisements with the application. ase provide the Department of Social Protection mployment Services/EURES Employment Network eference Number of your advertisement (if applicable) are Requirement for Supporting Documentation "(C) Application (C)	, provide the vacancy Employment Network : pplication Requireme	reference nun below, and at	nber of their adver tach copies of the	tisement with the other required
welfare.ie meral Employment Permit applications must, if applicable tment of Social Protection Employment Services/EURES tisements with the application. ase provide the Department of Social Protection mployment Services/EURES Employment Network eference Number of your advertisement (if applicable) are Requirement for Supporting Documentation "(C) Application (C)	, provide the vacancy Employment Network	reference nun below, and at	nber of their adver tach copies of the	tisement with the other required
welfare.ie eneral Employment Permit applications must, if applicable tratent of Social Protection Employment Services/EURES tisements with the application. The application of Social Protection mployment Services/EURES Employment Network efference Number of your advertisement (if applicable) are Requirement for Supporting Documentation "(C) Application vacancy and further	, provide the vacancy Employment Network ): pplication Requirementary rec	reference nun below, and at	nber of their adver tach copies of the	tisement with the other required
welfare.ie neral Employment Permit applications must, if applicable tment of Social Protection Employment Services/EURES tisements with the application. ase provide the Department of Social Protection mployment Services/EURES Employment Network efference Number of your advertisement (if applicable) are Requirement for Supporting Documentation "(C) Application vacancy and furt	, provide the vacancy Employment Network : pplication Requireme	reference nun below, and at	nber of their adver tach copies of the	tisement with the other required

Part Five	Requirement for Payment			
Is a fee payable for this Employment Permit application?	t Yes	No		
If No, please indicate on what basis no fee i	is applicable?			
The Person who made the offer of employm applicant and has charitable status with the Commissioners		Application is in respect of a non-EEA national married to or in a civil partnership with an EEA national		
Dependant/Partner/Spouse Employment Pe	rmit	Exchange Agreement Employment Permit		
If no fee is navable proceed to Part Six				

## **Details of Payment**

Important Note for Business Users - Payment by Electronic Funds Transfer In accordance with D/Finance Circular 1/2013, from 19 September 2014 (e-Day) the public sector will no longer accept cheques, bank drafts or postal orders from business users in respect of services rendered. To facilitate this, the Employment Permits Section will no longer accept paper based payments from business users and has set up a commercial bank account into which payments can be made by Electronic Funds Transfer (EFT).

Business user applicants for employment permits should complete the Contact Details of Payer (Questions 1, 2, 3, 4, 5, 6, 7, and 8), Payment Details (Question 9) and the Payers Declaration below and payment will be requested when an application is accepted into the Employment Permits Section as complete. An e-mail will issue to the applicant and their authorised agent (if applicable) giving details of the amount of the fee due, the bank account into which the payment should be made and an Application ID number which must be used as the reference when making the payment.

Applicants, other than business users can continue to make payment by cheque, bank draft or postal order and must complete all details below. Contact Details of Payer

1. Please indicate who is ma payment:	king the		who has made of employment	Foreign Nati	ional	Other
2. Title:	Mr	Mrs	Miss	Ms	Other (please state)	
3. Name:			BLOCH	CAPITALS		
4. Company (if applicable):			BLOC	CAPITALS		
5. Telephone Number:			6	. Fax Number:		
7. Mobile Phone Number:						
8. E-mail:						
Payment Details						
9. Method of Payment:	Electronic I Tra	Funds ansfer	Cheque	Bank Draft	Po	stal Order
10. Cheque No.						
11. Payment enclosed:	¢					
Payment must be in the form o Clearing System. Cheques sho						perating within the Irish
Payer's Declarat	tion					
I, the undersigned, agree tha (Under the Employment Permi						

Payer's Signature: Original signature required)	Date:	D	D	М	м	Y	Y
Employment Permits Section is unable to refund fees by payable order. If a refund of fe forwarded to the applicant for completion. The refund will be paid by EFT directly into t the mandate form.							

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# Acceptance of Terms & Conditions

# Declaration of Foreign

### National

Part Six

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

I hereby solemnly declare that:

- the qualifications, skills, knowledge and experience I have attained are as stated in Part 2 of the application form and they
  correspond with and are relevant to the position on offer;
- I am a fully accredited member of the relevant professional body pursuant to Part C of Schedule 2 in the Regulations for the
  position on offer, as stated in Part 4 of the application form (if applicable);
- If this application is for a Critical Skills Employment Permit, I have received a job offer of 2 years, or more, from the Person who has made the offer of employment, as stated in Part 1 of the application form;
- if this application is for an employment in respect of a Carer in a private home and an employment permit is granted, I will
  have no objection to an Inspector from the National Employment Rights Authority (NERA) visiting the premises where
  employment is being carried out and to speak to me and the employer should the need arise; and
- I will be fully tax compliant;

and that to the best of my knowledge and belief:

I will be employed, salaried and paid under an employment contract governed by the laws of the State by the Person who
has made the offer of employment, as stated in Part 1 of the application form.

Furthermore, I understand and accept that in accordance with Section 25 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, a person who furnishes to the Minister, on an application under section 4, information that is false or misleading in a material respect knowing that it is so false or misleading or being reckless as to whether it is so false or misleading is guilty of an offence.

Signature of Foreign National: (Original signature required)		Title:						
Name (in BLOCK CAPITALS):	BLOCK CAPITALS	Date:	D	D	M	M	Y.	SY.

Your employment permit will normally be posted to you at your current address as in Part 2 of this Form.

Tick this box if you want your permit to be posted to your current address.

Tick this box if you want your permit to be posted to the Person who has made the offer of employment as stated in Part 1 of this Form.

Tick this box if you want your permit to be posted to your Authorised Agent (if applicable).

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### Declaration of Person who has made the offer of employment

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 will be applied to this Foreign National.

I hereby solemnly declare that:

- I have taken reasonable steps to satisfy myself that:
  - the qualifications, skills, knowledge and experience attained by the Foreign National are as stated in Part 2 of the application form and they correspond with and are relevant to the position on offer;
  - the Foreign National is a fully accredited member of the relevant professional body pursuant to Part C of Schedule 2 in the Regulations for the position on offer, as stated in Part 4 of the application form (if applicable);
- if this application is in respect of a Critical Skills Employment Permit, a job offer of 2 years, or more, has been
  made to the Foreign National, as stated in Part 2 of the application form; and
- the Foreign National, as stated in Part 2 of the application form, will be employed, salaried and paid under an
  employment contract governed by the laws of the State by me, the Person who has made the offer of employment,
  as stated in Part 1 of the application form.

I further understand, declare and accept that:

- in accordance with Section 23 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, I may not make any deductions from the remuneration of, or seek to recover from, the holder of an 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 any matter relating to or concerning such an application or the grant 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.
   in accordance with Section 25 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, a person who furnishes to the Minister, on an application under section 4, information that is false or misleading in a material respect knowing that it is so false or misleading or being reckless as to whether it is so false or misleading is guilty of an offence.
- if this application is for an employment in respect of a Carer in a private home and an employment permit is
  granted, I will have no objection to an Inspector from the National Employment Rights Authority (NERA) visiting
  the premises where employment is being carried out and to speak to me and the employee should the need arise;
  and
- I have full responsibility for guaranteeing that the appropriate deductions under the PAYE system will be made from all payments (including benefits-in-kind) made to the Foreign National and that all such deductions will be paid to the Revenue Commissioners.

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.

nade the offer of mployment: Driginal signature required)					
ame (in BLOCK CAPITALS):	BLOCK CAPITALS	Title:			
osition Held:	BLOCK CAPITALS	Date:	D M	м	Y

Tick this box if you want your certified copy of the employment permit to be posted to your Authorised Agent (if applicable).

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	agent) to act on your behalf please ensure th nust be in agreement with the nomination of g this application.				
gent Name	BLOCK CAPITALS	Title:		]	
n BLOCK CAPITALS):	acting on my behalf, shall keep any persona	l document belo	naina to	] a holder o	if an
nployment Permit.					
gnature of Agent: riginal signature required)		Date:	DD	M M	Y Y
ent's Address for Correspondence:					
Address 1:	BLOCK C/	APITALS			
Address 2:	BLOCK C/	APITALS			
Town:	BLOCK C/	APITALS			
County:	BLOCK C/	APITALS			
Country:	BLOCK C/	APITALS			
E-mail address:					
Telephone number:					
gnature of Person who has ade the offer of employment: riginal signature required)		Date:	DD	M M	Y Y
the Foreign National, permit the above	named agent to act on my behalf in respect	of this application	on.		
gnature of Foreign National: riginal signature required)		Date:	0.0	MM	YY

# **Requirements for Supporting Documentation**

### (A) Requirements for Person who has made

### the offer of employment

If the Person who has made the offer of employment has not been granted an Employment Permit before, they MUST submit clear copies of the following documentation:

 Copy of P30 returned to the Revenue Commissioners within the 2 months preceding this application or a receipt for such return whether issued through ROS (Revenue Online Service) or otherwise, OR

If the Person who has made the offer of employment is a start-up Company which would not yet have made returns to the Revenue Commissioners in respect of employees, a copy of an official letter from Revenue confirming registration as an employer, date of registration and the ERN (Employers Registered Number).

If the Person who has made the offer of employment has been granted an Employment Permit before but has not been granted an Employment Permit within the preceding 12 months, they **MUST** submit clear copies of the following documentation:

 Copy of P30 returned to the Revenue Commissioners within the 2 months preceding this application or a receipt for such return whether issued through ROS (Revenue Online Service) or otherwise

#### **Business Permission**

If the Person who has made the offer of employment has indicated that they are a foreign national operating a business in the State, they are required to submit copies of documentary evidence from the Minister for Justice and Equality clearly demonstrating their status within the State and their entitlement to operate a business in the State.

#### Additional documentation

The Minister may request such other information as might materially assist in making a decision on an application.

### (B) Requirements for Foreign National

#### For all Foreign Nationals

- Clear, legible copy (preferably in colour) of the personal details pages of the Foreign National's passport, showing his or her picture, personal details and his or her signature.
- In the case of health professionals listed in Part B of Schedule 2 in the Regulations, a copy of the registration with the appropriate medical body or recognition of qualifications from the relevant Minister of the Government.

### For all Foreign Nationals resident in the State

Please supply your GNIB personal identification number which is shown on your GNIB card. If not available please supply a
clear, legible copy (preferably in colour) of your current immigration stamps and visa.

#### Please Note: Original documents should not be submitted

#### Important Note concerning the passport expiry date

In the case of all applications for employment permits, the Foreign National must hold a passport which is in date and valid for at least 12 months or more after the date of the application. Employment Permits cannot be considered for Foreign Nationals who do not fulfil this requirement.

### (C) Application Requirements

#### Labour Market Needs Test

If applicable, please provide copies of newspaper and website advertisements which show clearly the dates of publication of such advertisements.

For an employment in a restaurant or a fast food outlet

If the application is in respect of such employments the following additional documentation is required:

- if the establishment has been operating for one year or more, a copy of a "P35L" form returned by the Person who has made the offer of employment to the Revenue Commissioners,
- an up-to-date tax clearance certificate in respect of the Person who has made the offer of employment,
- copies of utility bills for the establishment's premises dated within the period of 2 months prior to the application,
- copies of any certified qualifications of the Foreign National in respect of whom the application is made,
- in the case of an application for employment as an executive chef, head chef, sous chef or specialist chef specialising in cuisine
  originating from a state that is not a Member State of the EEA, a statement from the Person who has made the offer of employment,
  confirming that the Foreign National in respect of whom the application is made shall be employed in an establishment other than a
  fast food outlet, and
- a letter from the relevant Local Health Authority confirming that the Person who has made the offer of employment has been granted permission to operate a restaurant at the premises.

For an employment as a Carer in a private home

- If the application is in respect of such eligible employments the following additional documentation is required:
  - In the case of a trained medical professional:
    - (a) copies of qualifications confirming that the Foreign National in respect of whom the application is made is a trained medical professional in a profession listed in Part A of Schedule 2 in the Regulations, and
    - (b) a letter from a registered medical practitioner specialising in the area of illness of the person for whom the Foreign National will be caring, confirming that that person has a severe medical condition, or

- In the case of a Carer with a long history of care:
  - (a) a copy of a P60, payslips, a notarised letter or an affidavit establishing that the Foreign National in respect of whom the application is made has a long history of caring for the person concerned, and a letter from a registered medical practitioner specialising in the area of illness of the person for whom the Foreign National will be caring confirming that that person has special care needs.

(D) Schedule of Fees

An application for a new employment permit shall be accompanied by the fee prescribed in the following table -

EMPLOYMENT PERMIT TYPE	NEW APPLICATION FEE
General Employment Permit	€1,000 up to 24 month permit and €500 for six months or less
Critical Skills Employment Permit	€1,000 for 24 months
Dependant/Partner/Spouse Employment Permit	No Fee
Contract for Services Employment Permit	€1,000 up to 24 month permit and €500 for six months or less
Intra-Company Transfer Employment Permit	€1,000 up to 24 month permit and €500 for six months or less
Sport & Cultural Employment Permit	€1,000 up to 24 month permit and €500 for six months or less
Reactivation Employment Permit	€1,000 up to 24 month permit and €500 for six months or less
Exchange Agreement Employment Permit	No Fee
Internship Employment Permit	€1,000 up to 12 month permit and €500 for six months or less

#### Fees not required in certain cases.

No fee is payable in respect of applications for Dependant/Partner/Spouse Employment Permits and Exchange Agreement Employment Permits.

In all other cases a fee as detailed above is payable depending on the duration of the Employment Permit. However, the fee may be waived in the following cases:

- Application in respect of a Foreign National who is the Spouse or Civil Partner of an EEA national.
- Where the Person who has made the offer of employment is the applicant for the Employment Permit and they have been granted charitable tax exemption status by the Revenue Commissioners.

The following additional documentation is required in these cases:

- Applications in respect of Foreign Nationals who are the Spouses or Civil Partners of EEA nationals:
  - clear photocopies of the relevant pages of the EEA Spouse/Civil Partners' current passport showing his or her picture, personal details, passport expiry date and his or her signature, and
    - a copy of the marriage certificate or the civil partnership registration evidencing the relationship of the Foreign National and the EEA national.
- Where the Person who has made the offer of employment is the applicant for the Employment Permit and they have been granted charitable tax exemption status by the Revenue Commissioners.
  - If the Person who has made the offer of employment has not been issued with an Employment Permit on the basis of not
    paying a fee due to charitable status within the 12 months preceding the application, please provide a copy of an official letter
    from the Revenue Commissioners confirming charitable status.

#### Refunds

90% of the fee will 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.

Employment Permits Section is unable to refund fees by payable order. If a refund of fees is due for any reason, a mandate form will be forwarded to the applicant for completion. The refund will be paid by EFT directly into the applicant's bank account, as per details provided on the mandate form.

#### Acceptable Forms of payment

In accordance with D/Finance Circular 1/2013, from 19 September 2014 (e-Day) the public sector will no longer accept cheques, bank drafts or postal orders from business users in respect of services rendered. To facilitate this, the Employment Permits Section now has a commercial bank account into which payments can be made by Electronic Funds Transfer (EFT). When an application is accepted as complete an email will issue to the applicant giving details of the amount of the fee due, the bank account into which the payment should be made and an Application ID number which **must** be used as the reference when making the payment.

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For all other users, payment can continue to be made 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 Jobs, Enterprise & Innovation.

### (E) 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.
- 8 All Employment Permits are issued on the proviso that the named foreign national is paid, as a minimum, the remuneration specified on the Employment Permit. The only allowable deductions are those which appear on that Employment Permit. The remuneration being paid must be verifiable in the event of a National Employment Rights Authority (NERA) inspection. Failure to comply could lead to the revocation of the Employment Permit under section 16(1)(df) of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014.
- C. It is recommended that an application for an Employment Permit should be made at least 12 weeks before the foreign national is required to take up employment.
- D. Any application that contains omissions or is incorrectly completed will be returned to the applicant or the authorised agent (if applicable) for completion.
- E. A fee, as determined by the Minister for Jobs, Enterprise and Innovation is payable by the applicant or the authorised agent (if applicable) for each Employment Permit granted.
- In line with section 24 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, should the employment that is the subject of the Employment Permit cease, for whatever reason, the original and the certified copy of the Employment Permit must be returned to the Employment Permits Section within 4 weeks from the date of cessation. Failure to comply with this requirement is an offence.

Non-compliance with any provision of the Aliens Act 1935, the Immigration Acts, the Employment Permits Acts 2003 and 2006, as amended by the Employment Permits (Amendment) Act 2014 or any Order made under these Acts is an offence punishable by Law.

### (F) Declaration

#### Data Sharing and Data Protection

The Employment Permits Section may undertake verification of all data submitted on this application form. The Person who has made the offer of employment, the Foreign National and the authorised Agent (if applicable) 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.dataprotection.ie. Alternatively, they may call: (057) 868 4800 / Lo-Call Number: 1890 252231.

Please note that a percentage of all applications will be chosen at random for inspection by the National Employment Rights Authority (NERA). Relevant documents will have to be provided as part of this inspection. Under Section 16 (d) of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, the Minister may revoke an employment permit if, in the opinion of the Minister, any information provided in respect of the application for it was false or misleading in a material respect.

In accordance with Section 25 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, a person who furnishes to the Minister, on an application under section 4 or 20, information that is false or misleading in a material respect knowing that it is so false or misleading or being reckless as to whether it is so false or misleading is guilty of an offence.

Furthermore, in accordance with Section 32 (1) of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, a person guilty of an offence under section 18(2), 19(3), 23(4) or 25 is liable—
(a) on summary conviction, to a fine not exceeding €5,000 or imprisonment for a term not exceeding 12 months or both, or

- (b) on conviction on indictment, to a fine not exceeding €50,000 or imprisonment for a term not exceeding 5 years or both.

Please note: With effect from 2003, the names of all employers who employ employment permit holders, as well as the number of permits issued to that employer, are made publicly available on the Department's website (www.djei.ie/labour/workpermits/)

### (G) 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 to the applicant or authorised agent (if applicable).

Attach 1 passport sized photograph, with Foreign National's name printed on the back.

Indicate the following:

The applicant (person applying i.e. Person who has made the offer of employment or the Foreign National).

#### Part One – Details of Person who has made the offer of employment: Complete all questions

Person who has made the offer of employment should include copies of:

- Completed P30/ROS Online Receipt dated within 2 months preceding the application Or a copy of a letter from Revenue
- Commissioners confirming registration as an employer, if a start-up Company (whichever is applicable). Evidence of Business Permission (if applicable).

#### Part Two - Details of Foreign National: Complete all questions

Please supply clear copies (preferably in colour) of the following:

- Passport pages showing photograph, personal details and expiry date. Immigration stamps (if GNIB personal identification number not available).
- Visa (if GNIB personal identification number not available).

Original documents should not be submitted.

### Part Three - Details of Redundancy: Complete all questions, as applicable

- Please complete in relation to any redundancies within the last 6 months in the employment that is the subject of the Employment Permit application.
- Sign and date the declaration original signature required.

#### Part Four – Details of Employment: Complete all guestions (unless otherwise specified)

Please provide copies of newspaper and website advertisements which show clearly the dates of publication of such advertisements.

Please supply copies of the following in the case of health professionals, including registered doctors, registered nurses and security personnel who have not provided their Registration/PIN/Licence number at Part 3, Question 3:

A copy of registration with the appropriate regulatory body or recognition of gualifications pursuant to Schedule 2 in the Regulations.

Please supply the following in the case of an employment in a restaurant or a fast food outlet:

- if the establishment has been operating for one year or more, a copy of a "P35L" form returned by the Person who has made the offer of employment to the Revenue Commissioners,
- an up-to-date tax clearance certificate in respect of the Person who has made the offer of employment,
- copies of utility bills for the establishment's premises dated within the period of 2 months prior to the application,
- copies of any certified qualifications of the Foreign National in respect of whom the application is made,
- in the case of an application for employment as an executive chef, head chef, sous chef or specialist chef specialising in cuisine originating from a state that is not a Member State of the EEA, a statement from the Person who has made the offer of employment, confirming that the Foreign National in respect of whom the application is made shall be employed in an establishment other than a fast food outlet, and
- a letter from the relevant Local Health Authority confirming that the Person who has made the offer of employment has been granted permission to operate a restaurant at the premises.

Please supply the following, whichever is applicable, in the case of an application for an employment in respect of an eligible Carer in a private home

- copies of qualifications confirming that the Foreign National in respect of whom the application is made is a trained medical professional in a profession listed in Part A of Schedule 2 in the Regulations,
- a letter from a registered medical practitioner specialising in the area of illness of the person for whom the Foreign National will be caring, confirming that that person has a severe medical condition or that that person has special care needs
- a copy of a P60, payslips, a notarised letter or an affidavit establishing that the Foreign National in respect of whom the application is made has a long history of caring for the person concerned.

### Part Five - Details of Payment: Complete all questions

- Include the appropriate fee if required (see (D) Schedule of Fees for further information).
- Sign Payer declaration original signature required.
- If applicable, a copy of an official letter from the Revenue Commissioners confirming charitable status.
- If applicable, clear photocopies of the relevant pages of the EEA Spouse/Civil Partners' current passport showing his or her picture, personal details, passport expiry date and his or her signature, and a copy of the marriage certificate or the civil partnership registration evidencing the relationship of the Foreign National and the EEA national.

#### Part Six - Acceptance of Terms & Conditions

Sign and date the appropriate declarations - original signatures required.

I

IPLOYN	IENT PERMITS SEC	TION	Contact Details
Website:	www.djei.ie/labour/workpermits/		
E-mail:	employmentpermits@djei.ie	2255	
Call Centre:	353-1-417 5333	Empl	oyment Permits Section Web Pages
	LoCall: 1890 201 616 (from within Ireland only)	Information a	ind application forms may be downloaded from the
Fax:	353-1-631 3268	Employment Pe	ermits Section web pages on the Department of Jobs
Address:	Davitt House 65a Adelaide Road Dublin 2 Ireland		Innovation website – www.djei.ie/labour/workpermits

PLEASE NOTE: The pages giving details on Requirement for Supporting Documentation and Application Form Checklist – parts A, B, C, D, E, F and G are for instruction purposes only. It is not necessary to include these pages when submitting the completed application form.

### Form D

### Application form for grant of Intra-Company Transfer Employment Permit



An Roinn Post, Fiontar agus Nuálaíochta Department of Jobs, Enterprise and Innovation

# Intra-Company Transfer Employment Permit NEW Application

This form should be used by a Connected Person in Ireland who wishes to apply for:

- An Employment Permit to provide for a Foreign National, employed by a person outside the State (Foreign Employer) to:
  - carry out duties for a Connected Person in the State in employments in senior management or employments requiring specialist knowledge, qualifications or experience essential to the Connected Person's service, research equipment, techniques or management, or
  - undertake a training programme provided by a Connected Person in employments that require the Foreign National to participate in such training programme,

and where such employments are not one of the employments in respect of which an employment permit shall not be granted pursuant to Schedule 4 in the Regulations.

 The Foreign National must have a minimum of 6 months employment with the Foreign Employer prior to the application and the duration of the transfer must be at least 90 days. For permission to carry out the duties or undergo the training for a period of less than 90 days, the Atypical Working Scheme operated by the Department of Justice and Equality may be appropriate.

Before completing this form, please read, and follow, the relevant permit information which is available on our website: <u>www.djei.ie/labour/workpermits/</u>. Complete ALL parts of this form as required in BLOCK CAPITALS. The Connected Person, the Foreign Employer, the Foreign national and the Agent (if applicable) must sign the declarations at the end of the form. <u>Incomplete forms will be returned to</u> the application to the authorised agent (if applicable).

### Who is applying for the permit (i.e. Who is the applicant)? In accordance with the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, the Connected Person (Irish Entity) must be the applicant in respect of all Intra-Company Transfer Employment Permit applications.

Part One	Registration	Details of the Connected Person
1. Employer Registered Number:		Obtained from the Revenue Commissioners
2. Company Name Registered Number:		Obtained from the Companies Registration Office
3. Business Name Registered Number (if applicable):		Obtained from the Companies Registration Office
4. If the Connected Person is an Industrial and Provident Society, a Friendly Society or a Trade Union, please supply their Registration Number:		Obtained from the Registry of Friendly Societies
5. If the Connected Person is a Charity, please supply their Charity Number:		Obtained from the Revenue Commissioners
6. Registered name of Company/Bus	siness:	BLOCK CAPITALS
7. Trading name of business (if differ	rent):	BLOCK CAPITALS
	Page	ICTEP001/14

Passport Photograph

**ICTEP001/14** 

X1

Please print Foreign National's name on the back of photograph and staple here.

8. Nature of business:	BLOCK CAPITALS
Address:	BLOCK CAPITALS
	BLOCK CAPITALS
	BLOCK CAPITALS
	BLOCK CAPITALS
10. Telephone Number:	11. Fax Number:
2. Mobile Phone Number:	
13. E-mail address:	
14. Website:	
15. Number of EEA* and/or Swiss nationals (in Irish) currently employed by the Connected	
The EEA comprises the Member States of the Eu	ropean Union together with Iceland, Norway & Liechtenstein.

### Details of the Connection between the **Connected Person and the Foreign** Part One A Employer

In order to be eligible for an Intra-Company Transfer Employment Permit there must be a connection, as defined in the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, between the Connected Person and the Foreign Employer.

The eligible connections are defined as follows:

- (a) the connected person must be a subsidiary of the foreign employer, or
  (b) the foreign employer must be a subsidiary of the connected person, or
  (c) the connected person and the foreign employer must both be subsidiaries of a holding company that carries on business in the State or outside the State, or
  (d) the connected person and the foreign employer must have entered into an agreement with another person whereby each of
- them agree to carry on business or provide services with each other in more than one state and to carry on business or provide services in the manner provided for in the agreement.

The term subsidiary above has the meaning assigned to it by section 155 of the Companies Act 1963.

Documentary evidence may be requested

1. Please provide details of the relevant connection below:

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	BLOCK CAPITALS	
1		

Page 2

rt One B	Details of the	ne Foreign Employer
ne of Foreign Employer:		BLOCK CAPITALS
dress of Foreign Employ	er:	BLOCK CAPITALS
		BLOCK CAPITALS
		BLOCK CAPITALS
		BLOCK CAPITALS
tal No. of Employees:		
u must now attach the do	cuments outlined in Requirement for Suppo Person."	orting Documentation under "(A) Requirements for Con
ant Truce		
art Two	Details of	Foreign National
I. Passport Number:		
2. Expiry Date:	D M M Y Y	
3. Nationality:	BLOCK CAPITALS	Enter these details exactly as they appear on the Foreign National's
4. First Name:	BLOCK CAPITALS	passport.
5. Middle Name(s):	BLOCK CAPITALS	-
. Family Name:	BLOCK CAPITALS	
. Date of Birth:	D M M Y Y	8. Male: 9. Female:
urrent Address (foreign a	ddress required if residing outside the State):	
Address 1:	BLOCK	CAPITALS
Address 2:	BLOCK	CAPITALS
Town:	BLOCK	CAPITALS
County:	BLOCK	CAPITALS
Country:	BLOCK	CAPITALS
Telephone No.:	12: M	lobile Phone No.:
Please provide the Foreig	n National's PPS Number if available:	
E-mail address:		
E-mail address.		
is the Eoreign National cu	rrently in the State?	Yes No
s the Poreign National Cu		he and
If 'Yes' on what basis a	re they currently in the State, please descril tails, as requested, below:	BLOCK CAPITALS

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	Dept. No.	
the Foreign National is in the State b migration stamps and visa.	ut does not have a GNIB personal identification nur	nber then please supply a copy of the current
working lawfully during this tim	consecutive employment permits for an uninter se, s/he may be eligible to apply for a Stamp 4 pe Service. However, if the Foreign National is una	rmission to remain from the Irish
options and believes that an en	g this application the Foreign National confirms t nployment permit is still required.	
	rign National below, which are relevant to the Jol	b Offer as stated in Part 5 of the application for
6. Highest level of Qualification: e.g. Certificate, Diploma, Degree, etc.	BLOCK CAPITALS	17. Date of Completion:
8. Title of Course:	BLOCK CAP	PITALS
9. Final Subjects Taken:	BLOCK CAPITALS	BLOCK CAPITALS
	BLOCK CAPITALS	BLOCK CAPITALS
	BLOCK CAPITALS	BLOCK CAPITALS
	BLOCK CAPITALS	BLOCK CAPITALS
20. Result Achieved: e.g. 2.1		
State?	sly made an application for asylum in the	Yes No
2. Has the Foreign National sought p previous occasion?	permission to land in the State on a	Yes No Yes No BLOCK CAPITALS
2. Has the Foreign National sought p previous occasion? If 'Yes' please describe on what	permission to land in the State on a	Yes No
2. Has the Foreign National sought p previous occasion? If 'Yes' please describe on what indicate whether or not permiss	bermission to land in the State on a t basis the permission was sought and sion was granted:	Yes No
2. Has the Foreign National sought p previous occasion? If 'Yes' please describe on what indicate whether or not permiss       Has the Foreign National been in t permission?	bermission to land in the State on a t basis the permission was sought and sion was granted: BLOCK CAPITALS the State on a previous occasion without	Yes No
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<ul> <li>2. Has the Foreign National sought previous occasion?</li> <li>If 'Yes' please describe on what indicate whether or not permiss</li> <li>3. Has the Foreign National been in the permission?</li> <li>4. Is the Foreign National currently end</li> </ul>	bermission to land in the State on a t basis the permission was sought and sion was granted: BLOCK CAPITALS the State on a previous occasion without employed in the State?	Yes No
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## **Part Three**

# **Details of Redundancy**

To be completed by the Connected Person in respect of any dismissals by reason of redundancy within the meaning of section 9 of the Redundancy Payments Act 1967 and where such dismissal was attributable wholly or mainly to the conditions specified in paragraphs (a), (b), (c), (d) or (e) of section 7(2) or to section 21 of that Act.

Please complete and sign the declaration below in full.

Have any employees of the Connected Person been made redundant in the employment that is the subject of this Employment Permit application over the last six months?



Yes

If any employees have been made redundant in the employment that is the subject of this Employment Permit application over the last six months please outline the reason(s) for the redundancies. This should include information on the numbers of positions in that employment that have been made redundant and explain how the position, which is the subject of this Employment Permit application, differs from those positions in that employment made redundant. Please continue on a separate sheet if required and append it to the application form.

hereby solemnly declare the above	information to be true and accurate.		
ignature of Connected erson: Original signature required)			
ame (in BLOCK CAPITALS):	BLOCK CAPITALS	Title:	
oreas masses			
osition Held:	BLOCK CAPITALS	Date: D D M M	Y Y
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	months or more*)		
	include a description of the	functions that will be und	iertaken b
ransfer is required. Please conti	nue on a separate sheet if i	required and append it to	the applica
	nust be with Foreign Employer for 6 (paysilps may be requested.	son for the transfer. This should include a description of the	nust be with Foreign Employer for 6 months or more*)

Please indicate the category intra-Company Transfer Emp application is in respect of:		Senio Managemen		y Personnel	7	rainee
Proposed Position of Foreig	n National		BLOCK C	APITALS		
with Connected Person:	Questions 3 and 4 to	he complet			ale only	
NOTE.	Questions 3 and 4 to	be complete	ed by nearth	Profession	iais only.	
Regulatory Body:			BLOCK C	APITALS		
Registration/Pin No.:						
he application is in respect of F stration details above. Docum			of Schedule 2 in	the Regulation	ns please provide	your
plications for other Health Prof propriate medical body or reco						ation with the
Duration of Transfer (definite and end dates to a maximum ars)*:		M Y Y			D D M	M Y Y
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ease detail the relevant qualifications, skills, knowledge and perience of the Foreign National:	BLOCK CAPITALS
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Part Six	F	Requireme	ent for Payn	nent
s a fee payable for this Emp application?	loyment Permit	Yes		No
No, please indicate on what	t basis no fee is applicabl	e?		
The Connected Person has on Revenue Commissioners	haritable status with the	Ap	plication is in respect of national married to partnership with an EE	or in a civil
no fee is payable proceed	to Part Seven.			
		Details	of Paymen	t
	Circular 1/2013, from 19 Se sers in respect of services re	ptember 2014 (e-Day) the indered. To facilitate this	s, the Employment Permits	er accept cheques, bank drafts Section will no longer accept pa made by Electronic Funds
Details (Question 9) and the P Permits Section as complete.	ayers Declaration below and An e-mail will issue to the a	d payment will be reques pplicant and their author	ated when an application is rised agent (if applicable) git	2, 3, 4, 5, 6, 7, and 8), Paymen accepted into the Employment ving details of the amount of the be used as the reference when
		e payment by cheque, t	oank draft or postal order ar	nd must complete all details beid
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ayment must be in the form o learing System. Cheques sho				nstitution operating within the In 1.
Payer's Declarat	tion			
the undersigned, agree tha Under the Employment Permi	at in the case of a refund o its Act 2006, as amended by	the Employment Permi		Applicant specified on Page refund in the case of a refused
rithdrawn application will cons ayer's Signature:	ist or 90% or the total fee pl	nd).		
Driginal signature equired)			Date:	D D M M Y Y
Employment Permits Section i				on, a mandate form will be count, as per details provided o

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I

### Part Seven Acceptance of Terms & Conditions

### Foreign National's Declaration

I, the undersigned, agree to carry out duties or undergo training with the Connected Person on the basis of this application. I hereby solemnly declare that:

- the qualification, skills, knowledge and experience I have attained, as stated in Part 2 of the application form, are true and they correspond with and are relevant to the position on offer; .
- I am a fully accredited member of the relevant professional body pursuant to Part C of Schedule 2 in the Regulations for the • position on offer, as stated in Part 5 of the application form (if applicable); I have been employed by the Foreign Employer named in this application form for a minimum of six months; I will continue to be employed, salaried and paid under an employment contract outside the State by the Foreign Employer stated on this application form; and
- . .
- . I will be fully tax compliant.

Furthermore, I understand and accept that in accordance with Section 25 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, a person who furnishes to the Minister, on an application under section 4, information that is false or misleading in a material respect knowing that it is so false or misleading or being reckless as to whether it is so false or misleading is guilty of an offence.

Signature of Foreign National: (Original signature required)		Title:						
Name (in BLOCK CAPITALS):	BLOCK CAPITALS	Date:	D	D	M	М	Y	Y
	normally be posted to you at your	current addre	ss a	s in	Par	t 2 c	of th	is Form

Tick this box if you want your permit to be posted to your current address.	ļ
Tick this box if you want your permit to be posted to the Connected Person as stated in Part 1 of this Form.	
	İ

Tick this box if you want your permit to be posted to your Authorised Agent (if applicable).

### **Connected Person Declaration**

I, the Connected Person in the State, confirm that the Foreign National will be performing duties or undergoing training in the State that arise out of the Intra-Company Transfer arrangement between the Foreign Employer and me and I understand that the Foreign National will be returning to his/her employment outside the State with the Foreign Employer after the completion of the duties or training with me.

I hereby solemnly declare that I have taken reasonable steps to satisfy myself that:

- the qualifications, skills, knowledge and experience attained by the Foreign National, as stated in Part 2 of the application
- form, are true and they correspond with and are relevant to the position on offer; the Foreign National is a fully accredited member of the relevant professional body pursuant to Part C of Schedule 2 in the Regulations for the position on offer, as stated in Part 5 of the application form (if applicable); ٠
- . the Foreign National has been employed by the Foreign Employer named in this application form for a minimum of six months:
- the Foreign National named in this application form will continue to be employed, salaried and paid under an employment ٠ contract outside the State by the Foreign Employer as stated in Part 1 of this application form.

I understand and accept that:

- in accordance with Section 23 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, I shall not seek to recover from the Foreign national any charge, fee or expense arising out of the application for the ٠ Employment Permit or any matter relating to or concerning such an application or the grant of the Employment Permit.
- in accordance with Section 25 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, a person who furnishes to the Minister, on an application under section 4, information that is false or misleading in a material respect knowing that it is so false or misleading or being reckless as to whether it is so false or misleading is guilty of an offence.

Signature of Connected Person: (Original signature required)									
Name (in BLOCK CAPITALS):	BLOCK CAPITALS	Title:							
Position Held:	BLOCK CAPITALS	Date:	D	D	M	SM 3	Y.	Y	
Your certified copy of the er	nployment permit will normally be Part 1 of this Form.		ı at y	/our	cur	rent	ado	Ires	s as in
									_

Tick this box if you want your certified copy of the employment permit to be posted to your current address.

Tick this box if you want your certified copy of the employment permit to be posted to your Authorised Agent (if applicable).

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### Foreign Employer Declaration

I, the Foreign Employer, give an undertaking that the Foreign National will be fully tax compliant for the duration of the Foreign National's stay in the State. I confirm that the Foreign National will be returning to my overseas place of employment after the completion of the duties or training with the Connected Person.

I hereby solemnly declare that:

- the qualifications, skills, knowledge and experience attained by the Foreign National, as stated in Part 2 of the application . form, are true and they correspond with and are relevant to the position on offer;
- the Foreign National is a fully accredited member of the relevant professional body pursuant to Part C of Schedule 2 in the Regulations for the position on offer, as stated in Part 5 of the application form (if applicable); the Foreign National has been employed by me for a minimum of six months prior to the transfer;
- where the foreign salary currently paid by me does not meet the Irish National Minimum Wage hourly rate of pay or an hourly rate of pay fixed under or pursuant to any other enactment that applies to the employment concerned, I undertake to pay a Top-Up salary to achieve the National Minimum Wage hourly rate or the hourly rate fixed under or pursuant to any other enactment and that this amount will appear on the foreign national's payslip for the duration of their assignment in the State;
- the Foreign National named in this application form will continue to be employed, salaried and paid under an employment contract outside the State by me, the Foreign Employer, as stated in Part 1 of this application form.

I understand and accept that:

- in accordance with Section 23 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, 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 any matter relating to or concerning such an application or the grant of the permit; 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 in accordance with Section 25 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014,
- a person who furnishes to the Minister, on an application under section 4, information that is false or misleading in a material respect knowing that it is so false or misleading or being reckless as to whether it is so false or misleading is guilty of an offence.
- neither I, nor a person acting on my behalf, shall keep any personal document belonging to a holder of an employment permit.

Signature of Foreign Employer: (Original signature required)								
Name (in BLOCK CAPITALS):	BLOCK CAPITALS	Title:						
Position Held:	BLOCK CAPITALS	Date:	D	D	M	м	Ŷ	Ŷ

	I party (agent) to act on your behalf please or rties must be in agreement with the nomina			
rrespondence regarding this application				
ent Name BLOCK CAPITALS):	BLOCK CAPITALS	Title:		
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nature of Agent: riginal signature required)		Date:	D D N	M Y Y
ent's Address for Correspondence:				
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Address 2:	BLOCK C	APITALS		
Town:	BLOCK C.	APITALS		
County:	BLOCK C	APITALS		
Country:	BLOCK C			
	52001 0			
E-mail address:				
Telephone number:				
he Connected Person, permit the above gnature of Connected Person: riginal signature required)	named agent to act on my behalf in respec	t of this application	<b>m.</b>	I M Y Y
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gnature of Foreign Employer:		Date:	DDN	M Y Y
	Page 13			ICTEP001

# **Requirements for Supporting Documentation**

### (A) Requirements for Connected Person

If the Connected Person has not been granted an Employment Permit before, they MUST submit clear copies of the following documentation:

- Copy of P30 returned to the Revenue Commissioners within the 2 months preceding this application or a receipt for such return whether issued through ROS (Revenue Online Service) or otherwise, OR
- If the Connected Person is a start-up Company which would not yet have made returns to the Revenue Commissioners in respect of
  employees, a copy of an official letter from Revenue confirming registration as an employer, date of registration and the ERN
  (Employers Registered Number).

If the Connected Persons has been issued with an Employment Permit before but has not been issued with an Employment Permit within the 12 months preceding the application, they MUST submit clear copies of the following documentation:

 Copy of P30 returned to the Revenue Commissioners within the 2 months preceding this application or a receipt for such return whether issued through ROS (Revenue Online Service) or otherwise.

All Connected Persons who have not previously applied for and been issued with an Intra-Company Transfer Employment Permit within the past two years are required to submit the following documentation:

Evidence of the connection between the Connected Person and the Foreign Employer.

#### Additional documentation

The Minister may request such other information as might materially assist in making a decision on an application.

### (B) Requirements for Foreign National

For all Foreign Nationals

- Clear, legible copy (preferably in colour) of the personal details pages of the Foreign National's passport, showing his or her picture, personal details and his or her signature.
- In the case of health professionals listed in Part B of Schedule 2 in the Regulations, a copy of the registration with the appropriate medical body or recognition of qualifications from the relevant Minister of the Government.

#### For all Foreign Nationals resident in the State

 Please supply your GNIB personal identification number which is shown on your GNIB card. If not available please supply a clear, legible copy (preferably in colour) of your current immigration stamps and visa.

#### Please Note: Original documents should not be submitted

Important Note concerning the passport expiry date In the case of all applications for employment permits, the Foreign National must hold a passport which is in date and valid for at least 12 months or more after the date of the application. Employment Permits cannot be considered for Foreign Nationals who do not fulfil this requirement.

### (C) Application Requirements

For an employment in a restaurant or a fast food outlet

If the application is in respect of such employments the following additional documentation is required:

- if the establishment has been operating for one year or more, a copy of a "P35L" form returned by the Person who has made the offer
  of employment to the Revenue Commissioners,
- an up-to-date tax clearance certificate in respect of the Person who has made the offer of employment,
- · copies of utility bills for the establishment's premises dated within the period of 2 months prior to the application,
  - copies of any certified qualifications of the Foreign National in respect of whom the application is made,
- in the case of an application for employment as an executive chef, head chef, sous chef or specialist chef specialising in cuisine
  originating from a state that is not a Member State of the EEA, a statement from the Person who has made the offer of employment,
  confirming that the Foreign National in respect of whom the application is made shall be employed in an establishment other than a
  fast food outlet, and
- a letter from the relevant Local Health Authority confirming that the Person who has made the offer of employment has been granted permission to operate a restaurant at the premises.

### (D) Schedule of Fees

An application for a new employment permit shall be accompanied by the fee prescribed in the following table -

EMPLOYMENT PERMIT TYPE	NEW APPLICATION FEE
General Employment Permit	€1,000 up to 24 month permit and €500 for six months or less
Critical Skills Employment Permit	€1,000 for 24 months
Dependant/Partner/Spouse Employment Permit	No Fee
Contract for Services Employment Permit	€1,000 up to 24 month permit and €500 for six months or less
Intra-Company Transfer Employment Permit	€1,000 up to 24 month permit and €500 for six months or less
Sport & Cultural Employment Permit	€1,000 up to 24 month permit and €500 for six months or less
Reactivation Employment Permit	€1,000 up to 24 month permit and €500 for six months or less
Exchange Agreement Employment Permit	No Fee
Internship Employment Permit	€1,000 up to 12 month permit and €500 for six months or less

#### Fees not required in certain cases.

No fee is payable in respect of applications for Dependant/Partner/Spouse Employment Permits and Exchange Agreement Employment Permits.

In all other cases a fee as detailed above is payable depending on the duration of the Employment Permit. However, the fee may be waived in the following cases:

- Application in respect of a Foreign National who is the Spouse or Civil Partner of an EEA national.
- Where the Connected Person has been granted charitable tax exemption status by the Revenue Commissioners.

The following additional documentation is required in these cases:

- Applications in respect of Foreign Nationals who are the Spouses or Civil Partners of EEA nationals:
  - clear photocopies of the relevant pages of the EEA Spouse/Civil Partners' current passport showing is or her picture, personal details, passport expiry date and his or her signature, and a copy of the marriage certificate or the civil partnership registration evidencing the relationship of the Foreign National
  - a copy of the marriage certificate or the civil partnership registration evidencing the relationship of the Foreign National and the EEA national.
- Where the Connected Person has been granted charitable tax exemption status by the Revenue Commissioners:
  - If the Connected Person has not been issued with an Employment Permit on the basis of not paying a fee due to charitable status within the 12 months preceding the application, please provide a copy of an official letter from the Revenue Commissioners confirming charitable status.

#### Refunds

90% of the fee will 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.

Employment Permits Section is unable to refund fees by payable order. If a refund of fees is due for any reason, a mandate form will be forwarded to the applicant for completion. The refund will be paid by EFT directly into the applicant's bank account, as per details provided on the mandate form.

#### Acceptable Forms of payment

In accordance with D/Finance Circular 1/2013, from 19 September 2014 (e-Day) the public sector will no longer accept cheques, bank drafts or postal orders from business users in respect of services rendered. To facilitate this, the Employment Permits Section now has a commercial bank account into which payments can be made by Electronic Funds Transfer (EFT). When an application is accepted as complete an email will issue to the applicant giving details of the amount of the fee due, the bank account into which the payment should be made and an Application *ID* number which <u>must</u> be used as the reference when making the payment.

For all other users, payment can continue to be made 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 Jobs, Enterprise & Innovation.

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# (E) Conditions of Issue of an Employment

### Permit

- 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. All Employment Permits are issued on the proviso that the named foreign national is paid, as a minimum, the remuneration specified
- В. on the Employment Permit. The only allowable deductions are those which appear on that Employment Permit. The remuneration being paid must be verifiable in the event of a National Employment Rights Authority (NERA) inspection. Failure to comply could lead to the revocation of the Employment Permit under section 16(1)(df) of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014.
- C.
- The Foreign National remains an employee of the Foreign Employer for the duration of the transfer. The Foreign National only performs the duties or undergoes the training in respect of which the Employment Permit is issued. D. It is recommended that an application for an Employment Permit should be made at least 12 weeks before the foreign national is E. required to take up employment.
- F. Any application that contains omissions or is incorrectly completed will be returned to the applicant or the authorised agent (if applicable) for completion.
- G. A fee, as determined by the Minister for Jobs, Enterprise and Innovation is payable by the applicant or the authorised agent (if applicable) for each Employment Permit granted.
- In line with section 24 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, should Н. the employment that is the subject of the Employment Permit cease, for whatever reason, the original and the certified copy of the Employment Permit must be returned to the Employment Permits Section within 4 weeks from the date of cessation. Failure to comply with this requirement is an offence

Non-compliance with the provisions of the Aliens Act 1935, the Immigration Acts, the Employment Permits Acts 2003 and 2006, as amended by the Employment Permits (Amendment) Act 2014 and Orders made under these Acts is an offence punishable by Law.

### (F) Declaration

#### **Data Sharing and Data Protection**

The Employment Permits Section may undertake verification of all data submitted on this application form. The Connected Person, the Foreign Employer, the Foreign National and the authorised Agent (if applicable) 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.dataprotection.ie. Alternatively, they may call: (057) 868 4800 / Lo-Call Number: 1890 252231.

Please note that a percentage of all applications will be chosen at random for inspection by the National Employment Rights Authority (NERA). Relevant documents will have to be provided as part of this inspection. Under Section 16 (d) of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, the Minister may revoke an employment permit if, in the opinion of the Minister, any information provided in respect of the application for it was false or misleading in a material respect.

In accordance with Section 25 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, a person who furnishes to the Minister, on an application under section 4 or 20, information that is false or misleading in a material respect knowing that it is so false or misleading or being reckless as to whether it is so false or misleading is guilty of an offence.

urthermore, in accordance with Section 32 (1) of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, a person guilty of an offence under section 18(2), 19(3), 23(4) or 25 is liable—

 (a) on summary conviction, to a fine not exceeding €5,000 or imprisonment for a term not exceeding 12 months or both, or

- (b) on conviction on indictment, to a fine not exceeding €50,000 or imprisonment for a term not exceeding 5 years or both.

Please note: With effect from 2003, the names of all employers who employ employment permit holders, as well as the number of permits issued to that employer, are made publicly available on the Department's website (www.djei.ie/labour/workpermits/)

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### (G) 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 to the applicant or authorised agent (if applicable).

Attach 1 passport sized photograph, with Foreign National's name printed on the back.

Part One – Details of the Connected Person, Details of the Foreign Employer and Details of the Connection between the Connected Person and the Foreign Employer: Complete all questions

Connected Persons should include copies of:

- Completed P30/ROS Online Receipt dated within 2 months preceding the application, Or a copy of a letter from Revenue Commissioners confirming registration as an employer, if a start-up Company (whichever is applicable).
- Evidence of Connection between Connected Person and Foreign Employer (if applicable).

Part Two – Details of Foreign National: Complete all questions

Please supply clear copies (preferably in colour) of the following:

- · Passport pages showing photograph, personal details and expiry date.
- Immigration stamps (if GNIB personal identification number not available).
- Visa (if GNIB personal identification number not available).

Original documents should not be submitted.

Part Three - Details of Redundancy: Complete all questions, as applicable.

- Please complete in relation to any redundancies within the last 6 months in the employment that is the subject of the Employment Permit application.
- Sign and date the declaration original signature required.

Part Four – Details of Intra-Company Transfer: Complete all questions.

Please complete in relation to the reason for the Intra-Company Transfer.

Part Five - Details of Employment: Complete all questions (unless otherwise specified)

- Please supply copies of the following in the case of health professionals, including registered doctors and registered nurses who have not provided their Registration/PIN number at Part 5, Questions 3 and 4:
- A copy of registration with the appropriate regulatory body or recognition of qualifications pursuant to Schedule 2 in the Regulations.
- Please supply the following in the case of an employment in a restaurant or a fast food outlet:
- if the establishment has been operating for one year or more, a copy of a "P35L" form returned by the Person who has made the
- offer of employment to the Revenue Commissioners, an up-to-date tax clearance certificate in respect of the Person who has made the offer of employment,
- an op-co-date tax cleanance certificate in respect of the Person who has made the one of employment,
   copies of utility bills for the establishment's premises dated within the period of 2 months prior to the application.
- copies of utility bills for the establishment's premises dated within the period of 2 months prior to the application
- copies of any certified qualifications of the Foreign National in respect of whom the application is made,
- in the case of an application for employment as an executive chef, head chef, sous chef or specialist chef specialising in cuisine
  originating from a state that is not a Member State of the EEA, a statement from the Person who has made the offer of employment,
  confirming that the Foreign National in respect of whom the application is made shall be employed in an establishment other than a
  fast food outlet, and
- a letter from the relevant Local Health Authority confirming that the Person who has made the offer of employment has been granted
  permission to operate a restaurant at the premises.

### Part Six - Details of Payment: Complete all questions

- Include the appropriate fee if required (see (D) Schedule of Fees for further information.
- Sign Payer declaration original signature required.
- If applicable, a copy of an official letter from the Revenue Commissioners confirming charitable status.
- If applicable, clear photocopies of the relevant pages of the EEA Spouse/Civil Partners' current passport showing his or her picture, personal details, passport expiry date and his or her signature, and a copy of the marriage certificate or the civil partnership registration evidencing the relationship of the Foreign National and the EEA national.

Part Seven - Acceptance of Terms & Conditions

Sign and date the appropriate declarations - original signatures required.

Website:	www.djei.ie/labour/workpermits/	
E-mail:	employmentpermits@djei.ie	
Call Centre:	353-1-417 5333	Employment Permits Section Web pages
	LoCall: 1890 201 616 (from within Ireland only)	Information and application forms may be downloaded from the
		Employment Permits Section web pages on the Department of Jobs
Fax:	353-1-631 3268	Enterprise and Innovation website - www.djei.ie/labour/workpermits
Address:	Davitt House 65a Adelaide Road Dublin 2 Ireland	

PLEASE NOTE: The pages giving details on Requirement for Supporting Documentation and Application Form Checklist – parts A, B, C, D, E, F and G are for instruction purposes only. It is not necessary to include these pages when submitting the completed application form.

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### Form E

## Application form for grant of Contract for Services Employment Permit

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	Cont	ract for S	Services	S	Passport Photograp
	Emp	loyment	Permit		
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This form sho	ould be used by Foreign (		and a second		X1
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www.djei.ie/la Contractor, ti declarations a	leting this form, please re <u>abour/workpermits/</u> Com he Relevant Person, th at the end of the form. <u>E FORMS WILL BE RET</u> ].	plete ALL parts of this e Foreign National ar	s form as required ind the Agent (if a	in BLOCK CAPITALS. pplicable), must sign	The the
	ccordance with the l	mployment Permi	its Act 2006, as employer) mus	t be the applicant i	
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	lame Registered applicable)			Obtained from the	e Companies Registration Office
	lame Registered applicable):			Obtained from the	e Companies Registration Office
and Provid Society or	ractor is an Industrial lent Society, a Friendly a Trade Union, please ir Registration			Obtained from the	e Registry of Friendly Societies
5. Registered	name of Company/Busin	ess:		BLOCK CAPIT/	NLS

6. Trading name of business (if different):

7. Nature of business:

8. Company/Business Address (outside the State)

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E-mail address:		
Website:		
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e EEA comprises the Member Sta	tes of the European Union togethe	ar with Iceland, Norway & Liechtenstein.
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ddress of Relevant Person (Iris Place at which the employment	concerned, in respect	BLOCK CAPITALS
of the Contract Service Agreeme out)	ent, is to be carried	BLOCK CAPITALS
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e.g. Certificate, Diploma, Degree, etc.	BLOCK CAPITALS	15. Date of Completion:
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44. Is the Foreign National married to, or in a civil partnership with an Irish or EEA ational?	Yes	No
If 'Yes' what nationality is their spouse/partner?	BLO	CK CAPITALS
25. Is the Foreign National married to, or the dependant of, an Employment Permit holder or to the holder of any other type of permission to work in the State?	Yes	No

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	Three			Det	tails	of	Red	lun	dan	icy		
	bleted by the Relev y Payments Act 1 (d) or (e) of sectio	967 and whe	re such dis	missal wa	as attribut							
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required	I and append it to the	application form.			
Docume	ntary evidence may be	requested.			

Part Five		Deta	ils (	of Emp	oloym	ent			
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NOTE	: Questions 2 and 3	3 to be co	mplete	ed by Health	Profession	als only.			
2. Regulatory Body:				BLOCK C	APITALS				
3. Registration/Pin No.:									
If the application is in respect of registration details above. Docu Applications for other Health Pro appropriate medical body or rec	mentary evidence will not ofessionals listed in Part E	be required. 3 of Scheduk	e 2 in the	Regulations mu	ust provide a co	ppy of their registr			
<ol> <li>Place(s) at which the emplo is to be carried out:</li> </ol>	yment concerned			BLOCH	CAPITA	LS			
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5. Proposed Period of Employ Permit (maximum of 2 years									
6. Proposed Start Date*:	D	M. M.	Y . Y						
* We recommend all Employme employment.	nt Permit applications be :	submitted to	the Dep	artment at least	12 weeks befo	re the proposed s	tart date of		
7. Calculation of Remuneratio	n*:								
* Basic Salary, Payments in resp basic hourly rate of pay is below enactment, the top up to bring it must be an amount that is deem	the Irish National Minimu up to the applicable hour	im Wage hol ly level shou	unly rate	or an hourly rate own separately b	of pay fixed un below. The arms	nder or pursuant l	o any other		
		Annu Salar (Fore Curre	ry Hign	Hourly Rate (Foreign Currency)	Annual Salary (in euro)	Hourly Rate (in euro)	Exchange Rate Used		
(a) Current Basic Annual	Salary				e	e			
Irish National Minimur	Annual Salary up to the n Wage or the rate fixed any other enactment (if				€	e			
(c) Deductions from either applicable)	er (a) or (b) above (if				€				

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All amounts which make up the basic salary, including any top-up payments, must appear as payments on the payslips. If payments or the monetary value of Board and Accommodation (or either of them) or Health Insurance is being included in the Gross Annual Remuneration this must be verifiable by way of supporting documentation in the event of a National Employment Rights Authority (NERA) inspection and/or at renewal stage.

8. Number of hours of work per week\*:

\*Please note that for the purposes of Employment Permit applications, the standard working week is considered to be 39 hours per week.

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quired for this job:	BLOCK CAPITALS
BLOCK	CAPITALS
BLOCK	CAPITALS
the relevant qualifications, skills, knowledge and the Foreign National:	BLOCK CAPITALS
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BLOCK	CAPITALS
BLOCK	CAPITALS

## Part Five A

## **Details of Advertisement**

The Contractor in the case of a Contract for Services Employment Permit application is required in all cases, other than the exemptions provided below, to offer the employment that is the subject of the Contract for Services Employment Permit application to an Irish or EEA citizen by way of a Labour Market Needs Test. The Labour Market Needs Test must be conducted within the 90 day period preceding the date of the application. Applications should not be submitted unless this Labour Market Needs Test has been completed.

The Labour Market Needs Test is not required in respect of the following applications:

- applications in respect of employments where there is a shortage in respect of the relevant qualifications, skills or experience which are
- required for the proper functioning of the economy and which employments are listed in Schedule 3 in the Regulations, applications in respect of all other employments with an annual remuneration of €60,000 or more, other than those employments for . which an employment permit shall not be granted and which employments are listed in Schedule 4 in the Regulations, and
- applications that are supported by a State Enterprise Agency.

The requirements of the Labour Market Needs Test are that the employment that is the subject of the Contract for Services Employment Permit application must be:

- advertised with the Department of Social Protection Employment Services/EURES employment network for a period of at least two ٠ weeks, and
- advertised for three days in a national newspaper, and
- advertised in either, a local newspaper or a job website (separate to DSP/EURES websites) for three days.

More information about the Department of Social Protection Employment Services/EURES employment network can be found on: www.welfare.ie

All Contract for Services Employment Permit applications must, if applicable, provide the vacancy reference number of their advertisement with the Department of Social Protection Employment Services/EURES Employment Network below, and attach copies of the other required advertisements with the application.

1. Please provide the Department of Social Protection Employment Services/EURES Employment Network Reference Number of your advertisement (if applicable):			Ι				
See Requirement for Supporting Docu	menti	tion '	(C) At	oplicati	ion Red	auirem	ents".

see requirement	it for supportan	g bocumentation	r (c) Applicat	ion Requirements	

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Part Six		Req	uirem	ent fo	r Payn	nent			
s a fee payable for this Emp application?	loyment Permit	Yes				N	0		
No, please indicate on what	at basis no fee is	applicable?							
			, ,	natio	s in respect of hal married to hip with an E	or in a civ	il.		
no fee is payable proceed	to Part Seven.								
			Details	of Pa	ymen	t			
mportant Note for Business n accordance with D/Finance ostal orders from business us aper based payments from bi funds Transfer (EFT).	Circular 1/2013, f sers in respect of	rom 19 September services rendered.	2014 (e-Day) To facilitate t	the public se his, the Emple	oyment Permit	s Section v	ill no lon	ger acc	ept
Business user applicants for er details (Question 9) and the P fermits Section as complete, are due, the bank account into naking the payment.	ayers Declaration An e-mail will issue	below and payme ue to the applicant	nt will be requ and their auth	ested when a orised agent	n application is (if applicable) g	accepted iving detail	into the lis of the	Employn	ment of the
oplicants, other than busines elow. Contact Details		nue to make paym	ent by cheque	, bank draft o	r postal order a	ind must co	mplete a	all detail	s
. Please indicate who is ma payment:		c	ontractor			0	her		
. Title:	Mr	Mrs	Miss	Ms	Othe	er (please state)			
. Name:			BLOC	K CAPIT	ALS				
. Company (if applicable):			BLOC	K CAPIT	ALS				
Telephone Number:				6. Fax Numb	er:				
Mobile Phone Number:									
. E-mail:									
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. Method of Payment:	Electronic Fo	unds	Cheque	Ва	ink Draft	P	ostal Ore	der	
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ayment must be in the form o ish Clearing System. Cheque							operating	y within i	the
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the undersigned, agree that Inder the Employment Permi r withdrawn application will co	ts Act 2006, as a	mended by the Em							
ayer's Signature: Driginal signature					Date:	D D	M. A	i Y	Y
equired)									_
equired) imployment Permits Section i orwarded to the applicant for o ne mandate form.									

Part

Seven

## Acceptance of Terms & Conditions

### Foreign National Declaration

I, the undersigned, agree to perform the duties with the Relevant Person on the basis of this application. I hereby solemnly declare that:

- the qualification, skills, knowledge and experience I have attained, as stated in Part 2 of the application form are true and they
  correspond with and are relevant to the position on offer;
- I am a fully accredited member of the relevant professional body pursuant to Part C of Schedule 2 in the Regulations for the position on offer, as stated in Part 5 of the application form (if applicable);
   I have been employed by the Contractor named in this application form for a minimum of six months prior to this application;
- I have been employed by the Contractor named in this application form for a minimum of six months prior to this application;
   I will continue to be employed, salaried and paid under an employment contract outside the State by the Contractor stated on this application form; and
- I will be fully tax compliant.

Furthermore, I understand and accept that in accordance with Section 25 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, a person who furnishes to the Minister, on an application under section 4, information that is false or misleading in a material respect knowing that it is so false or misleading or being reckless as to whether it is so false or misleading is guilty of an offence.

Signature of Foreign National: (Original signature required)		Title:		
Name (in BLOCK CAPITALS):	BLOCK CAPITALS	Date:	D D M M	Y Y
	normally be posted to you at your to be posted to your current address.	current addre	ss as in Part 2 o	f this Form.
Tick this box if you want your permit	to be posted to the Contractor as stated in	Part 1 of this For	rm.	
Tick this box if you want your permit	to be posted to your Authorised Agent (if a	opplicable).		

### Relevant Person Declaration

I, the Relevant Person in Ireland, confirm that the Foreign National will be performing duties in the State that arise out of the contract service agreement between the Contractor and me and I understand that the Foreign National will be returning to his/her employment outside the State with the Contractor after the completion of the duties which are part of the contract service agreement.

I understand and accept that:

- in accordance with Section 25 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, a person who furnishes to the Minister, on an application under section 4, information that is false or misleading in a material respect knowing that it is so false or misleading or being reckless as to whether it is so false or misleading is guilty of an offence.
- · neither I, nor a person acting on my behalf, shall keep any personal document belonging to a holder of an employment permit.

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### Contractor Declaration

I, the Contractor, give an undertaking that the Foreign National will be fully tax compliant for the duration of the Foreign National's stay in Ireland. I confirm that the Foreign National will be returning to my overseas place of employment after the completion of the duties as part of the contract service agreement.

I hereby solemnly declare that:

- the qualifications, skills, knowledge and experience attained by the Foreign National, as stated in Part 2 of the application form, are true and they correspond with and are relevant to the position on offer;
- the Foreign National is a fully accredited member of the relevant professional body pursuant to Part C of Schedule 2 in the Regulations for the position on offer, as stated in Part 5 of the application form (if applicable);
- the Foreign National has been employed by me for a minimum of six months prior to this application;
- where the foreign salary currently paid by me does not meet the Irish National Minimum Wage hourly rate of pay or an hourly
  rate of pay fixed under or pursuant to any other enactment that applies to the employment concerned, I undertake to pay a
  Top-Up salary to achieve the National Minimum Wage hourly rate or the hourly rate fixed under or pursuant to any other
  enactment and that this amount will appear on the foreign national's payslip for the duration of their assignment in the State.
- the Foreign National named in this application form will continue to be employed, salaried and paid under an employment contract outside the State by me, the Foreign Employer, as stated in Part 1 of this application form.

I understand and accept that:

- in accordance with Section 23 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, 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 any matter relating to or concerning such an application or the grant of the permit; 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 in accordance with Section 25 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014,
     a person who furnishes to the Minister, on an application under section 4, information that is false or misleading in a material
- a person who furnishes to the Minister, on an application under section 4, information that is false or misleading in a material
  respect knowing that it is so false or misleading or being reckless as to whether it is so false or misleading is guilty of an
  offence.
- neither I, nor a person acting on my behalf, shall keep any personal document belonging to a holder of an employment permit.

Signature of Contractor: (Original signature required)								
Name (in BLOCK CAPITALS):	BLOCK CAPITALS	Title:						
Position Held:	BLOCK CAPITALS	Date:	D	D	М	М	Y.	Ŷ

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## **Requirements for Supporting Documentation**

(A) Requirements for Contractor

If the Contractor has not been granted an Employment Permit before, they MUST submit clear copies of the following documentation: • Copy of P30 returned to the Revenue Commissioners within the 2 months preceding this application or a receipt for such return

- whether issued through ROS (Revenue Online Service) or otherwise, OR
- If the Contractor has not yet have made returns to the Revenue Commissioners in respect of employees, a copy of an official letter from Revenue confirming registration as an employer, date of registration and the ERN (Employers Registered Number).

If the Contractor has been granted an Employment Permit before but has not been granted an Employment Permit within the 12 months preceding the application they MUST submit clear copies of the following documentation:

Copy of P30 returned to the Revenue Commissioners within the 2 months preceding this application or a receipt for such return whether issued through ROS (Revenue Online Service) or otherwise.

#### Additional documentation

The Minister may request such other information as might materially assist in making a decision on an application.

### (B) Requirements for Foreign National

For all Foreign Nationals

- Clear, legible copy (preferably in colour) of the personal details pages of the Foreign National's passport, showing his or her
  picture, personal details and his or her signature.
- In the case of health professionals listed in Part B of Schedule 2 in the Regulations, a copy of the registration with the
  appropriate medical body or recognition of qualifications from the relevant Minister of the Government.

#### For all Foreign Nationals resident in the State

Please supply your GNIB personal identification number which is shown on your GNIB card. If not available please supply a
clear, legible copy (preferably in colour) of your current immigration stamps and visa.

### Please Note: Original documents should not be submitted

### Important Note concerning the passport expiry date

In the case of all applications for employment permits, the Foreign National must hold a passport which is in date and valid for at least 12 months or more after the date of the application. Employment Permits cannot be considered for Foreign Nationals who do not fulfil this requirement.

### (C) Application Requirements

#### Labour Market Needs Test

If applicable, please provide copies of newspaper and website advertisements which show clearly the dates of publication of such advertisements.

### (D) Schedule of Fees

An application for a new employment permit shall be accompanied by the fee prescribed in the following table -

EMPLOYMENT PERMIT TYPE	NEW APPLICATION FEE
General Employment Permit	€1,000 up to 24 month permit and €500 for six months or less
Critical Skills Employment Permit	€1,000 for 24 months
Dependant/Partner/Spouse Employment Permit	No Fee
Contract for Services Employment Permit	€1,000 up to 24 month permit and €500 for six months or less
Intra-Company Transfer Employment Permit	€1,000 up to 24 month permit and €500 for six months or less
Sport & Cultural Employment Permit	€1,000 up to 24 month permit and €500 for six months or less
Reactivation Employment Permit	€1,000 up to 24 month permit and €500 for six months or less
Exchange Agreement Employment Permit	No Fee
Internship Employment Permit	€1,000 up to 12 month permit and €500 for six months or less

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#### Fees not required in certain cases

No fee is payable in respect of applications for Dependant/Partner/Spouse Employment Permits and Exchange Agreement Employment Permits.

In all other cases a fee as detailed above is payable depending on the duration of the Employment Permit. However, the fee may be waived in the following cases:

Application is in respect of a Foreign National who is the Spouse or Civil Partner of an EEA national.

The following additional documentation is required in these cases:

- Applications in respect of Foreign Nationals who are the Spouses or Civil Partners of EEA nationals:
  - clear photocopies of the relevant pages of the EEA Spouse/Civil Partners' current passport showing his or her picture, personal details, passport expiry date and his or her signature, and
    - a copy of the marriage certificate or the civil partnership registration evidencing the relationship of the Foreign National and the EEA national.

### Refunds

90% of the fee will 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.

Employment Permits Section is unable to refund fees by payable order. If a refund of fees is due for any reason, a mandate form will be forwarded to the applicant for completion. The refund will be paid by EFT directly into the applicant's bank account, as per details provided on the mandate form.

#### Acceptable Forms of payment

In accordance with D/Finance Circular 1/2013, from 19 September 2014 (e-Day) the public sector will no longer accept cheques, bank drafts or postal orders from business users in respect of services rendered. To facilitate this, the Employment Permits Section now has a commercial bank account into which payments can be made by Electronic Funds Transfer (EFT). When an application is accepted as complete an email will issue to the applicant giving details of the amount of the fee due, the bank account into which the payment should be made and an Application ID number which must be used as the reference when making the payment.

For all other users, payment can continue to be made 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 Jobs, Enterprise & Innovation.

### (E) Conditions of Issue of an Employment

Permit

- 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 Α. State. Admission to the State and authorised duration of stay is subject to the control of the Immigration Authorities. All Employment Permits are issued on the proviso that the named foreign national is paid, as a minimum, the remuneration
- В. specified on the Employment Permit. The only allowable deductions are those which appear on that Employment Permit. The remuneration being paid must be verifiable in the event of a National Employment Rights Authority (NERA) inspection. Failure to comply could lead to the revocation of the Employment Permit under section 16(1)(df) of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014.
- C
- The Foreign National remains an employee of the Foreign Employer for the duration of the transfer. The Foreign National only performs the duties or undergoes the training in respect of which the Employment Permit is issued. D.
- It is recommended that an application for an Employment Permit should be made at least 12 weeks before the foreign national is E. required to take up employment.
- F. Any application that contains omissions or is incorrectly completed will be returned to the applicant or the authorised agent (if applicable) for completion.
- G. A fee, as determined by the Minister for Jobs, Enterprise and Innovation is payable by the applicant or the authorised agent (if applicable) for each Employment Permit granted.
- In line with section 24 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, H. should the employment that is the subject of the Employment Permit cease, for whatever reason, the original and the certified copy of the Employment Permit must be returned to the Employment Permits Section within 4 weeks from the date of cessation. Failure to comply with this requirement is an offence

Non-compliance with any provision of the Aliens Act 1935, the Immigration Acts, the Employment Permits Acts 2003 and 2006, as amended by the Employment Permits (Amendment) Act 2014 or any Order made under these Acts is an offence punishable by Law.

### (F) Declaration

### **Data Sharing and Data Protection**

The Employment Permits Section may undertake verification of all data submitted on this application form. The Contractor, the Relevant Person, the Foreign National and the authorised Agent (if applicable) 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.dataprotection.ie. Alternatively, they may call: (057) 868 4800 / Lo-Call Number: 1890 252231.

Please note that a percentage of all applications will be chosen at random for inspection by the National Employment Rights Authority (NERA). Relevant documents will have to be provided as part of this inspection. Under Section 16 (d) of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, the Minister may revoke an employment permit if, in the opinion of the Minister, any information provided in respect of the application for it was false or misleading in a material respect.

In accordance with Section 25 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, a person who furnishes to the Minister, on an application under section 4 or 20, information that is false or misleading in a material respect knowing that it is so false or misleading or being reckless as to whether it is so false or misleading is guilty of an offence.

Furthermore, in accordance with Section 32 (1) of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment)
 Act 2014, a person guilty of an offence under section 18(2), 19(3), 23(4) or 25 is liable—

 (a) on summary conviction, to a fine not exceeding €5,000 or imprisonment for a term not exceeding 12 months or both, or
 (b) on conviction on indictment, to a fine not exceeding €50,000 or imprisonment for a term not exceeding 5 years or both.

Please note: With effect from 2003, the names of all employers who employ employment permit holders, as well as the number of permits issued to that employer, are made publicly available on the Department's website (www.djei.ie/labour/workpermits/)

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### (G) 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 to the applicant or authorised agent (if applicable).

Attach 1 passport sized photograph, with Foreign National's name printed on the back.

#### Part One - Details of the Contractor and the Details of the Relevant Person: Complete all questions

#### Contractors should include copies of:

Completed P30/ROS Online Receipt dated within 2 months preceding the application, Or a copy of a letter from Revenue Commissioners confirming registration as an employer, if no returns have been made in respect of employees (whichever is applicable)

### Part Two - Details of Foreign National: Complete all questions

- Please supply clear copies (preferably in colour) of the following:
- Passport pages showing photograph, personal details and expiry date
- Immigration stamps (if GNIB personal identification number not available).
- Visa (if GNIB personal identification number not available).

Original documents should not be submitted.

### Part Three - Details of Redundancy: Complete all questions, as applicable.

- Please complete in relation to any redundancies within the last 6 months in the employment that is the subject of the Employment Permit application.
- Sign and date the declaration original signature required. .

### Part Four - Details of Contract Service Agreement: Complete all questions.

Please complete in relation to the details of the contract service agreement.

#### Part Five - Details of Employment: Complete all questions (unless otherwise specified)

Please provide copies of newspaper and website advertisements which show clearly the dates of publication of such advertisements.

Please supply copies of the following in the case of health professionals, including registered doctors and registered nurses who have not provided their Registration/PIN number at Part 5, Questions 3 and 4:

A copy of registration with the appropriate regulatory body or recognition of qualifications pursuant to Schedule 2 in the Regulations.

### Part Six - Details of Payment: Complete all questions

- Include the appropriate fee if required (see (D) Schedule of Fees for further information.
- Sign Payer declaration original signature required. If applicable, clear photocopies of the relevant pages of the EEA Spouse/Civil Partners' current passport showing his or her picture, personal details, passport expiry date and his or her signature, and a copy of the marriage certificate or the civil partnership registration evidencing the relationship of the Foreign National and the EEA national.

### Part Seven - Acceptance of Terms & Conditions

Sign and date the appropriate declarations - original signatures required.

## EMPLOYMENT PERMITS SECTION

### Contact Details

Website:	www.djei.ie/labour/workpermits/
E-mail:	employmentpermits@djei.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 and application forms may be downloaded from the Employment Permits Section web pages on the Department of Jobs. Enterprise and Innovation website - www.diei.ie/labour/workpermits/

PLEASE NOTE: The pages giving details on Requirement for Supporting Documentation and Application Form Checklist – parts A, B, C, D, E, F and G are for instruction purposes only. It is not necessary to include these pages when submitting the completed application form.

### Form F

Application form for grant of Reactivation Employment Permit



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3. Has the Foreign National been in the State on a previous occasion without permission?	Yes	No
4. Is the Foreign National currently employed in the State?	Yes	No
If 'Yes' please describe on what permission they have to be employed:	BLOC	K CAPITALS
BLOCK CAPITALS		
5. Has the Foreign National been employed in the State previously?	Yes	No
If 'Yes' please describe on what permission they had to be employed:	BLOG	K CAPITALS
BLOCK CAPITALS		
6. Is the Foreign National married to, or in a civil partnership with an Irish or EEA national?	Yes	No
If 'Yes' what nationality is their spouse/partner?	BLOO	K CAPITALS
7. Is the Foreign National the spouse, civil partner or dependant of, the holder of an Employment Permit or the holder of any other type of permission to work in the State?	Yes	No
You must now attach the documents outlined in Requirement for Supporting Requirements."	Documentation	n under "(B) Foreign Nation

Fage 4
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No

## Part Three Details of Redundancy

To be completed by the Person who has made the offer of employment in respect of any dismissals by reason of redundancy within the meaning of section 9 of the Redundancy Payments Act 1967 and where such dismissal was attributable wholly or mainly to the conditions specified in paragraphs (a), (b), (c), (d) or (e) of section 7(2) or to section 21 of that Act.

Please complete and sign the declaration below in full.

Have any employees of the Person who has made the offer of employment been made redundant in the employment that is the subject of this Employment Permit application over the last six months?

M		
Yes		

If any employees have been made redundant in the employment that is the subject of this Employment Permit application over the last six months please outline the reason(s) for the redundancies. This should include information on the numbers of positions in that employment that have been made redundant and explain how the position, which is the subject of this Employment Permit application, differs from those positions in that employment made redundant. Please continue on a separate sheet if required and append it to the application form.

ature of Person who has e the offer of loyment:	information to be true and accurate.	
eby solemnly declare the above ature of Person who has e the offer of loyment: jinal signature required) e (in BLOCK CAPITALS):	Information to be true and accurate.	Title:
ature of Person who has e the offer of loyment: jinal signature required)		Title:
ature of Person who has e the offer of loyment: jinal signature required) e (in BLOCK CAPITALS):	BLOCK CAPITALS	

Part Four	Details	of Emplo	yment
. Title of Job:	BLOC	CAPITALS	
	be completed by Health Pro Part A and Part B of Schedu		curity Personnel who are list tions.
2. Regulatory Body:	BLO	CK CAPITALS	
. Registration/Pin/ Licence No.:			
If the application is in respect of Regi- provide your registration details above			of Schedule 2 in the Regulations pleas
Applications for other Health Professi appropriate medical body or recogniti			rovide a copy of their registration with
. Place(s) at which the employment	concerned is to be carried out:	BLC	CKCAPITALS
	BLOC	CAPITALS	
<ul> <li>Proposed Period of Employment Permit (maximum of 2 years)</li> </ul>			
i. Proposed Start Date*:	D D M M Y Y		
We recommend all Employment Permi	t applications be submitted to the De	 partment at least 12 wee	eks before the proposed start date of
. Gross Annual Remuneration*	¢	(Gross remuneration premium payment	on excludes overtime or ts)
. Gross Annual Salary: (if different from above)	e		
. Gross Weekly Salary:	€	10. Hourly Rate of Pay:	€
1. Deductions from Gross Weekly Salary:	¢	Please specify purpose of deductions:	BLOCK CAPITALS
2. Health Insurance*:	e	Please specify name of Health Insurance	BLOCK CAPITALS
	fiable by way of supporting documen		L nsurance is being included in the Gross such documentation may also be requi
Health Insurance can only be conside	red if the provider of the health insur	ance is a person entered	in the Register of Health Benefits
Indertakings referred to in section 14 c 3. Number of hours of work per week*:	f the Health Insurance Act, 1994.		
Please note that for the purposes of Er	mployment Permit Applications, the s	tandard working week is	39 hours per week.
4. What are the main functions of th	is job:	BLOCK	CAPITALS
	BLOCK CA	PITALS	
5. Please detail the qualifications, s experience required for this job:	kills, knowledge and	BLOCK	CAPITALS
5. Please detail the qualifications, s experience required for this job:	kills, knowledge and BLOCK CA		CAPITALS

Please detail the relevant qualifications, skills, knowledge and experience of the Foreign Nation	BLOCK CAPITALS	
	BLOCK CAPITALS	
	BLOCK CAPITALS	
	BLOCK CAPITALS	
Did you use an Agent/Recruitment Agency to rec	uit the Foreign National? Yes	No
If 'Yes' please provide name and address of		
Agent/Recruitment Agency:	BEOOK OAFTIAES	
	BLOCK CAPITALS	
	BLOCK CAPITALS	
If 'No' please provide details of the recruitment method:	BLOCK CAPITALS	
	BLOCK CAPITALS	
L		
u must now attach the documents outlined in Re	uirement for Supporting Documentation under "(C) Ap (if applicable)	plication Requirements
	Page 7	REP001

Part Five	Requirement for Payment		
Is a fee payable for this Employment Permit application?	Yes	No	
If No, please indicate on what basis no fee is ap	plicable?		
The Person who made the offer of employment i applicant and has charitable status with the Rev Commissioners		Application is in respect of a non-EEA national married to or in a civil partnership with an EEA national	
Dependant/Partner/Spouse Employment Permit		Exchange Agreement Employment Permit	
If no fee is payable proceed to Part Six			

## **Details of Payment**

Important Note for Business Users - Payment by Electronic Funds Transfer In accordance with D/Finance Circular 1/2013, from 19 September 2014 (e-Day) the public sector will no longer accept cheques, bank drafts or postal orders from business users in respect of services rendered. To facilitate this, the Employment Permits Section will no longer accept paper based payments from business users and has set up a commercial bank account into which payments can be made by Electronic Funds Transfer (EFT).

Business user applicants for employment permits should complete the Contact Details of Payer (Questions 1, 2, 3, 4, 5, 6, 7, and 8), Payment Details (Question 9) and the Payers Declaration below and payment will be requested when an application is accepted into the Employment Permits Section as complete. An e-mail will issue to the applicant and their authorised agent (if applicable) giving details of the amount of the fee due, the bank account into which the payment should be made and an Application ID number which must be used as the reference when making the payment.

Applicants, other than business users can continue to make payment by cheque, bank draft or postal order and must complete all details below. Contact Details of Payer

1. Please indicate who is ma payment:	king the	Person who the offer of e		Foreign Nation	al	Other
2. Title:	Mr	Mrs	Miss	Ms Ot	her (please state)	
3. Name:			BLOCK	CAPITALS		
4. Company (if applicable):			BLOCK	CAPITALS		
5. Telephone Number:			6	. Fax Number:		
7. Mobile Phone Number:						
8. E-mail:						
Payment Details						
9. Method of Payment:	Electronic Tr	Funds ansfer	Cheque	Bank Draft	Posta	I Order
10. Cheque No.						
11. Payment enclosed:	E					
Payment must be in the form o Clearing System. Cheques sho						ating within the Irish
Payer's Declarat	tion					
I, the undersigned, agree tha (under the Employment Permit withdrawn application will cons	ts Act 2006, as a	amended by the l				
Payer's Signature:		enter an enter providely.				

required)		Date:	<i></i>	. D	.01	 1	16	
	unable to refund fees by payable order. If a refund of fees is du empletion. The refund will be paid by EFT directly into the applied							

## Part Six Acceptance of Terms & Conditions

### Declaration of Foreign National

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

I hereby solemnly declare that:

- the qualifications, skills, knowledge and experience I have attained are as stated in Part 2 of the application form and they
  correspond with and are relevant to the position on offer;
- I am a fully accredited member of the relevant professional body pursuant to Part C of Schedule 2 in the Regulations for the
  position on offer, as stated in Part 4 of the application form (if applicable);
- If this application is for a Critical Skills Employment Permit, I have received a job offer of 2 years, or more, from the Person who has made the offer of employment, as stated in Part 1 of the application form;
- if this application is for an employment in respect of a Carer in a private home and an employment permit is granted, I will
  have no objection to an Inspector from the National Employment Rights Authority (NERA) visiting the premises where
  employment is being carried out and to speak to me and the employer should the need arise; and
- · I will be fully tax compliant;

and that to the best of my knowledge and belief:

I will be employed, salaried and paid under an employment contract governed by the laws of the State by the Person who
has made the offer of employment, as stated in Part 1 of the application form;

Furthermore, I understand and accept that in accordance with Section 25 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, a person who furnishes to the Minister, on an application under section 4, information that is false or misleading in a material respect knowing that it is so false or misleading or being reckless as to whether it is so false or misleading is guilty of an offence.

Signature of Foreign National: (Original signature required)		Title:						
Name (in BLOCK CAPITALS):	BLOCK CAPITALS	Date:	C D	D	MS:	м	Y.	SY.

Your employment permit will normally be posted to you at your current address as in Part 2 of this Form.

Tick this box if you want your permit to be posted to your current address.

Tick this box if you want your permit to be posted to the Person who has made the offer of employment as stated in Part 1 of this Form.

Tick this box if you want your permit to be posted to your Authorised Agent (if applicable).

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### Declaration of Person who has made the offer of employment

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 will be applied to this Foreign National.

I hereby solemnly declare that:

- I have taken reasonable steps to satisfy myself that:
  - the qualifications, skills, knowledge and experience attained by the Foreign National are as stated in Part 2 of the application form and they correspond with and are relevant to the position on offer;
     the Foreign National is a fully accredited member of the relevant professional body pursuant to Part C of
  - the Foreign National is a fully accredited member of the relevant professional body pursuant to Part C of Schedule 2 in the Regulations for the position on offer, as stated in Part 4 of the application form (if applicable);
- if this application is in respect of a Critical Skills Employment Permit, a job offer of 2 years, or more, has been
- made to the Foreign National, as stated in Part 2 of the application form; and
- the Foreign National, as stated in Part 2 of the application form, will be employed, salaried and paid under an
  employment contract governed by the laws of the State by me, the Person who has made the offer of employment,
  as stated in Part 1 of the application form.

I further understand, declare and accept that:

- in accordance with Section 23 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, I may not make any deductions from the remuneration of, or seek to recover from, the holder of an 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 any matter relating to or concerning such an application or the grant 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.
- in accordance with Section 25 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, a person who furnishes to the Minister, on an application under section 4, information that is false or misleading in a material respect knowing that it is so false or misleading or being reckless as to whether it is so false or misleading is guilty of an offence.
- If this application is for an employment in respect of a Carer in a private home and an employment permit is
  granted, I will have no objection to an Inspector from the National Employment Rights Authority (NERA) visiting
  the premises where employment is being carried out and to speak to me and the employee should the need arise;
  and
- I have full responsibility for guaranteeing that the appropriate deductions under the PAYE system will be made from all payments (including benefits-in-kind) made to the Foreign National and that all such deductions will be paid to the Revenue Commissioners.

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.

Signature of Person who has made the offer of employment: (Original signature required)								
Name (in BLOCK CAPITALS):	BLOCK CAPITALS	Title:						
Position Held:	BLOCK CAPITALS	Date:	D	D	м	м	Y	Y.

Your certified copy of the employment permit will normally be posted to you at your current address as in Part 1 of this Form.

Tick this box if you want your certified copy of the employment permit to be posted to your current address.

Tick this box if you want your certified copy of the employment permit to be posted to your Authorised Agent (if applicable).

Authorisation of Agent	If no agent is represent	ting the applicant the	on this section	to be left blank.
If you (the applicant) wish a third party (a	agent) to act on your behalf please ensure nust be in agreement with the nomination			
Agent Name (In BLOCK CAPITALS):	BLOCK CAPITALS	Title:		
I understand that neither I, nor a person a Employment Permit.	acting on my behalf, shall keep any perso	nal document belo	nging to a h	older of an
Signature of Agent:		Data		
Original signature required)		Date:	D D	MMYY
gent's Address for Correspondence:				
Address 1:	BLOCK (	CAPITALS		
Address 2:	BLOCK (	CAPITALS		
Town:	BLOCK (	CAPITALS		
County:	BLOCK (	CAPITALS		
Country:	BLOCK (	CAPITALS		
E-mail address:				
Telephone number:		1		
Signature of Person who has nade the offer of employment: Original signature required)		Date:		M M Y Y
, the Foreign National, permit the above Bignature of Foreign National:	named agent to act on my behalf in respe			
Original signature required)		Date:	DD	M M Y Y
	Page 11			REP001/1

## **Requirements for Supporting Documentation**

# (A) Requirements for Person who has made the offer of employment

If the Person who has made the offer of employment has not been granted an Employment Permit before, they MUST submit clear copies of the following documentation:

- Copy of P30 returned to the Revenue Commissioners within the 2 months preceding this application or a receipt for such return whether issued through ROS (Revenue Online Service) or otherwise, OR
- If the Person who has made the offer of employment is a start-up Company which would not yet have made returns to the Revenue Commissioners in respect of employees, a copy of an official letter from Revenue confirming registration as an employer, date of registration and the ERN (Employers Registered Number).

If the Person who has made the offer of employment has been granted an Employment Permit before but has not been granted an Employment Permit within the 12 months preceding the application, they **MUST** submit clear copies of the following documentation:

 Copy of P30 returned to the Revenue Commissioners within the 2 months preceding this application or a receipt for such return whether issued through ROS (Revenue Online Service) or otherwise.

#### **Business Permission**

If the Person who has made the offer of employment has indicated that they are a foreign national operating a business in the State, they are required to submit copies of documentary evidence from the Minister for Justice and Equality clearly demonstrating their status within the State and their entitlement to operate a business in the State.

### Additional documentation

The Minister may request such other information as might materially assist in making a decision on an application.

### (B) Requirements for Foreign National

### For all Foreign Nationals

- Clear, legible copy (preferably in colour) of the personal details pages of the Foreign National's passport, showing his or her picture, personal details and his or her signature.
- In the case of health professionals listed in Part B of Schedule 2 in the Regulations, a copy of the registration with the
  appropriate medical body or recognition of qualifications from the relevant Minister of the Government.

### For all Foreign Nationals resident in the State

Please supply your GNIB personal identification number which is shown on your GNIB card. If not available please supply a
clear, legible copy (preferably in colour) of your current immigration stamps and visa.

### Please Note: Original documents should not be submitted

### Important Note concerning the passport expiry date

In the case of all applications for employment permits, the Foreign National must hold a passport which is in date and valid for at least 12 months or more after the date of the application. Employment Permits cannot be considered for Foreign Nationals who do not fulfil this requirement.

### (C) Application Requirements

## Please provide a copy of the Reactivation Employment Permit letter issued to the Foreign National by the Department of Justice and Equality.

For an employment in a restaurant or a fast food outlet

If the application is in respect of such employments the following additional documentation is required:

- if the establishment has been operating for one year or more, a copy of a "P35L" form returned by the Person who has made the
  offer of employment to the Revenue Commissioners,
- an up-to-date tax clearance certificate in respect of the Person who has made the offer of employment,
- copies of utility bills for the establishment's premises dated within the period of 2 months prior to the application,
- copies of any certified qualifications of the Foreign National in respect of whom the application is made,
- in the case of an application for employment as an executive chef, head chef, sous chef or specialist chef specialising in cuisine
  originating from a state that is not a Member State of the EEA, a statement from the Person who has made the offer of employment,
  confirming that the Foreign National in respect of whom the application is made shall be employed in an establishment other than a
  fast food outlet, and
- a letter from the relevant Local Health Authority confirming that the Person who has made the offer of employment has been
  granted permission to operate a restaurant at the premises.

### For an employment as a Carer in a private home

If the application is in respect of such eligible employments the following additional documentation is required:

- In the case of a trained medical professional:
  - (a) copies of qualifications confirming that the Foreign National in respect of whom the application is made is a trained medical professional in a profession listed in Part A of Schedule 2 in the Regulations, and
  - (b) a letter from a registered medical practitioner specialising in the area of illness of the person for whom the Foreign National will be caring, confirming that that person has a severe medical condition, or

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- In the case of a Carer with a long history of care:
  - (a) a copy of a P60, payslips, a notarised letter or an affidavit establishing that the Foreign National in respect of whom the application is made has a long history of caring for the person concerned, and a letter from a registered medical practitioner specialising in the area of illness of the person for whom the Foreign National will be caring confirming that that person has special care needs.

### (D) Schedule of Fees

An application for a new employment permit shall be accompanied by the fee prescribed in the following table -

EMPLOYMENT PERMIT TYPE	NEW APPLICATION FEE
General Employment Permit	€1,000 up to 24 month permit and €500 for six months or less
Critical Skills Employment Permit	€1,000 for 24 months
Dependant/Partner/Spouse Employment Permit	No Fee
Contract for Services Employment Permit	€1,000 up to 24 month permit and €500 for six months or less
Intra-Company Transfer Employment Permit	€1,000 up to 24 month permit and €500 for six months or less
Sport & Cultural Employment Permit	€1,000 up to 24 month permit and €500 for six months or less
Reactivation Employment Permit	€1,000 up to 24 month permit and €500 for six months or less
Exchange Agreement Employment Permit	No Fee
Internship Employment Permit	€1,000 up to 12 month permit and €500 for six months or less

### Fees not required in certain cases.

No fee is payable in respect of applications for Dependant/Partner/Spouse Employment Permits and Exchange Agreement Employment Permits.

In all other cases a fee as detailed above is payable depending on the duration of the Employment Permit. However, the fee may be waived in the following cases:

- Application in respect of a Foreign National who is the Spouse or Civil Partner of an EEA national.
- Where the Person who has made the offer of employment is the applicant for the Employment Permit and they have been granted charitable tax exemption status by the Revenue Commissioners.

The following additional documentation is required in these cases:

- Applications in respect of Foreign Nationals who are the Spouses or Civil Partners of EEA nationals:
  - clear photocopies of the relevant pages of the EEA Spouse/Civil Partners' current passport showing is or her picture, personal details, passport expiry date and his or her signature, and
  - a copy of the marriage certificate or the civil partnership registration evidencing the relationship of the Foreign National and the EEA national.
- Where the Person who has made the offer of employment is the applicant for the Employment Permit and they have been granted charitable tax exemption status by the Revenue Commissioners.
  - If the Person who has made the offer of employment has not been issued with an Employment Permit on the basis of not paying a fee due to charitable status within the 12 months preceding the application, please provide a copy of an official letter from the Revenue Commissioners confirming charitable status.

#### Refunds

90% of the fee will 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.

Employment Permits Section is unable to refund fees by payable order. If a refund of fees is due for any reason, a mandate form will be forwarded to the applicant for completion. The refund will be paid by EFT directly into the applicant's bank account, as per details provided on the mandate form.

#### Acceptable Forms of payment

In accordance with D/Finance Circular 1/2013, from 19 September 2014 (e-Day) the public sector will no longer accept cheques, bank drafts or postal orders from business users in respect of services rendered. To facilitate this, the Employment Permits Section now has a commercial bank account into which payments can be made by Electronic Funds Transfer (EFT). When an application is accepted as complete an email will issue to the applicant giving details of the amount of the fee due, the bank account into which the payment should be made and an *Application ID* number which <u>must</u> be used as the reference when making the payment.

For all other users, payment can continue to be made 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 Jobs, Enterprise & Innovation**.

### (E) 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. All Employment Permits are issued on the proviso that the named foreign national is paid, as a minimum, the remuneration specified on the Employment Permit. The only allowable deductions are those which appear on that Employment Permit. The remuneration being paid must be verifiable in the event of a National Employment Rights Authority (NERA) inspection. Failure to comply could lead to the revocation of the Employment Permit and exection 16(1)(df) of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014.
- C. It is recommended that an application for an Employment Permit should be made at least 12 weeks before the foreign national is required to take up employment.
- D. Any application that contains omissions or is incorrectly completed will be returned to the applicant or the authorised agent (if applicable) for completion.
- E. A fee, as determined by the Minister for Jobs, Enterprise and Innovation is payable by the applicant or the authorised agent (if applicable) for each Employment Permit granted.
- F. In line with section 24 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, should the employment that is the subject of the Employment Permit cease, for whatever reason, the original and the certified copy of the Employment Permit must be returned to the Employment Permits Section within 4 weeks from the date of cessation. Failure to comply with this requirement is an offence.

Non-compliance with any provision of the Aliens Act 1935, the Immigration Acts, the Employment Permits Acts 2003 and 2006, as amended by the Employment Permits (Amendment) Act 2014 or any Order made under these Acts is an offence punishable by Law.

### (F) Declaration

### **Data Sharing and Data Protection**

The Employment Permits Section may undertake verification of all data submitted on this application form. The Person who has made the offer of employment, the Foreign National and the authorised Agent (if applicable) 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 <u>www.dataprotection.ie</u>. Alternatively, they may call: (057) 868 4800 / Lo-Call Number: 1890 252231.

Please note that a percentage of all applications will be chosen at random for inspection by the National Employment Rights Authority (NERA). Relevant documents will have to be provided as part of this inspection. Under Section 16 (d) of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, the Minister may revoke an employment permit if, in the opinion of the Minister, any information provided in respect of the application for it was false or misleading in a material respect.

In accordance with Section 25 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, a person who furnishes to the Minister, on an application under *section 4* or 20, information that is false or misleading in a material respect knowing that it is so false or misleading or being reckless as to whether it is so false or misleading is guilty of an offence.

Furthermore, in accordance with Section 32 (1) of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, a person guilty of an offence under section 18(2), 19(3), 23(4) or 25 is liable—

(a) on summary conviction, to a fine not exceeding €5,000 or imprisonment for a term not exceeding 12 months or both, or

(b) on conviction on indictment, to a fine not exceeding €50,000 or imprisonment for a term not exceeding 5 years or both.

Please note: With effect from 2003, the names of all employers who employ employment permit holders, as well as the number of permits issued to that employer, are made publicly available on the Department's website (www.djei.ie/labour/workpermits/)

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### (G) 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 to the applicant or authorised agent (if applicable).

Attach 1 passport sized photograph, with Foreign National's name printed on the back.

Indicate the following:

The applicant (person applying i.e. Person who has made the offer of employment or the Foreign National).

#### Part One - Details of Person who has made the offer of employment: Complete all questions

Person who has made the offer of employment should include copies of:

- Completed P30/ROS Online Receipt dated within 2 months preceding the application, Or a copy of a letter from Revenue
- Commissioners confirming registration as an employer, if a start-up Company (whichever is applicable).
- Evidence of Business Permission (if applicable).

#### Part Two – Details of Foreign National: Complete all questions

Please supply clear copies (preferably in colour) of the following:

- Passport pages showing photograph, personal details and expiry date.
- Immigration stamps (if GNIB personal identification number not available).
- Visa (if GNIB personal identification number not available).

Original documents should not be submitted.

#### Part Three – Details of Redundancy: Complete all questions, as applicable.

- Please complete in relation to any redundancies within the last 6 months in the employment that is the subject of the Employment Permit application.
- Sign and date the declaration original signature required.

#### Part Four - Details of Employment: Complete all questions (unless otherwise specified)

Please provide a copy of the Reactivation Employment Permit letter issued to the Foreign National concerned by the Department of Justice and Equality.

Please supply copies of the following in the case of health professionals, including registered doctors, registered nurses and security personnel who have not provided their Registration/PIN/Licence number at Part 3, Question 3:

- A copy of registration with the appropriate regulatory body or recognition of qualifications pursuant to Schedule 2 in the Regulations.
- Please supply the following in the case of an employment in a restaurant or a fast food outlet:
- if the establishment has been operating for one year or more, a copy of a "P35L" form returned by the Person who has made the
  offer of employment to the Revenue Commissioners,
- an up-to-date tax clearance certificate in respect of the Person who has made the offer of employment,
- copies of utility bills for the establishment's premises dated within the period of 2 months prior to the application,
- copies of any certified qualifications of the Foreign National in respect of whom the application is made.
- in the case of an application for employment as an executive chef, head chef, sous chef or specialist chef specialising in cuisine
  originating from a state that is not a Member State of the EEA, a statement from the Person who has made the offer of employment,
  confirming that the Foreign National in respect of whom the application is made shall be employed in an establishment other than a
  fast food outlet, and
- a letter from the relevant Local Health Authority confirming that the Person who has made the offer of employment has been granted permission to operate a restaurant at the premises.

Please supply the following, whichever is applicable, in the case of an application for an employment in respect of an eligible Carer in a private home:

- copies of qualifications confirming that the Foreign National in respect of whom the application is made is a trained medical
  professional in a profession listed in Part A of Schedule 2 in the Regulations,
- a letter from a registered medical practitioner specialising in the area of illness of the person for whom the Foreign National will be caring, confirming that that person has a severe medical condition or that that person has special care needs,
- a copy of a P60, payslips, a notarised letter or an affidavit establishing that the Foreign National in respect of whom the application is
  made has a long history of caring for the person concerned.

### Part Five - Details of Payment: Complete all questions

- Include the appropriate fee if required (see (D) Schedule of Fees for further information.
- Sign Payer declaration original signature required.
- If applicable, a copy of an official letter from the Revenue Commissioners confirming charitable status.
- If applicable, clear photocopies of the relevant pages of the EEA Spouse/Civil Partners' current passport showing is or her picture, personal details, passport expiry date and his or her signature, and a copy of the marriage certificate or the civil partnership registration evidencing the relationship of the Foreign National and the EEA national.

### Part Six - Acceptance of Terms & Conditions

Sign and date the appropriate declarations - original signatures required.

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Address:

FUEL OVALENT DEDINITO OFOTI

Davitt House 65a Adelaide Road Dublin 2 Ireland

<b>IPLOYN</b>	IENT PERMITS SE	CTION	Contact Details
Website:	www.djei.ie/labour/workpermits/		
E-mail:	employmentpermits@djei.ie		
Call Centre:	353-1- 417 5333 LoCall: 1890 201 616 (from within Ireland only)		ent Permits Section Web pages lication forms may be downloaded from the
Far	353.1.631 3268	Employment Permits	Section web pages on the Department of Jobs,

PLEASE NOTE: The pages giving details on Requirement for Supporting Documentation and Application Form Checklist – parts A, B, C, D, E, F and G are for instruction purposes only. It is not necessary to include these pages when submitting the completed application form.

Enterprise and Innovation website - www.djei.ie/labour/workpermits/

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### Form G

Application form for grant of Exchange Agreement Employment Permit



An Roinn Post, Fiontar agus Nuálaíochta Department of Jobs, Enterprise and Innovation

## Exchange Agreement Employment Permit Application

This form should be used by either the Person who has made the offer of employment or the Foreign National, the subject of that offer of employment, who wish to apply for:

- An Employment Permit to facilitate the employment in the State, of a foreign national pursuant to an agreement or an international agreement to which the State is a party and which agreements are listed in Schedule 5 in the Regulations.
- Applications can be in respect of all employments that come within the terms of the relevant Exchange Agreement.
- Exchange Agreement Employment Permits are non-renewable and are issued for a maximum period of 12 months.

For permission to work in the State for a period of less than 90 days, the Atypical Working Scheme operated by the Department of Justice and Equality may be appropriate.

Complete ALL parts of this form as required in BLOCK CAPITALS. The Person who has made the offer of employment, the Foreign National and the Agent (if applicable), must sign the declarations at the end of the form.

INCOMPLETE FORMS WILL BE RETURNED TO THE APPLICANT OR THE AUTHORISED AGENT (IF APPLICABLE).

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

In accordance with the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, an employer making an Employment Permit application may not seek to recover the fee, if applicable, from the foreign national. (This section MUST be completed for all applications)

**Health Professional** 

Regulations please tick this box

Person who has made the offer of employment

Foreign National



Part One		Registration Details of Person who has made the offer of employment			
1. Employer Registered Num	ber:	Obtained from the Revenue Commissioners			
2. Company Name Registere (if applicable):	d Number	Obtained from the Companies Registration Office			
3. Business Name Registere (if applicable):	d Number	Obtained from the Companies Registration Office			
4. If the Person who has mad of employment is an Indus Provident Society, a Friend or a Trade Union, please st Registration Number:	trial and Ily Society	Obtained from the Registry of Friendly Societies			

5. If the Person who has made the offer of employment is a Charity, please supply the Charity Number: Obtained from the Revenue Commissioners

If the Person who has made the offer of employment is not a Limited Company, please complete Questions 6, 7, 8 and 9.

If the Person who has made the offer of employment is a Limited Company, please proceed to Question 10.

Other (please specify):

6. If the Person who has made the offer of employment is not a registered company, please indicate what type of entity it is:

Sole Trader Partnership

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## EAEP001/14

Recent Passport Photograph X1

Please print

Foreign National's name on back of photograph

and staple here.

Please state the full name employment:	of the Person who has made	e the offer of	BLOCK CAPITALS
Please state the nationali employment:	ty of the Person who has mad	ie the offer of	BLOCK CAPITALS
	de the offer of employment is to operate a business in the		y hold appropriate permission from the M
Yes No	Not applicable	If Yes, please specify:	BLOCK CAPITALS
		ion from the Minister for Justi	ce and Equality confirming your permission for Supporting Documentation).
). Registered name of Con	npany/Business:	BL	OCK CAPITALS
. Trading name of busine	ss (if different):	BL	OCK CAPITALS
2. Nature of business:		BLOCK CAPIT/	ALS
3. Company/Business Add	ress:		
Address 1:		BLOCK CAPIT	ALS
Address 2:		BLOCK CAPIT	A L S
Town:		BLOCK CAPIT	ALS
County:		BLOCK CAPIT	ALS
Country:		BLOCK CAPIT	ALS
I. Telephone Number:		15. Fax:	
5. Mobile Phone Number:			
7. E-mail:			
3. Website:			
	Swiss nationals (including d by the Person who has yment:	employe	of non-EEA nationals currently ed by the Person who has made r of employment:
			entation under "(A) Requirements for Pe
Part Two			ign National

1. Passport Number:									
2. Expiry Date:	D	D	М	Μ	Y	Y		Enter t	hese details
3. Nationality:			BLO	CK	CAI	PITALS	e		they appear or ign National's
4. First Name:			BLO	ск	CAI	PITALS			ssport.
5. Middle Name(s):			BLO	ск	CAI	PITALS			
6. Family Name:			BLO	ск	CA	PITALS			
7. Date of Birth:	D	D	M	М	Y	Y	8. N	tale:	9. Female:

Address 1:	BLOCK CAPIT	TALS
Address 2:	BLOCK CAPIT	
Town:	BLOCK CAPIT	TALS
County:	BLOCK CAPIT	TALS
Country:	BLOCK CAPIT	TALS
. Telephone No.:	12: Mobile Pho	one No.:
Please provide the Foreign Natio	onal's PPS Number if available:	
E-mail address:		
Is the Foreign National currently	in the State?	Yes No
If 'Yes' on what basis are they complete GNIB card details, as	currently in the State, please describe, and	BLOCK CAPITALS
complete onto card details, as	BLOCK CAPITALS	
Enter bei	low details exactly as they appear on the Forei	gn National's GNIB card*.
GNIB Pin No.	Dept. No.	
	but does not have a GNIB personal identification n	
working lawfully during this tim Naturalisation and immigration permit will be required. If this is the case, by submitting	I consecutive employment permits for an unint ne, s/he may be eligible to apply for a Stamp 4 j Service. However, if the Foreign National is u g this application the Foreign National confirm	permission to remain from the Irish nable to obtain a Stamp 4, an employment
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3. Has the Foreign National been in the State on a previous occasion without permission?	Yes No
4. Is the Foreign National currently employed in the State?	Yes No
If 'Yes' please describe on what permission they have to be employed:	BLOCK CAPITALS
BLOCK CAPITALS	
5. Has the Foreign National been employed in the State previously?	Yes No
If 'Yes' please describe on what permission they had to be employed:	BLOCK CAPITALS
BLOCK CAPITALS	
	Yes No
26. Is the Foreign National married to or in a civil partnership with an Irish or EA national? If 'Yes' what nationality is their spouse/partner?	Yes No BLOCK CAPITALS

You must now attach the documents outlined in Requirement for Supporting Documentation under "(B) Foreign National Requirements."

## **Part Three**

## **Details of Redundancy**

To be completed by the Person who has made the offer of employment in respect of any dismissals by reason of redundancy within the meaning of section 9 of the Redundancy Payments Act 1967 and where such dismissal was attributable wholly or mainly to the conditions specified in paragraphs (a), (b), (c), (d) or (e) of section 7(2) or to section 21 of that Act.

Please complete and sign the declaration below in full.

Have any employees of the Person who has made the offer of employment been made redundant in the employment that is the subject of this Employment Permit application over the last six months?

-	_	_	_	
E				

No

Yes

If any employees have been made redundant in the employment that is the subject of this Employment Permit application over the last six months please outline the reason(s) for the redundancies. This should include information on the numbers of positions in that employment that have been made redundant and explain how the position, which is the subject of this Employment Permit application, differs from those positions in that employment made redundant. Please continue on a separate sheet if required and append it to the application form.

where a learning dealers the shores	information to be true and accurate		
	information to be true and accurate.		
nature of Person who has de the offer of ployment:			
ginal signature required)			
ne (in BLOCK CAPITALS):	BLOCK CAPITALS	Title:	
ition Held:	BLOCK CAPITALS	Date: D D M M Y Y	
	Page 5	EAEP	P00

	Part A and Part B of Schedu		curity Personnel who are list tions.
2. Regulatory Body:	BLOO	CAPITALS	
B. Registration/Pin/ Licence No.:			
If the application is in respect of Regi provide your registration details above			of Schedule 2 in the Regulations pleas
Applications for other Health Professi appropriate medical body or recognit			rovide a copy of their registration with
I. Place(s) at which the employment	concerned is to be carried out:	BLC	CK CAPITALS
	BLOCH	CAPITALS	
5. Proposed Period of Employment Permit (maximum of 1 year)			
5. Proposed Start Date*:	D D M M Y Y	1	
We recommend all Employment Perm employment.	nit applications be submitted to the De	partment at least 12 we	eks before the proposed start date of
Gross Annual Remuneration*	e	(Gross remuneration premium payment	on excludes overtime or ts)
6. Gross Annual Salary: (if different from above)	e		
. Gross Weekly Salary:	E	10. Hourly Rate of Pay:	e
1. Deductions from Gross Weekly Salary:	¢	Please specify purpose of deductions:	BLOCK CAPITALS
12. Health Insurance <sup>®</sup> :	¢	Please specify name of Health Insurance Provider:	BLOCK CAPITALS
All amounts which make up the basic Annual Remuneration this must be veri NERA) inspection.			
Health Insurance can only be conside Indertakings referred to in section 14 o		nce is a person entered	in the Register of Health Benefits
13. Number of hours of work per	frank Health Insurance Act, 1994.		
week*: Please note that for the purposes of E	mployment Permit Applications, the s	tandard working week is	39 hours per week.
4. What are the main functions of th	nis job:	BLOCK	CAPITALS
	BLOCK CA	PITALS	
5. Please detail the qualifications, s	kills, knowledge and	BLOCK (	CAPITALS
experience required for this job:	BLOCK CA	PITALS	
		PITALS	

		CK CAPITALS			
		CK CAPITALS			
	BLO	CK CAPITALS			_
id you use an Agent/Recruitment Agency to	recruit the Fo	reign National?	Yes	No	
If 'Yes' please provide name and address Agent/Recruitment Agency:	of the	В	LOCK CAPIT	ALS	
	BLO	CK CAPITALS			
	BLO	CK CAPITALS			
If 'No' please provide details of the		81.0	CK CAPITAL	s	
recruitment method:	BLOC	K CAPITALS			
must now attach the documents outlined in			mentation under #	C) Application	Populromo
must now attach the documents outlined in	(if	tor Supporting Docu applicable)	memadon under "(	ey Application	Requiremen

Part Five	Requir	ement for Payment	
Is a fee payable for this Employment Permit application?	Yes	No	
If No, please indicate on what basis no fee is appli-	cable?		
The Person who made the offer of employment is t applicant and has charitable status with the Reven Commissioners		Application is in respect of a non-EEA national married to or in a civil partnership with an EEA national	
Dependant/Partner/Spouse Employment Permit		Exchange Agreement Employment Permit	
If no fee is payable proceed to Part Six.			

## **Details of Payment**

#### Important Note for Business Users - Payment by Electronic Funds Transfer

In accordance with D/Finance Circular 1/2013, from 19 September 2014 (e-Day) the public sector will no longer accept cheques, bank drafts or postal orders from business users in respect of services rendered. To facilitate this, the Employment Permits Section will no longer accept paper based payments from business users and has set up a commercial bank account into which payments can be made by Electronic Funds Transfer (EFT).

Business user applicants for employment permits should complete the Contact Details of Payer (Questions 1, 2, 3, 4, 5, 6, 7, and 8), Payment Details (Question 9) and the Payers Declaration below and payment will be requested when an application is accepted into the Employment Permits Section as complete. An e-mail will issue to the applicant and their authorised agent (if applicable) giving details of the amount of the fee due, the bank account into which the payment should be made and an Application ID number which must be used as the reference when making the payment.

Applicants, other than business users can continue to make payment by cheque, bank draft or postal order and must complete all details below. Contact Details of Paver

1. Please indicate who is ma payment:	king the		ho has made employment	Forei	gn National	Other
2. Title:	Mr	Mrs	Miss	Ms	Other (plea stat	
3. Name:			BLOCK	CAPITA	LS	
4. Company (if applicable):			BLOCK	CAPITA	LS	
5. Telephone Number:			6	. Fax Number	:	
7. Mobile Phone Number:						
3. E-mail:						
Payment Details	;					
9. Method of Payment:	Electronic Fu Tran		Cheque	Bank	Draft	Postal Order
10. Cheque No.						
11. Payment enclosed:	¢		_			
Payment must be in the form of Clearing System. Cheques sh						on operating within the In
Payer's Declara	tion					
I, the undersigned, agree the Under the Employment Perm withdrawn application, will con	its Act 2006, as an	nended by the				

Payer's Signature: (Original signature required)	Date:	D	D	м	м	Y	Y
Employment Permits Section is unable to refund fees by payable order. If a refund forwarded to the applicant for completion. The refund will be paid by EFT directly in the mandate form.							
Page 8						EAE	P001/1

## Part Six Acceptance of Terms & Conditions

## Declaration of Foreign

### National

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

I hereby solemnly declare that:

- the qualifications, skills, knowledge and experience I have attained are as stated in Part 2 of the application form and they
  correspond with and are relevant to the position on offer;
- I am a fully accredited member of the relevant professional body pursuant to Part C of Schedule 2 in the Regulations for the
  position on offer, as stated in Part 4 of the application form (if applicable);
- If this application is for a Critical Skills Employment Permit, I have received a job offer of 2 years, or more, from the Person who has made the offer of employment, as stated in Part 1 of the application form;
- if this application is for an employment in respect of a Carer in a private home and an employment permit is granted, I will have no objection to an Inspector from the National Employment Rights Authority (NERA) visiting the premises where employment is being carried out and to speak to me and the employer should the need arise; and
   I will be fully tax compliant;

and that to the best of my knowledge and belief:

I will be employed, salaried and paid under an employment contract governed by the laws of the State by the Person who
has made the offer of employment, as stated in Part 1 of the application form.

Furthermore, I understand and accept that in accordance with Section 25 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, a person who furnishes to the Minister, on an application under section 4, information that is false or misleading in a material respect knowing that it is so false or misleading or being reckless as to whether it is so false or misleading is guilty of an offence.

Signature of Foreign National: (Original signature required)	Title:						
Name (in BLOCK CAPITALS):	CAPITALS Date:	D	D	M	м	Y.	SY.

Your employment permit will normally be posted to you at your current address as in Part 2 of this Form.

Tick this box if you want your permit to be posted to your current address.

Tick this box if you want your permit to be posted to the Person who has made the offer of employment as stated in Part 1 of this Form.

Tick this box if you want your permit to be posted to your Authorised Agent (if applicable).

EAEP001/14

## Declaration of Person who has made the offer of employment

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 will be applied to this Foreign National.

I hereby solemnly declare that:

- · I have taken reasonable steps to satisfy myself that:
  - the qualifications, skills, knowledge and experience attained by the Foreign National are as stated in Part 2 of the application form and they correspond with and are relevant to the position on offer;
  - the Foreign National is a fully accredited member of the relevant professional body pursuant to Part C of Schedule 2 in the Regulations for the position on offer, as stated in Part 4 of the application form (if applicable);
- if this application is in respect of a Critical Skills Employment Permit, a job offer of 2 years, or more, has been
  made to the Foreign National, as stated in Part 2 of the application form; and
- the Foreign National, as stated in Part 2 of the application form, will be employed, salaried and paid under an
  employment contract governed by the laws of the State by me, the Person who has made the offer of employment,
  as stated in Part 1 of the application form.

I further understand, declare and accept that:

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- in accordance with Section 23 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, I may not make any deductions from the remuneration of, or seek to recover from, the holder of an 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 any matter relating to or concerning such an application or the grant 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.
- in accordance with Section 25 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, a person who furnishes to the Minister, on an application under section 4, information that is false or misleading in a material respect knowing that it is so false or misleading or being reckless as to whether it is so false or misleading is guilty of an offence.
- if this application is for an employment in respect of a Carer in a private home and an employment permit is granted, I will have no objection to an Inspector from the National Employment Rights Authority (NERA) visiting the premises where employment is being carried out and to speak to me and the employee should the need arise; and
- I have full responsibility for guaranteeing that the appropriate deductions under the PAYE system will be made from all payments (including benefits-in-kind) made to the Foreign National and that all such deductions will be paid to the Revenue Commissioners.

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.

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Your certified copy of the employment permit will normally be posted to you at your current address as in Part 1 of this Form.

Tick this box if you want your certified copy of the employment permit to be posted to your current address.

Tick this box if you want your certified copy of the employment permit to be posted to your Authorised Agent (If applicable).

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## **Requirements for Supporting Documentation**

## (A) Requirements for Person who has made the offer of employment

If the Person who has made the offer of employment has not been granted an Employment Permit before, they MUST submit clear copies of the following documentation:

 Copy of P30 returned to the Revenue Commissioners within the 2 months preceding this application or a receipt for such return whether issued through ROS (Revenue Online Service) or otherwise, OR

If the Person who has made the offer of employment is a start-up Company which would not yet have made returns to the Revenue Commissioners in respect of employees, a copy of an official letter from Revenue confirming registration as an employer, date of registration and the ERN (Employers Registered Number).

If the Person who has made the offer of employment, has been granted an Employment Permit before but has not been granted an Employment Permit within the 12 months preceding the application, they **MUST** submit clear copies of the following documentation:

 Copy of P30 returned to the Revenue Commissioners within the 2 months preceding this application or a receipt for such return whether issued through ROS (Revenue Online Service) or otherwise.

#### **Business Permission**

If the Person who has made the offer of employment has indicated that they are a foreign national operating a business in the State, they are required to submit copies of documentary evidence from the Minister for Justice and Equality clearly demonstrating their status within the State and their entitlement to operate a business in the State.

#### Additional documentation

The Minister may request such other information as might materially assist in making a decision on an application.

(B) Requirements for Foreign National

For all Foreign Nationals

- Clear, legible copy (preferably in colour) of the personal details pages of the Foreign National's passport, showing his or her picture, personal details and his or her signature.
- In the case of health professionals listed in Part B of Schedule 2 in the Regulations, a copy of the registration with the appropriate medical body or recognition of qualifications from the relevant Minister of the Government.

#### For all Foreign Nationals resident in the State

Please supply your GNIB personal identification number which is shown on your GNIB card. If not available please supply a
clear, legible copy (preferably in colour) of your current immigration stamps and visa.

#### Please Note: Original documents should not be submitted

#### Important Note concerning the passport expiry date

In the case of all applications for employment permits, the Foreign National must hold a passport which is in date and valid for at least 12 months or more after the date of the application. Employment Permits cannot be considered for Foreign Nationals who do not fulfil this requirement.

(C) Application Requirements

The following additional documentation must be supplied with all Exchange Agreement Employment Permit applications.

An original letter from the organisation operating the Exchange Agreement confirming that the Exchange Agreement applies to the Foreign National concerned.

## (D) Schedule of Fees

An application for a new employment permit shall be accompanied by the fee prescribed in the following table -

EMPLOYMENT PERMIT TYPE	NEW APPLICATION FEE
General Employment Permit	€1,000 up to 24 month permit and €500 for six months or less
Critical Skills Employment Permit	€1,000 for 24 months
Dependant/Partner/Spouse Employment Permit	No Fee
Contract for Services Employment Permit	€1,000 up to 24 month permit and €500 for six months or less
Intra-Company Transfer Employment Permit	€1,000 up to 24 month permit and €500 for six months or less
Sport & Cultural Employment Permit	€1,000 up to 24 month permit and €500 for six months or less
Reactivation Employment Permit	€1,000 up to 24 month permit and €500 for six months or less
Exchange Agreement Employment Permit	No Fee
Internship Employment Permit	€1,000 up to 12 month permit and €500 for six months or less

#### Fees not required in certain cases.

No fee is payable in respect of applications for Dependant/Partner/Spouse Employment Permits and Exchange Agreement Employment Permits.

In all other cases a fee as detailed above is payable depending on the duration of the Employment Permit. However, the fee may be waived in the following cases:

- Application is in respect of a Foreign National who is the Spouse or Civil Partner of an EEA national.
- Where the Person who has made the offer of employment is the applicant for the Employment Permit and they have been granted charitable tax exemption status by the Revenue Commissioners.

The following additional documentation is required in these cases:

- Applications in respect of Foreign Nationals who are the Spouses or Civil Partners of EEA nationals:
  - clear photocopies of the relevant pages of the EEA Spouse/Civil Partners' current passport showing his or her picture, personal details, passport expiry date and his or her signature, and
  - a copy of the marriage certificate or the civil partnership registration evidencing the relationship of the Foreign National and the EEA national.
- Where the Person who has made the offer of employment is the applicant for the Employment Permit and they have been granted charitable tax exemption status by the Revenue Commissioners:
  - If the Person who has made the offer of employment has not been issued with an Employment Permit on the basis of not paying a fee due to charitable status within the 12 months preceding the application, please provide a copy of an official letter from the

#### Revenue Commissioners confirming charitable status.

#### Refunds

90% of the fee will 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.

Employment Permits Section is unable to refund fees by payable order. If a refund of fees is due for any reason, a mandate form will be forwarded to the applicant for completion. The refund will be paid by EFT directly into the applicant's bank account, as per details provided on the mandate form.

#### Acceptable Forms of payment

In accordance with D/Finance Circular 1/2013, from 19 September 2014 (e-Day) the public sector will no longer accept cheques, bank drafts or postal orders from business users in respect of services rendered. To facilitate this, the Employment Permits Section now has a commercial bank account into which payments can be made by Electronic Funds Transfer (EFT). When an application is accepted as complete an email will issue to the applicant giving details of the amount of the fee due, the bank account into which the payment should be made and an Application /D number which <u>must</u> be used as the reference when making the payment.

For all other users, payment can continue to be made 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 Jobs, Enterprise & Innovation.

# *(E)* 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. All Employment Permits are issued on the proviso that the named foreign national is paid, as a minimum, the remuneration specified on the Employment Permit. The only allowable deductions are those which appear on that Employment Permit. The remuneration being paid must be verifiable in the event of a National Employment Rights Authority (NERA) inspection. Failure to comply could lead to the revocation of the Employment Permit under section 16(1)(df) of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014.
- C. It is recommended that an application for an Employment Permit should be made at least 12 weeks before the foreign national is required to take up employment.
- D. Any application that contains omissions or is incorrectly completed will be returned to the applicant or the authorised agent (if applicable) for completion.
- E. A fee, as determined by the Minister for Jobs, Enterprise and Innovation is payable by the applicant or the authorised agent (if applicable) for each Employment Permit granted.
- F. In line with section 24 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, should the employment that is the subject of the Employment Permit cease, for whatever reason, the original and the certified copy of the Employment Permit must be returned to the Employment Permits Section within 4 weeks from the date of cessation. Failure to comply with this requirement is an offence.

Non-compliance with any provision of the Aliens Act 1935, the Immigration Acts, the Employment Permits Acts 2003 and 2006, as amended by the Employment Permits (Amendment) Act 2014 or any Order made under these Acts is an offence punishable by Law.

### (F) Declaration

#### **Data Sharing and Data Protection**

The Employment Permits Section may undertake verification of all data submitted on this application form. The Person who has made the offer of employment, the Foreign National and the authorised Agent (if applicable) 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 <u>www.dataprotection.ie</u>. Alternatively, they may call: (057) 868 4800 / Lo-Call Number: 1890 252231.

Please note that a percentage of all applications will be chosen at random for inspection by the National Employment Rights Authority (NERA). Relevant documents will have to be provided as part of this inspection. Under Section 16 (d) of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, the Minister may revoke an employment permit if, in the opinion of the Minister, any information provided in respect of the application for it was false or misleading in a material respect.

In accordance with Section 25 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, a person who furnishes to the Minister, on an application under section 4 or 20, information that is false or misleading in a material respect knowing that it is so false or misleading or being reckless as to whether it is so false or misleading is guilty of an offence.

Furthermore, in accordance with Section 32 (1) of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, a person guilty of an offence under section 18(2), 19(3), 23(4) or 25 is liable—

(a) on summary conviction, to a fine not exceeding €5,000 or imprisonment for a term not exceeding 12 months or both, or
 (b) on conviction on indictment, to a fine not exceeding €50,000 or imprisonment for a term not exceeding 5 years or both.

Please note: With effect from 2003, the names of all employers who employ employment permit holders, as well as the number of permits issued to that employer, are made publicly available on the Department's website (www.djei.ie/labour/workpermits/).

### (G) 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 to the applicant or authorised agent (if applicable).

Attach 1 passport sized photograph, with Foreign National's name printed on the back.

Indicate the following:

· The applicant (person applying i.e. Person who has made the offer of employment or the Foreign National).

#### Part One - Details of Person who has made the offer of employment: Complete all questions

Person who has made the offer of employment should include copies of:

- Completed P30/ROS Online Receipt dated within 2 months preceding the application Or a copy of a letter from Revenue
- Commissioners confirming registration as an employer, if a start-up Company (whichever is applicable).
- Evidence of Business Permission (if applicable).

### Part Two - Details of Foreign National: Complete all questions

Please supply clear copies (preferably in colour) of the following:

- Passport pages showing photograph, personal details and expiry date.
- Immigration stamps (if GNIB personal identification number not available).
- · Visa (if GNIB personal identification number not available).

Original documents should not be submitted

#### Part Three – Details of Redundancy: Complete all questions, as applicable

- Please complete in relation to any redundancies within the last 6 months in the employment that is the subject of the Employment Permit application.
- Sign and date the declaration original signature required.

#### Part Four - Details of Employment: Complete all questions (unless otherwise specified)

Please supply an original letter from the organisation operating the Exchange Agreement confirming that the Exchange Agreement applies to the Foreign National concerned.

#### Part Five - Details of Payment: Complete all questions

- Include the appropriate fee if required (see (D) Schedule of Fees for further information.
- Sign Payer declaration original signature required.
- If applicable, a copy of an official letter from the Revenue Commissioners confirming charitable status.
- If applicable, clear photocopies of the relevant pages of the EEA Spouse/Civil Partners' current passport showing is or her picture, personal details, passport expiry date and his or her signature, and a copy of the marriage certificate or the civil partnership registration evidencing the relationship of the Foreign National and the EEA national.

#### Part Six - Acceptance of Terms & Conditions

Sign and date the appropriate declarations - original signatures required.

## EMPLOYMENT PERMITS SECTION

## **Contact Details**

Website:	www.djei.ie/labour/workpermits/	
E-mail:	employmentpermits@djei.ie	Employment Permits Section Web Pages
Call Centre:	353-1-417 5333	
	LoCall: 1890 201 616 (from within Ireland only)	Information and application forms may be downloaded from the
Fax:	353-1-631 3268	Employment Permits Section web pages on the Department of Jobs,
Address:	Davitt House 65a Adelaide Road Dublin 2 Ireland	Enterprise and Innovation website - www.djei.ie/labour/workpermits/

PLEASE NOTE: The pages giving details on Requirement for Supporting Documentation and Application Form Checklist – parts A, B, C, D, E, F and G are for instruction purposes only. It is not necessary to include these pages when submitting the completed application form.

## Form H

Application form for grant of Sport and Cultural Employment Permit



An Roinn Post, Fiontar agus Nuálaíochta

Department of Jobs, Enterprise and Innovation

## Sport and Cultural Employment Permit New Application

This form should be used by either the Person who has made the offer of employment or the Foreign National, the subject of that offer of employment, who wish to apply for:

An employment permit for a foreign national who has the relevant qualifications, skills, experience or knowledge and whose employment is required for the development, operation and capacity of sporting and cultural activities in the State.

Applications can be in respect of all employments in sport and cultural activities other than those employments for which an employment permit shall not be granted pursuant to Schedule 4 in the Regulations.

Complete ALL parts of this form as required in BLOCK CAPITALS. The Person who has made the offer of employment, the Foreign National and the Agent (if applicable), must sign the declarations at the end of the form.

INCOMPLETE FORMS WILL BE RETURNED TO THE APPLICANT OR THE AUTHORISED AGENT (IF APPLICABLE).

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

In accordance with the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, an employer making an Employment Permit application may not seek to recover the fee, if applicable, from the foreign national. (This section MUST be completed for all applications)

Person who has made the offer of employment

Foreign National



SCEP001/14

Recent Passport Photograph

X1

Please print

Foreign National's name

on back of photograph

and staple here.

## **Health Professional**

If this is an application for a Health Professional listed in Part A or Part B of Schedule 2 in the Regulations please tick this box

## Part One Registration Details of Person who has made the offer of employment

1. Employer Registered Number:		Obtained from the Revenue Commissioners
2. Company Name Registered Number (if applicable):		Obtained from the Companies Registration Office
3. Business Name Registered Number (if applicable):		Obtained from the Companies Registration Office
4. If the Person who has made the offer of employment is an Industrial and Provident Society, a Friendly Society or a Trade Union, please supply their Registration Number: 5. If the Person who has made the offer of employment is a Charity, please supply the Charity Number:		Obtained from the Registry of Friendly Societies Obtained from the Revenue Commissioners
	Questions 6, 7, 8 and 9. of employment is a Limited C	Limited Company, please complete Company, please proceed to Question 10. /, please indicate what type of entity it is:
Sole Trader Partnership	Other (please specify)	BLOCK CAPITALS
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higration stamps and visa. If the Foreign National has hele working lawfully during this tim Naturalisation and Immigration permit will be required. If this is the case, by submittin options and believes that an en- inter education details of the Forn Highest level of Qualification: e.g. Certificate, Diploma, Degree, etc. Title of Course: Final Subjects Taken: Result Achieved: e.g. 2.1 Has the Foreign National previou State? Has the Foreign National sought previous occasion?	d consecutive employment permits for an un me, s/he may be eligible to apply for a Stamp in Service. However, if the Foreign National confir mployment permit is still required. eign National below, which are relevant to the BLOCK CAPITALS BLOCK CAPITALS BLOCK CAPITALS BLOCK CAPITALS BLOCK CAPITALS BLOCK CAPITALS BLOCK CAPITALS BLOCK CAPITALS BLOCK CAPITALS BLOCK CAPITALS	interrupted period 4 permission to r s unable to obtain rms that s/he has e Job Offer as sta 17. Di CAPITALS B B B B B B B B CAPITALS	d of 5 years and has been emain from the Irish a Stamp 4, an employment considered the available ted in Part 4 of the application ate of Completion:

4. Is the Foreign National currently employed in the State?	Yes No
If 'Yes' please describe on what permission they have to be employed:	BLOCK CAPITALS
BLOCK CAPITALS	
5. Has the Foreign National been employed in the State previously?	Yes No
If 'Yes' please describe on what permission they had to be employed:	BLOCK CAPITALS
BLOCK CAPITALS	
6. Is the Foreign National married to, or in a civil partnership with an Irish or EA national?	Yes No
If 'Yes' what nationality is their spouse/partner?	BLOCK CAPITALS
7. Is the Foreign National the spouse, civil partner or dependant of, the holder f an Employment Permit or the holder of any other type of permission to work n the State?	Yes No
You must now attach the documents outlined in Requirement for Supporting i Requirements."	Documentation under "(B) Foreign National

Part Three

# **Details of Redundancy**

To be completed by the Person who has made the offer of employment in respect of any dismissals by reason of redundancy within the meaning of section 9 of the Redundancy Payments Act 1967 and where such dismissal was attributable wholly or mainly to the conditions specified in paragraphs (a), (b), (c), (d) or (e) of section 7(2) or to section 21 of that Act.

Please complete and sign the declaration below in full.

Have any employees of the Person who has made the offer of employment been made redundant in the employment that is the subject of this Employment Permit application over the last six months?

Yes	No
200500	

If any employees have been made redundant in the employment that is the subject of this Employment Permit application over the last six months please outline the reason(s) for the redundancies. This should include information on the numbers of positions in that employment that have been made redundant and explain how the position, which is the subject of this Employment Permit application, differs from those positions in that employment made redundant. Please continue on a separate sheet if required and append it to the application form.

I hereby solemnly declare the above information to be true and accurate.

me (in BLOCK CAPITALS):	BLOCK CAPITALS	Title:						
				_	]			
sition Held:	BLOCK CAPITALS	Date:	D	D	М	М	Y	Y.

Detail	ls of Emplo	oyment
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B L	OCK CAPITALS	
		of Schedule 2 in the Regulations please
		rovide a copy of their registration with t
ment concerned is to be carried out	BLC	OCK CAPITALS
BLO	CK CAPITALS	
ent		
D D M M Y		
Permit applications be submitted to the	Department at least 12 wee	eks before the proposed start date of
e		on excludes overtime or
¢		.,
E	10. Hourly Rate of Pay:	¢
€	Please specify purpose of deductions:	BLOCK CAPITALS
¢	Please specify name of Health Insurance	BLOCK CAPITALS
e verifiable by way of supporting docun nt Rights Authority (NERA) inspection.	on the payslips. If Health In nentation at renewal stage; s	such documentation may also be require
		in the Register of Health Benefits
r		
s of Employment Permit Applications, t	the standard working week is	s 39 hours per week.
	BLOCK	CAPITALS
of this job:		
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BLOCK ns, skills, knowledge and job:		CAPITALS
	BLO a to be completed by Health F Part A and Part B of Sche BL Registered Doctors, Nurses or Securi above. Documentary evidence will not ofessionals listed in Part B of Schedule officiations from the ment concerned is to be carried out BLO Nent C C D D M M Y Permit applications be submitted to the C C C C C C D D M M Y D D M M Y D D M M Y D D M M Y D D M M Y D D M M Y D D M M Y D D M M Y D D M M Y D D M M Y D D M M Y D D M M Y D D M M Y D D M M Y D D M M Y D D M M Y D D M M Y D D M M Y D D M M Y D D M M N Y D D M M N Y D D M M N N N N N N N N N N N N N	BLOCK CAPITALS         BLOCK CAPITALS         BLOCK CAPITALS         BLOCK CAPITALS         BLOCK CAPITALS         Registered Doctors, Nurses or Security Personnel listed in Part A above. Documentary evidence will not be required.         Operation of their qualifications from the Department of Health.         BLOCK CAPITALS         BLOCK CAPITALS         Operation of their qualifications from the Department of Health.         ment concerned is to be carried out:         BLOCK CAPITALS         Permit applications be submitted to the Department at least 12 week

se detail the relevant qualifications, skills, wledge and experience of the Foreign National	BLOCK CAPITALS				
	BLOCK CAPITALS				
	BLOCK CAPITALS				
	BLOCK CAPITALS				
f 'Yes' please provide name and address of th					
you use an Agent/Recruitment Agency to recru If 'Yes' please provide name and address of th Agent/Recruitment Agency:					
f 'Yes' please provide name and address of th	BLOCK CAPITALS				
f 'Yes' please provide name and address of th	BLOCK CAPITALS				

# Part Four A

## Details of Governing Body

In accordance with Section 3F of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, the Minister may consult with any person who, the Minister is satisfied, has knowledge of or expertise in the sport or cultural activity concerned, e.g. the sport's Governing Body. Please provide contact details below.

28. Name of organisation:	BLOCK CAPIT	ALS	
29. Contact person:	BLOCK CAPITALS	30. Title:	
31. Position Held:	BLOCK CAPITALS		
32. Telephone Number:			

You must now attach the documents outlined in Requirement for Supporting Documentation under "(C) Application Requirements" (if applicable)

Part Five	e Requirement for Payment					
Is a fee payable for this Employment Permit application?	Yes	No				
If No, please indicate on what basis no fee is applied	cable?					
The Person who made the offer of employment is t applicant and has charitable status with the Reven Commissioners		Application is in respect of a non-EEA national married to or in a civil partnership with an EEA national				
Dependant/Partner/Spouse Employment Permit		Exchange Agreement Employment Permit				
If no fee is payable proceed to Part Six.						
	Det	tails of Payment				
	September 2014	Fransfer (e-Day) the public sector will no longer accept cheques, bank d				

In accordance with D/Finance Circular 1/2013, from 19 September 2014 (e-Day) the public sector will no longer accept cheques, bank drafts or postal orders from business users in respect of services rendered. To facilitate this, the Employment Permits Section will no longer accept paper based payments from business users and has set up a commercial bank account into which payments can be made by Electronic Funds Transfer (EFT).

Business user applicants for employment permits should complete the Contact Details of Payer (Questions 1, 2, 3, 4, 5, 6, 7, and 8), Payment Details (Question 9) and the Payers Declaration below and payment will be requested when an application is accepted into the Employment Permits Section as complete. An e-mail will issue to the applicant and their authorised agent (if applicable) giving details of the amount of the fee due, the bank account into which the payment should be made and an *Application ID* number which <u>must</u> be used as the reference when making the payment.

Applicants, other than business users can continue to make	ayment by cheque, bank draft or postal order and must complete all details below.
Contact Details of Payer	

1. Please indicate who is ma payment:	king the		ho has made of employment	Foreign N	lational	Othe	r
2. Title:	Mr	Mrs	Miss	Ms	Other (please state		
3. Name:			BLOC	K CAPITALS			
4. Company (if applicable):			BLOC	K CAPITALS			
5. Telephone Number:				6. Fax Number:			
7. Mobile Phone Number:							
8. E-mail:							
Payment Details							
9. Method of Payment:	Electronic T	Funds ransfer	Cheque	Bank Dra	aft s	Postal Orde	r 📃
0. Cheque No.							
1. Payment enclosed:	¢						
Payment must be in the form o Clearing System. Cheques sho						operating w	nithin the Ir
Payer's Declarat	tion						
, the undersigned, agree tha (Under the Employment Permi withdrawn application will con	ts Act 2006, as	amended by ti	he Employment Perm				
Payer's Signature: Original signature equired)					Date: D D	M M	Y Y
Employment Permits Section is orwarded to the applicant for the mandate form.							

### Acceptance of Terms & Conditions Part Six

Declaration of Foreign National

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

I hereby solemnly declare that:

- . the qualifications, skills, knowledge and experience I have attained areas stated in Part 2 of the application form and they correspond with and are relevant to the position on offer;
- I am a fully accredited member of the relevant professional body pursuant to Part C of Schedule 2 in the Regulations for the position on offer, as stated in Part 4 of the application form (if applicable); •
- If this application is for a Critical Skills Employment Permit, I have received a job offer of 2 years, or more, from the Person who has made the offer of employment, as stated in Part 1 of the application form;
- if this application is for an employment in respect of a Carer in a private home and an employment permit is granted, I will ٠ have no objection to an Inspector from the National Employment Rights Authority (NERA) visiting the premises where employment is being carried out and to speak to me and the employer should the need arise; and .
- I will be fully tax compliant;

and that to the best of my knowledge and belief:

I will be employed, salaried and paid under an employment contract governed by the laws of the State by the Person who . has made the offer of employment, as stated in Part 1 of the application form;

Furthermore, I understand and accept that in accordance with Section 25 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, a person who furnishes to the Minister, on an application under section 4, information that is false or misleading in a material respect knowing that it is so false or misleading or being reckless as to whether it is so false or misleading is guilty of an offence.

Signature of Foreign National: Original signature required)		Title:						
Name (in BLOCK CAPITALS):	BLOCK CAPITALS	Date:	D	D	M	М	Y.	SY.
our employment permit will	normally be posted to you at your (	current addre	ss a	s in	Par	120	f thi	s Fo
Fick this box if you want your permit	to be posted to your current address.							

Tick this box if you want your permit to be posted to the Person who has made the offer of employment as stated in Part 1 of this Form.

Tick this box if you want your permit to be posted to your Authorised Agent (if applicable).

## Declaration of Person who has made the offer of employment

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 will be applied to this Foreign National.

I hereby solemnly declare that:

- I have taken reasonable steps to satisfy myself that:
  - the qualifications, skills, knowledge and experience attained by the Foreign National are as stated in Part 2 of the application form and they correspond with and are relevant to the position on offer;
     the Foreign National is a fully accredited member of the relevant professional body pursuant to Part C of Schedule 2 in the Regulations for the position on offer; as stated in Part 4 of the application form (if
- application is in respect of a Critical Skills Employment Permit, a job offer of 2 years, or more, has been
- made to the Foreign National, as stated in Part 2 of the application form; and
- the Foreign National, as stated in Part 2 of the application form, will be employed, salaried and paid under an
  employment contract governed by the laws of the State by me, the Person who has made the offer of employment,
  as stated in Part 1 of the application form.

I further understand, declare and accept that:

- in accordance with Section 23 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, I may not make any deductions from the remuneration of, or seek to recover from, the holder of an 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 any matter relating to or concerning such an application or the grant of the permit;
  - o 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.
- in accordance with Section 25 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, a person who furnishes to the Minister, on an application under section 4, information that is false or misleading in a material respect knowing that it is so false or misleading or being reckless as to whether it is so false or misleading is guilty of an offence.
- if this application is for an employment in respect of a Carer in a private home and an employment permit is
  granted, I will have no objection to an Inspector from the National Employment Rights Authority (NERA) visiting
  the premises where employment is being carried out and to speak to me and the employee should the need arise;
  and
- I have full responsibility for guaranteeing that the appropriate deductions under the PAYE system will be made from all payments (including benefits-in-kind) made to the Foreign National and that all such deductions will be paid to the Revenue Commissioners.

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.

Signature of Person who has made the offer of employment: (Original signature required)									
Name (in BLOCK CAPITALS):	BLOCK CAPITALS	Title:							
Position Held:	BLOCK CAPITALS	Date:	D	D	M	м	Y	Y	
Your certified copy of the en	nployment permit will normally be p Part 1 of this Form.	posted to you	at ye	our	curr	ent	addı	ress	as in
Tick this box if you want your certifie	ed copy of the employment permit to be pos	ted to your curre	nt ad	dres	s.			Γ	
Tick this box if you want your certific (if applicable).	ed copy of the employment permit to be pos	ted to your Auth	orised	d Age	nt				Ī

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ivacy of data is respected, all parties m copied any correspondence regarding	nust be in agreement with the nomination of a g this application.	in agent. All pa		
ent Name BLOCK CAPITALS):	BLOCK CAPITALS	Title:		]
nderstand that neither I, nor a person a nployment Permit.	acting on my behalf, shall keep any personal	document belo	onging to	a holder of an
gnature of Agent: riginal signature required)		Date:	Þ	D M M Y Y
ent's Address for Correspondence:				
Address 1:	BLOCK CA	PITALS		
Address 2:	BLOCK CA	PITALS		
Town:	BLOCK CA	PITALS		
County:	BLOCK CA	PITALS		
Country:	BLOCK CA	PITALS		
E-mail address:				
E-man audress.				
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Telephone number:		Date:	D	
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## **Requirements for Supporting Documentation**

## (A) Requirements for Person who has made

the offer of employment

If the Person who has made the offer of employment has not been granted an Employment Permit before, they MUST submit clear copies of the following documentation:

- Copy of P30 returned to the Revenue Commissioners within the 2 months preceding this application or a receipt for such return whether issued through ROS (Revenue Online Service) or otherwise, OR
- If the Person who has made the offer of employment is a start-up Company which would not yet have made returns to the Revenue Commissioners in respect of employees, a copy of an official letter from Revenue confirming registration as an employer, date of registration and the ERN (Employers Registered Number).

If the Person who has made the offer of employment has been granted an Employment Permit before but has not been granted an Employment Permit within the 12 months preceding the application, they **MUST** submit clear copies of the following documentation:

Copy of P30 returned to the Revenue Commissioners within the 2 months preceding this application or a receipt for such return whether issued through ROS (Revenue Online Service) or otherwise.

#### **Business Permission**

If the Person who has made the offer of employment has indicated that they are a foreign national operating a business in the State, they are required to submit copies of documentary evidence from the Minister for Justice and Equality clearly demonstrating their status within the State and their entitlement to operate a business in the State.

#### Additional documentation

The Minister may request such other information as might materially assist in making a decision on an application.

### (B) Requirements for Foreign National

### For all Foreign Nationals

- Clear, legible copy (preferably in colour) of the personal details pages of the Foreign National's passport, showing his or her picture, personal details and his or her signature.
- In the case of health professionals listed in Part B of Schedule 2 in the Regulations, a copy of the registration with the
  appropriate medical body or recognition of qualifications from the relevant Minister of the Government.

#### For all Foreign Nationals resident in the State

Please supply your GNIB personal identification number which is shown on your GNIB card. If not available please supply a
clear, legible copy (preferably in colour) of your current immigration stamps and visa.

#### Please Note: Original documents should not be submitted

#### Important Note concerning the passport expiry date

In the case of all applications for employment permits, the Foreign National must hold a passport which is in date and valid for at least 12 months or more after the date of the application. Employment Permits cannot be considered for Foreign Nationals who do not fulfil this requirement.

## (C) Application Requirements

#### For an employment in a restaurant or a fast food outlet

If the application is in respect of such employments the following additional documentation is required:

- if the establishment has been operating for one year or more, a copy of a "P35L" form returned by the Person who has made the
  offer of employment to the Revenue Commissioners,
- an up-to-date tax clearance certificate in respect of the Person who has made the offer of employment,
- · copies of utility bills for the establishment's premises dated within the period of 2 months prior to the application,
- copies of any certified qualifications of the Foreign National in respect of whom the application is made,
- in the case of an application for employment as an executive chef, head chef, sous chef or specialist chef specialising in cuisine
  originating from a state that is not a Member State of the EEA, a statement from the Person who has made the offer of
  employment, confirming that the Foreign National in respect of whom the application is made shall be employed in an
  establishment other than a fast food outlet, and
- a letter from the relevant Local Health Authority confirming that the Person who has made the offer of employment has been granted permission to operate a restaurant at the premises.

## (D) Schedule of Fees

An application for a new employment permit shall be accompanied by the fee prescribed in the following table -

EMPLOYMENT PERMIT TYPE	NEW APPLICATION FEE
General Employment Permit	€1,000 up to 24 month permit and €500 for six months or less
Critical Skills Employment Permit	€1,000 for 24 months
Dependant/Partner/Spouse Employment Permit	No Fee
Contract for Services Employment Permit	€1,000 up to 24 month permit and €500 for six months or less
Intra-Company Transfer Employment Permit	€1,000 up to 24 month permit and €500 for six months or less
Sport & Cultural Employment Permit	€1,000 up to 24 month permit and €500 for six months or less
Reactivation Employment Permit	€1,000 up to 24 month permit and €500 for six months or less
Exchange Agreement Employment Permit	No Fee
Internship Employment Permit	€1,000 up to 12 month permit and €500 for six months or less

#### Fees not required in certain cases.

No fee is payable in respect of applications for Dependant/Partner/Spouse Employment Permits and Exchange Agreement Employment Permits.

In all other cases a fee as detailed above is payable depending on the duration of the Employment Permit. However, the fee may be waived in the following cases:

- Application in respect of a Foreign National who is the Spouse or Civil Partner of an EEA national.
- Where the Person who has made the offer of employment is the applicant for the Employment Permit and they have been granted charitable tax exemption status by the Revenue Commissioners.

The following additional documentation is required in these cases:

- Applications in respect of Foreign Nationals who are the Spouses or Civil Partners of EEA nationals:
  - clear photocopies of the relevant pages of the EEA Spouse/Civil Partners' current passport showing is or her picture, personal details, passport expiry date and his or her signature, and
  - a copy of the marriage certificate or the civil partnership registration evidencing the relationship of the Foreign National and the EEA national.
- Where the Person who has made the offer of employment is the applicant for the Employment Permit and they have been granted charitable tax exemption status by the Revenue Commissioners.
  - If the Person who has made the offer of employment has not been issued with an Employment Permit on the basis of not paying a fee due to charitable status within the 12 months preceding the application, please provide a copy of an official letter from the Revenue Commissioners confirming charitable status

#### Refunds

90% of the fee will 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.

Employment Permits Section is unable to refund fees by payable order. If a refund of fees is due for any reason, a mandate form will be forwarded to the applicant for completion. The refund will be paid by EFT directly into the applicant's bank account, as per details provided on the mandate form.

#### Acceptable Forms of payment

In accordance with D/Finance Circular 1/2013, from 19 September 2014 (e-Day) the public sector will no longer accept cheques, bank drafts or postal orders from business users in respect of services rendered. To facilitate this, the Employment Permits Section now has a commercial bank account into which payments can be made by Electronic Funds Transfer (EFT). When an application is accepted as complete an email will issue to the applicant giving details of the amount of the fee due, the bank account into which the payment should be made and an *Application ID* number which <u>must</u> be used as the reference when making the payment.

For all other users, payment can continue to be made 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 Jobs, Enterprise & Innovation.

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## (E) 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. All Employment Permits are issued on the proviso that the named foreign national is paid, as a minimum, the remuneration specified on the Employment Permit. The only allowable deductions are those which appear on that Employment Permit. The remuneration being paid must be verifiable in the event of a National Employment Rights Authority (NERA) inspection. Failure to comply could lead to the revocation of the Employment Permit under section 16(1)(df) of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014.
- C. It is recommended that an application for an Employment Permit should be made at least 12 weeks before the foreign national is required to take up employment.
- D. Any application that contains omissions or is incorrectly completed will be returned to the applicant or the authorised agent (if applicable) for completion.
- E. A fee, as determined by the Minister for Jobs, Enterprise and Innovation is payable by the applicant or the authorised agent (if applicable) for each Employment Permit granted.
- F. In line with section 24 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, should the employment that is the subject of the Employment Permit cease, for whatever reason, the original and the certified copy of the Employment Permit must be returned to the Employment Permits Section within 4 weeks from the date of cessation. Failure to comply with this requirement is an offence.

# Non-compliance with any provision of the Aliens Act 1935, the Immigration Acts, the Employment Permits Acts 2003 and 2006, as amended by the Employment Permits (Amendment) Act 2014 or any Order made under these Acts is an offence punishable by Law.

### (F) Declaration

#### **Data Sharing and Data Protection**

The Employment Permits Section may undertake verification of all data submitted on this application form. The Person who has made the offer of employment, the Foreign National and the authorised Agent (if applicable) 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 <u>www.dataprotection.ie</u>. Alternatively, they may call: (057) 868 4800 / Lo-Call Number: 1890 252231.

Please note that a percentage of all applications will be chosen at random for inspection by the National Employment Rights Authority (NERA). Relevant documents will have to be provided as part of this inspection. Under Section 16 (d) of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, the Minister may revoke an employment permit if, in the opinion of the Minister, any information provided in respect of the application for it was false or misleading in a material respect.

In accordance with Section 25 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, a person who furnishes to the Minister, on an application under section 4 or 20, information that is false or misleading in a material respect knowing that it is so false or misleading or being reckless as to whether it is so false or misleading is guilty of an offence.

Furthermore, in accordance with Section 32 (1) of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, a person guilty of an offence under section 18(2), 19(3), 23(4) or 25 is liable—

- (a) on summary conviction, to a fine not exceeding €5,000 or imprisonment for a term not exceeding 12 months or both, or
- (b) on conviction on indictment, to a fine not exceeding €50,000 or imprisonment for a term not exceeding 5 years or both.

Please note: With effect from 2003, the names of all employers who employ employment permit holders, as well as the number of permits issued to that employer, are made publicly available on the Department's website (www.djei.ie/labour/workpermits/)

## (G) 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 to the applicant or authorised agent (if applicable).

Attach 1 passport sized photograph, with Foreign National's name printed on the back.

Indicate the following:

The applicant (person applying i.e. Person who has made the offer of employment or the Foreign National).

#### Part One - Details of Person who has made the offer of employment: Complete all questions

Person who has made the offer of employment should include copies of:

- Completed P30/ROS Online Receipt dated within 2 months preceding the application, Or a copy of a letter from Revenue
- Commissioners confirming registration as an employer, if a start-up Company (whichever is applicable).
- Evidence of Business Permission (if applicable).

#### Part Two - Details of Foreign National: Complete all guestions

Please supply clear copies (preferably in colour) of the following:

- Passport pages showing photograph, personal details and expiry date.
- Immigration stamps (if GNIB personal identification number not available).
- Visa (if GNIB personal identification number not available).

Original documents should not be submitted

#### Part Three - Details of Redundancy: Complete all questions, as applicable.

- Please complete in relation to any redundancies within the last 6 months in the employment that is the subject of the Employment Permit application.
- Sign and date the declaration original signature required.

#### Part Four - Details of Employment: Complete all questions (unless otherwise specified)

Please supply copies of the following in the case of health professionals, including registered doctors, registered nurses and security personnel who have not provided their Registration/PIN number at Part 3, Question 3:

A copy of registration with the appropriate regulatory body or recognition of qualifications pursuant to Schedule 2 in the . Regulations.

Please supply details of the Governing Body of the Sport or Cultural activity concerned.

Please supply the following in the case of an employment in a restaurant or a fast food outlet:

- if the establishment has been operating for one year or more, a copy of a "P35L" form returned by the Person who has made the offer of employment to the Revenue Commissioners.
  - an up-to-date tax clearance certificate in respect of the Person who has made the offer of employment,
- copies of utility bills for the establishment's premises dated within the period of 2 months prior to the application.
- copies of any certified qualifications of the Foreign National in respect of whom the application is made,
- in the case of an application for employment as an executive chef, head chef, sous chef or specialist chef specialising in cuisine originating from a state that is not a Member State of the EEA, a statement from the Person who has made the offer of employment, confirming that the Foreign National in respect of whom the application is made shall be employed in an establishment other than a fast food outlet, and
- a letter from the relevant Local Health Authority confirming that the Person who has made the offer of employment has been granted permission to operate a restaurant at the premises

#### Part Five - Details of Payment: Complete all guestions

- Include the appropriate fee if required (see (D) Schedule of Fees for further information.
- Sign Payer declaration original signature required.
- If applicable, a copy of an official letter from the Revenue Commissioners confirming charitable status.
- If applicable, clear photocopies of the relevant pages of the EEA Spouse/Civil Partners' current passport showing his or her picture, personal details, passport expiry date and his or her signature, and a copy of the marriage certificate or the civil partnership registration evidencing the relationship of the Foreign National and the EEA national.

#### Part Six - Acceptance of Terms & Conditions

Sign and date the appropriate declarations - original signatures required.

#### **EMPLOYMENT PERMITS SECTION Contact Details** Website: www.djei.ie/labour/workpermits/ E-mail: employmentpermits@djei.ie **Employment Permits Section Web pages** Call Centre: 353-1-417 5333 LoCall: 1890 201 616 (from within Ireland only) Information and application forms may be downloaded from the 353-1-631 3268 Fax: Employment Permits Section web pages on the Department of Jobs, Davitt House 65a Adelaide Road Dublin 2 Address: Enterprise and Innovation website - www.djei.ie/labour/workpermits/ Ireland

PLEASE NOTE: The pages giving details on Requirement for Supporting Documentation and Application Form Checklist – parts A, B, C, D, E, F and G are for instruction purposes only. It is not necessary to include these pages when submitting the completed application form.

## Form I

## Application form for grant of Internship Employment Permit



### An Roinn Post, Fiontar agus Nuálaíochta

Department of Jobs, Enterprise and Innovation

## Internship **Employment Permit Application**

This form should be used by either the Person who has made the offer of employment or the Foreign National, the subject of that offer of employment, who wish to apply for:

- An Employment Permit to facilitate the employment in the State, of a foreign national who is a full-time student enrolled in a third level institution outside the State for the purposes of gaining work experience for the completion of their Degree.
  - The foreign national must:
  - be pursuing a degree course or higher in a discipline linked to the employments in respect of which there is a shortage in respect of the qualifications, skills, knowledge or experience and which are required for the proper functioning of the economy and which are listed in Schedule 3 in the Regulations, and
  - have an offer of an Internship with an employer in the State. 2

Internship Employment Permits are non-renewable and are issued for a maximum period of 12 months.

For permission to work in the State for a period of less than 90 days, the Atypical Working Scheme operated by the Department of Justice and Equality may be appropriate.

Complete ALL parts of this form as required in BLOCK CAPITALS. The Person who has made the offer of employment, the Foreign National and the Agent (if applicable), must sign the declarations at the end of the form.

INCOMPLETE FORMS WILL BE RETURNED TO THE APPLICANT OR THE AUTHORISED AGENT (IF APPLICABLE).

Who is applying for the permit (i.e. Who is the applicant)? In accordance with the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, an employer making an Employment Permit application may not seek to recover the fee, if applicable, from the foreign national. (This section MUST be completed for all applications)

Person who has made the offer of employment



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Recent Passport Photograph

X1

Please print Foreign National's name on

back of photograph

and staple here.

### Health Professional

If this is an application for a Health Professional listed in Part A or Part B of Schedule 2 in the Regulations please tick this box

### Registration Details of Person who has Part One made the offer of employment

1. Employer Registered Number:	Obtained from the Revenue Commissioners
2. Company Name Registered Number (if applicable):	Obtained from the Companies Registration Office
3. Business Name Registered Number (if applicable):	Obtained from the Companies Registration Office
4. If the Person who has made the offer of employment is an Industrial and Provident Society, a Friendly Society or a Trade Union, please supply their Registration Number:	Obtained from the Registry of Friendly Societies
5. If the Person who has made the offer of employment is a Charity, please supply the Charity Number:	Obtained from the Revenue Commissioners

If the Person who has m	ade the offer of employme	ent is not a registered company.	company, please proceed to Question , please indicate what type of entity it is:
Sole Trader	Partnership	Other (please specify):	BLOCK CAPITALS
<ol> <li>Please state the full nam employment:</li> </ol>	ne of the Person who has r	nade the offer of	BLOCK CAPITALS
Please state the nationa employment:	lity of the Person who has	made the offer of	BLOCK CAPITALS
	ade the offer of employme y to operate a business in		y hold appropriate permission from the Minister
Yes No	Not applicable	If Yes, please specify:	BLOCK CAPITALS
			ice and Equality confirming your permission to for Supporting Documentation).
0. Registered name of Co	mpany/Business:	В	LOCK CAPITALS
1. Trading name of busine	ass (if different):	В	LOCK CAPITALS
2. Nature of business:		BLOCK CAPI	TALS
3. Company/Business Ad	dress:		
Address 1:		BLOCK CAPI	TALS
Address 2:		BLOCK CAPI	TALS
Town:		BLOCK CAPI	TALS
County:		BLOCK CAPI	TALS
Country:		BLOCK CAPI	TALS
4. Telephone Number:		15. Fax:	
6. Mobile Phone Number:			
7. E-mail:			
8. Website:			
	r Swiss nationals (includin ed by the Person who has oyment:	employ	r of non-EEA nationals currently ed by the Person who has made the employment:
The EEA comprises the Me	mber States of the Europea	n Union together with Iceland, No	rway & Liechtenstein.
rou must now attach the c		uirement for Supporting Docum s made the offer of employment	nentation under "(A) Requirements for Person v L"

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Part Two	Details of	Foreign National
1. Passport Number:		
2. Expiry Date:	D M M Y Y	Estesthese datails
3. Nationality:	BLOCK CAPITALS	Enter these details exactly as they appear on
4. First Name:	BLOCK CAPITALS	the Foreign National's passport.
5. Middle Name(s):	BLOCK CAPITALS	
6. Family Name:	BLOCK CAPITALS	
7. Date of Birth:		8. Male: 9. Female:
10. Current Address (foreign - Address 1:	address required if residing outside the State) B L O	CK CAPITALS
Address 2:	BLO	CK CAPITALS
Town:	BLO	CK CAPITALS
County:	BLO	CK CAPITALS
Country:	BLO	CK CAPITALS
11. Telephone No.:	12:	Mobile Phone No.:
13. Please provide the Foreig	n National's PPS Number if available:	
14. E-mail address:		
15. Is the Foreign National cu	rrently in the State?	Yes No
	re they currently in the State, please descr	ibe and
	tails, as requested, below:	BLOCK CAPITALS
	BLOCK CAPI	1415
	nter below details exactly as they appear o	on the Foreign National's GNIB card*.
GNIB Pin No.		Dept. No.
*If the Foreign National is in the immigration stamps and visa.	State but does not have a GNIB personal id	entification number then please supply a copy of the current
working lawfully during	this time, s/he may be eligible to apply for	for an uninterrupted period of 5 years and has been a Stamp 4 permission to remain from the Irish lational is unable to obtain a Stamp 4, an employment
	bmitting this application the Foreign Natio at an employment permit is still required.	nal confirms that s/he has considered the available

legree, etc.	BLOCK CAPITALS	17. Date of Completion:
itle of Course:	BLOCK CAP	ITALS
inal Subjects Taken:	BLOCK CAPITALS	BLOCK CAPITALS
	BLOCK CAPITALS	BLOCK CAPITALS
	BLOCK CAPITALS	BLOCK CAPITALS
	BLOCK CAPITALS	BLOCK CAPITALS
esult Achieved: g. 2.1		
as the Foreign National previo tate?	usly made an application for asylum in the	Yes No
as the Foreign National sough revious occasion?	t permission to land in the State on a	Yes No
	at basis the permission was sought and	BLOCK CAPITALS
indicate whether of not permit	BLOCK CAPITALS	
	n the State on a previous occasion without	Yes No
ermission?		
the Foreign National currently	employed in the State?	Yes No
If 'Yes' please describe on wh	at permission they have to be employed:	BLOCK CAPITALS
	BLOCK CAPITALS	
as the Foreign National been e	BLOCK CAPITALS	Yes No
		Yes No
	mployed in the State previously?	
If 'Yes' please describe on wh	mployed in the State previously? at permission they had to be employed:	
If 'Yes' please describe on wh	mployed in the State previously? at permission they had to be employed: BLOCK CAPITALS to, or in a civil partnership with, an Irish or	BLOCK CAPITALS
If 'Yes' please describe on wh the Foreign National married national? If 'Yes' what nationality is the the Foreign National the spou Employment Permit or the hol	mployed in the State previously? at permission they had to be employed: BLOCK CAPITALS to, or in a civil partnership with, an Irish or	BLOCK CAPITALS
If 'Yes' please describe on wh the Foreign National married national? If 'Yes' what nationality is thei the Foreign National the spou Employment Permit or the hole State?	at permission they had to be employed: BLOCK CAPITALS to, or in a civil partnership with, an Irish or ir spouse/partner? see, civil partner or dependant of, the holder der of any other type of permission to work cuments outlined in Requirement for Supporting D	BLOCK CAPITALS  Yes No  Yes No
If 'Yes' please describe on wh the Foreign National married national? If 'Yes' what nationality is thei the Foreign National the spou Employment Permit or the hole State?	Interpretation of the state previously?	BLOCK CAPITALS  Yes No  Yes No
If 'Yes' please describe on wh the Foreign National married national? If 'Yes' what nationality is the the Foreign National the spou Employment Permit or the hole State?	at permission they had to be employed: BLOCK CAPITALS to, or in a civil partnership with, an Irish or ir spouse/partner? see, civil partner or dependant of, the holder der of any other type of permission to work cuments outlined in Requirement for Supporting D	BLOCK CAPITALS  Yes No  Yes No
If 'Yes' please describe on wh the Foreign National married national? If 'Yes' what nationality is the the Foreign National the spou Employment Permit or the hole State?	at permission they had to be employed: BLOCK CAPITALS to, or in a civil partnership with, an Irish or ir spouse/partner? see, civil partner or dependant of, the holder der of any other type of permission to work cuments outlined in Requirement for Supporting D	BLOCK CAPITALS  Yes No  Yes No
If 'Yes' please describe on wh the Foreign National married national? If 'Yes' what nationality is the the Foreign National the spou Employment Permit or the hol State?	at permission they had to be employed: BLOCK CAPITALS to, or in a civil partnership with, an Irish or ir spouse/partner? see, civil partner or dependant of, the holder der of any other type of permission to work cuments outlined in Requirement for Supporting D	BLOCK CAPITALS  Yes No  Yes No
If 'Yes' please describe on wh the Foreign National married national? If 'Yes' what nationality is the the Foreign National the spou Employment Permit or the hol State?	at permission they had to be employed: BLOCK CAPITALS to, or in a civil partnership with, an Irish or ir spouse/partner? see, civil partner or dependant of, the holder der of any other type of permission to work cuments outlined in Requirement for Supporting D	BLOCK CAPITALS  Yes No  Yes No
If 'Yes' please describe on wh the Foreign National married national? If 'Yes' what nationality is the the Foreign National the spou Employment Permit or the hol State?	at permission they had to be employed: BLOCK CAPITALS to, or in a civil partnership with, an Irish or ir spouse/partner? see, civil partner or dependant of, the holder der of any other type of permission to work cuments outlined in Requirement for Supporting D	BLOCK CAPITALS  Yes No  Yes No

Part Three

# Details of Redundancy

To be completed by the Person who has made the offer of employment in respect of any dismissals by reason of redundancy within the meaning of section 9 of the Redundancy Payments Act 1967 and where such dismissal was attributable wholly or mainly to the conditions specified in paragraphs (a), (b), (c), (d) or (e) of section 7(2) or to section 21 of that Act.

Please complete and sign the declaration below in full.

Have any employees of the Person who has made the offer of employment been made redundant in the employment that is the subject of this Employment Permit application over the last six months?

Yes No	
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If any employees have been made redundant in the employment that is the subject of this Employment Permit application over the last six months please outline the reason(s) for the redundancies. This should include information on the numbers of positions in that employment that have been made redundant and explain how the position, which is the subject of this Employment Permit application, differs from those positions in that employment made redundant. Please continue on a separate sheet if required and append it to the application form.

I hereby solemnly declare the above information to be true and accurate.

ignature of Person who has nade the offer of mployment: Original signature required)								
ame (in BLOCK CAPITALS):	BLOCK CAPITALS	Title:						
Position Held:	BLOCK CAPITALS	Date:	0	D	м	м	ay.)	Y

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Part Four	Details	of Empl	oyment
. Title of Job:	BLOCK	CAPITALS	
	be completed by Health Prof Part A and Part B of Schedul		curity Personnel who are listed i tions.
. Regulatory Body:	BLOO	K CAPITALS	
. Registration/Pin/ icence No.:			
	istered Doctors, Nurses or Security Pe ve. Documentary evidence will not be i		A of Schedule 2 in the Regulations please
	sionals listed in Part B of Schedule 2 in tion of their qualifications from the Dep		provide a copy of their registration with the
. Place(s) at which the employmen	t concerned is to be carried out:	BL	OCK CAPITALS
	BLOCK	CAPITALS	
Proposed Period of Employment Permit (maximum of 1 year)			
. Proposed Start Date*:	D D M M Y Y		
We recommend all Employment Perm mployment.	nit applications be submitted to the De	 partment at least 12 we	eeks before the proposed start date of
. Gross Annual Remuneration*	e	(Gross remunerat premium payme	tion excludes overtime or nts)
. Gross Annual Salary: (if different from above)	e		
. Gross Weekly Salary:	E	10. Hourly Rate of Pay:	E
1. Deductions from Gross Weekly Salary:	¢	Please specify purpose of deductions:	BLOCK CAPITALS
2. Health Insurance <sup>*</sup> :	¢	Please specify name of Health Insurance Provider:	BLOCK CAPITALS
		he payslips. If Health	Insurance is being included in the Gross National Employment Rights Authority
Health Insurance can only be consid- Indertakings referred to in section 14	ered if the provider of the health insura of the Health Insurance Act, 1994.	nce is a person entere	d in the Register of Health Benefits
3. Number of hours of work per week*:			
Please note that for the purposes of E	Employment Permit Applications, the st	tandard working week i	is 39 hours per week.
4. What are the main functions of t	his job:	BLOCK	CAPITALS
	BLOCK CA	PITALS	
	BEOGR CA		
5. Please detail the qualifications, experience required for this job:	skills, knowledge and	BLOCK	CAPITALS
	skills, knowledge and	10000000000000000000000000000000000000	CAPITALS

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ase detail the relevant qualifications, skills, owledge and experience of the Foreign National:	BLOCK CAPITALS
	BLOCK CAPITALS
	BLOCK CAPITALS
	BLOCK CAPITALS
id you use an Agent/Recruitment Agency to recru	it the Foreign National? Yes No
If 'Yes' please provide name and address of the Agent/Recruitment Agency:	BLOCK CAPITALS
	BLOCK CAPITALS
	BLOCK CAPITALS
	BLOCK CAPITALS

			and the second sec					
s a fee payable for this Emp opplication?	ployment Permi	it	Yes			No	<b>b</b>	
f No, please indicate on wh	at basis no fee	is applicable	17					
he Person who made the o pplicant and has charitable commissioners				nati	is in respect of onal married to rship with an El	or in a civi	1	
ependant/Partner/Spouse	Employment Pe	ermit		Exchang	ge Agreement E	mploymen Permi		
f no fee is payable proceed	to Part Six.							
			Deta	ils of F	Paymen	t		
mportant Note for Business n accordance with D/Finance isostal orders from business u ased payments from busines ransfer (EFT). Business user applicants for e details (Question 9) and the F fermits Section as complete.	Circular 1/2013, sers in respect o as users and has employment perm Payers Declaratio	, from 19 Sep of services ren set up a con nits should co on below and	Atember 2014 (e-E ndered. To facilit nmercial bank acc proplete the Conta payment will be r	Day) the public s ate this, the Emp count into which act Details of Pa requested when	ployment Permits payments can b yer (Questions 1 an application is	Section wi e made by l , 2, 3, 4, 5, accepted ii	II no longer acce Electronic Funds 6, 7, and 8), Pay nto the Employm	nen ent
ee due, the bank account into naking the payment.								
Applicants, other than busines	ss users can con	tinue to make	e payment by che	que, bank draft	or postal order a	nd must cor	mplete all details	belo
<b>Contact Details</b>								
. Please indicate who is ma payment:	aking the		n who has made r of employment		oreign National		Other	
		1			Othe	r (please		-
. Title:	Mr	Mrs	Miss	Ms		state)		
	Mr	Mrs		OCK CAPI	TALS	state)		
. Name:	Mr	Mrs	BL			state)		
. Name: . Company (if applicable):	Mr	Mrs	BL	OCK CAPI	TALS	state)		
. Name: . Company (if applicable): . Telephone Number:	Mr	Mrs	BL	OCK CAPI	TALS	state)		
. Name: . Company (if applicable): . Telephone Number: . Mobile Phone Number:	Mr	Mrs	BL	OCK CAPI	TALS	state)		
. Name: . Company (if applicable): . Telephone Number: . Mobile Phone Number: . E-mail:		Mrs	BL	OCK CAPI	TALS	state)		
. Name: . Company (if applicable): . Telephone Number: . Mobile Phone Number: . E-mail: Payment Details			BL	OCK CAPI	TALS		stal Order	
2. Title: 3. Name: 4. Company (if applicable): 5. Telephone Number: 7. Mobile Phone Number: 8. E-mail: Payment Details 9. Method of Payment: 10. Cheque No.		Funds	BL	OCK CAPI	TALS		stal Order	
. Name: . Company (if applicable): . Telephone Number: . Mobile Phone Number: . E-mail: Payment Details . Method of Payment: 0. Cheque No.		Funds	BL	OCK CAPI	TALS		stal Order	
. Name: . Company (if applicable): . Telephone Number: . Mobile Phone Number: . E-mail: Payment Details . Method of Payment: 0. Cheque No. 1. Payment enclosed: Payment must be in the form	Electronic I Tra	Funds	B L B L Cheque	OCK CAPI	TALS nber:	Po		e Iri
. Name: . Company (if applicable): . Telephone Number: . Mobile Phone Number: . E-mail: Payment Details . Method of Payment: 0. Cheque No. 1. Payment enclosed: Payment must be in the form of Nearing System. Cheques sh	Electronic Tra	Funds	B L B L Cheque	OCK CAPI	TALS nber:	Po		ne Iri
. Name: . Company (if applicable): . Telephone Number: . Mobile Phone Number: . E-mail: Payment Details . Method of Payment:	Electronic I C C C C C C C C C C C C C	Funds ansfer	B L B L B L Cheque Cheque	OCK CAPI	TALS nber:	Po institution of Applicant	perating within th specified on Pa	ge 1

## Part Six Acceptance of Terms & Conditions

## Declaration of Foreign

## National

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

I hereby solemnly declare that:

- the qualifications, skills, knowledge and experience I have attained are as stated in Part 2 of the application form and they
  correspond with and are relevant to the position on offer;
- I am a fully accredited member of the relevant professional body pursuant to Part C of Schedule 2 in the Regulations for the
  position on offer, as stated in Part 4 of the application form (if applicable);
- If this application is for a Critical Skills Employment Permit, I have received a job offer of 2 years, or more, from the Person who has made the offer of employment, as stated in Part 1 of the application form;
- if this application is for an employment in respect of a Carer in a private home and an employment permit is granted, I will
  have no objection to an Inspector from the National Employment Rights Authority (NERA) visiting the premises where
  employment is being carried out and to speak to me and the employer should the need arise; and
- I will be fully tax compliant;

and that to the best of my knowledge and belief:

I will be employed, salaried and paid under an employment contract governed by the laws of the State by the Person who
has made the offer of employment, as stated in Part 1 of the application form.

Furthermore, I understand and accept that in accordance with Section 25 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, a person who furnishes to the Minister, on an application under section 4, information that is false or misleading in a material respect knowing that it is so false or misleading or being reckless as to whether it is so false or misleading is guilty of an offence.

Signature of Foreign lational: Original signature required)		Title:						
ame (in BLOCK CAPITALS):	BLOCK CAPITALS	Date:	D	D	M	м	Y.	SYS
our employment permit will	normally be posted to you at your	current addre			Dad	2.0		e Eo

Tick this box if you want your permit to be posted to the Person who has made the offer of employment as stated in Part 1 of this Form.

Tick this box if you want your permit to be posted to your Authorised Agent (if applicable).

## Declaration of Person who has made the offer of employment

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 will be applied to this Foreign National.

I hereby solemnly declare that:

- I have taken reasonable steps to satisfy myself that:
  - the qualifications, skills, knowledge and experience attained by the Foreign National are as stated in Part 2 of the application form and they correspond with and are relevant to the position on offer;
  - the Foreign National is a fully accredited member of the relevant professional body pursuant to Part C of Schedule 2 in the Regulations for the position on offer, as stated in Part 4 of the application form (if applicable);
- if this application is in respect of a Critical Skills Employment Permit, a job offer of 2 years, or more, has been
  made to the Foreign National, as stated in Part 2 of the application form; and
- the Foreign National, as stated in Part 2 of the application form, will be employed, salaried and paid under an
  employment contract governed by the laws of the State by me, the Person who has made the offer of employment,
  as stated in Part 1 of the application form.

I further understand, declare and accept that:

- in accordance with Section 23 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, I may not make any deductions from the remuneration of, or seek to recover from, the holder of an 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 any matter relating to or concerning such an application or the grant 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.
- in accordance with Section 25 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, a person who furnishes to the Minister, on an application under section 4, information that is false or misleading in a material respect knowing that it is so false or misleading or being reckless as to whether it is so false or misleading is guilty of an offence.
- if this application is for an employment in respect of a Carer in a private home and an employment permit is
  granted, I will have no objection to an Inspector from the National Employment Rights Authority (NERA) visiting
  the premises where employment is being carried out and to speak to me and the employee should the need arise;
  and
- I have full responsibility for guaranteeing that the appropriate deductions under the PAYE system will be made from all payments (including benefits-in-kind) made to the Foreign National and that all such deductions will be paid to the Revenue Commissioners.

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.

Signature of Person who has made the offer of employment: (Original signature required)								
Name (in BLOCK CAPITALS):	BLOCK CAPITALS	Title:						
Position Held:	BLOCK CAPITALS	Date:	D	D	м	М.	Y	Y.

Your certified copy of the employment permit will normally be posted to you at your current address as in Part 1 of this Form.

Tick this box if you want your certified copy of the employment permit to be posted to your current address.

Tick this box if you want your certified copy of the employment permit to be posted to your Authorised Agent (if applicable).

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	agent) to act on your behalf please ensure t must be in agreement with the nomination o			
copied any correspondence regardin	g uns application.			
gent Name n BLOCK CAPITALS):	BLOCK CAPITALS	Title:		
nderstand that neither I, nor a person nployment Permit.	acting on my behalf, shall keep any person	al document belo	onging to a	holder of an
gnature of Agent: riginal signature required)		Date:	0 0	M M Y Y
ent's Address for Correspondence:				
Address 1:	BLOCK C	APITALS		
Address 2:	BLOCK C	APITALS		
Town:	BLOCK C	APITALS		
County:	BLOCK C	APITALS		
Country:	BLOCK C	APITALS		
E-mail address:				
Telephone number:				
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# **Requirements for Supporting Documentation**

# (A) Requirements for Person who has made

the offer of employment

If the Person who has made the offer of employment has not been granted an Employment Permit before, they MUST submit clear copies of the following documentation:

 Copy of P30 returned to the Revenue Commissioners within the 2 months preceding this application or a receipt for such return whether issued through ROS (Revenue Online Service) or otherwise, OR

If the Person who has made the offer of employment is a start-up Company which would not yet have made returns to the Revenue Commissioners in respect of employees, a copy of an official letter from Revenue confirming registration as an employer, date of registration and the ERN (Employers Registered Number).

If the Person who has made the offer of employment has been granted an Employment Permit before but has not been granted an Employment Permit within the 12 months preceding the application, they **MUST** submit clear copies of the following documentation:

 Copy of P30 returned to the Revenue Commissioners within the 2 months preceding this application or a receipt for such return whether issued through ROS (Revenue Online Service) or otherwise.

#### **Business Permission**

If the Person who has made the offer of employment has indicated that they are a foreign national operating a business in the State, they are required to submit copies of documentary evidence from the Minister for Justice and Equality clearly demonstrating their status within the State and their entitlement to operate a business in the State.

#### Additional documentation

The Minister may request such other information as might materially assist in making a decision on an application.

## (B) Requirements for Foreign National

## For all Foreign Nationals

- Clear, legible copy (preferably in colour) of the personal details pages of the Foreign National's passport, showing his or her picture, personal details and his or her signature.
- In the case of health professionals listed in Part B of Schedule 2 in the Regulations, a copy of the registration with the appropriate medical body or recognition of qualifications from the relevant Minister of the Government.

## For all Foreign Nationals resident in the State

Please supply your GNIB personal identification number which is shown on your GNIB card. If not available please supply a
clear, legible copy (preferably in colour) of your current immigration stamps and visa.

#### Please Note: Original documents should not be submitted

#### Important Note concerning the passport expiry date

In the case of all applications for employment permits, the Foreign National must hold a passport which is in date and valid for at least 12 months or more after the date of the application. Employment Permits cannot be considered for Foreign Nationals who do not fulfil this requirement.

## (C) Application Requirements

## The following additional documentation must be supplied with all Internship Employment Permit applications.

An original letter from a third level institution outside the State-

- confirming that the foreign national is enrolled as a full-time student at that institution,
- providing the name and description of the course of study in which the foreign national is enrolled,
- providing the qualifications or skills with which the course of study is wholly or substantially concerned,
- confirming that the employment in respect of which the application is made is wholly or substantially concerned with the course of study on which the foreign national is enrolled,
- confirming that the foreign national is required, for the completion of the course of study, to obtain experience in the practice of
  the skills or qualifications with which the course of study is concerned for a period of not more than 12 months in an employment
  that requires the practice of those skills or qualifications, and
- confirming that the foreign national is required to return to the institution at the end of the 12 month period in order to complete the course of study.

An original letter from the person who has made the offer of employment-

- confirming that the employment is for a period not exceeding 12 months, and
- stating the employment, as listed in Schedule 3 of the Regulations, in which the foreign national is to be employed.

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## (D) Schedule of Fees

An application for a new employment permit shall be accompanied by the fee prescribed in the following table -

<ul> <li>€1,000 up to 24 month permit and €500 for six months or less</li> <li>€1,000 for 24 months</li> <li>No Fee</li> </ul>
No Fee
€1,000 up to 24 month permit and €500 for six months or less
€1,000 up to 24 month permit and €500 for six months or less
€1,000 up to 24 month permit and €500 for six months or less
€1,000 up to 24 month permit and €500 for six months or less
No Fee
€1,000 up to 12 month permit and €500 for six months or less

#### Fees not required in certain cases.

No fee is payable in respect of applications for Dependant/Partner/Spouse Employment Permits and Exchange Agreement Employment Permits.

In all other cases a fee as detailed above is payable depending on the duration of the Employment Permit. However, the fee may be waived in the following cases:

- Application in respect of a Foreign National who is the Spouse or Civil Partner of an EEA national.
- Where the Person who has made the offer of employment is the applicant for the Employment Permit and they have been granted charitable tax exemption status by the Revenue Commissioners.

The following additional documentation is required in these cases

- Applications in respect of Foreign Nationals who are the Spouses or Civil Partners of EEA nationals:
  - clear photocopies of the relevant pages of the EEA Spouse/Civil Partners' current passport showing his or her picture, personal details, passport expiry date and his or her signature, and
  - × a copy of the marriage certificate or the civil partnership registration evidencing the relationship of the Foreign National and the EEA national.
- Where the Person who has made the offer of employment is the applicant for the Employment Permit and they have been granted charitable tax exemption status by the Revenue Commissioners:
  - If the Person who has made the offer of employment has not been issued with an Employment Permit on the basis of not paying a fee due to charitable status within the 12 months preceding the application, please provide a copy of an official letter from the Revenue Commissioners confirming charitable status.

#### Refunds

90% of the fee will 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.

Employment Permits Section is unable to refund fees by payable order. If a refund of fees is due for any reason, a mandate form will be forwarded to the applicant for completion. The refund will be paid by EFT directly into the applicant's bank account, as per details provided on the mandate form

#### Acceptable Forms of payment

In accordance with D/Finance Circular 1/2013, from 19 September 2014 (e-Day) the public sector will no longer accept cheques, bank drafts or postal orders from business users in respect of services rendered. To facilitate this, the Employment Permits Section now has a commercial bank account into which payments can be made by Electronic Funds Transfer (EFT). When an application is accepted as complete an email will issue to the applicant giving details of the amount of the fee due, the bank account into which the payment should be made and an Application ID number which must be used as the reference when making the payment,

For all other users, payment can continue to be made 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 Jobs, Enterprise & Innovation.

## (E) 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.
- All Employment Permits are issued on the proviso that the named foreign national is paid, as a minimum, the remuneration specified B. on the Employment Permit. The only allowable deductions are those which appear on that Employment Permit. The remuneration being paid must be verifiable in the event of a National Employment Rights Authority (NERA) inspection. Failure to comply could lead to the revocation of the Employment Permit under section 16(1)(df) of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014.
- C. It is recommended that an application for an Employment Permit should be made at least 12 weeks before the foreign national is required to take up employment.
- D. Any application that contains omissions or is incorrectly completed will be returned to the applicant or the authorised agent (if applicable) for completion.
- E. A fee, as determined by the Minister for Jobs, Enterprise and Innovation is payable by the applicant or the authorised agent (if applicable) for each Employment Permit granted.
- In line with section 24 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, should E. the employment that is the subject of the Employment Permit cease, for whatever reason, the original and the certified copy of the Employment Permit must be returned to the Employment Permits Section within 4 weeks from the date of cessation. Failure to comply with this requirement is an offence.

Non-compliance with any provision of the Aliens Act 1935, the Immigration Acts, the Employment Permits Acts 2003 and 2006, as amended by the Employment Permits (Amendment) Act 2014 or any Order made under these Acts is an offence punishable by Law.

## (F) Declaration

#### Data Sharing and Data Protection

The Employment Permits Section may undertake verification of all data submitted on this application form. The Person who has made the offer of employment, the Foreign National and the authorised Agent (if applicable) 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.dataprotection.ie. Alternatively, they may call: (057) 868 4800 / Lo-Call Number: 1890 252231.

Please note that a percentage of all applications will be chosen at random for inspection by the National Employment Rights Authority (NERA). Relevant documents will have to be provided as part of this inspection. Under Section 16 (d) of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, the Minister may revoke an employment permit if, in the opinion of the Minister, any information provided in respect of the application for it was false or misleading in a material respect.

In accordance with Section 25 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, a person who furnishes to the Minister, on an application under section 4 or 20, information that is false or misleading in a material respect knowing that it is so false or misleading or being reckless as to whether it is so false or misleading is guilty of an offence.

Furthermore, in accordance with Section 32 (1) of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, a person guilty of an offence under section 18(2), 19(3), 23(4) or 25 is liable— (a) on summary conviction, to a fine not exceeding €5,000 or imprisonment for a term not exceeding 12 months or both, or

- (b) on conviction on indictment, to a fine not exceeding €50,000 or imprisonment for a term not exceeding 5 years or both.

Please note: With effect from 2003, the names of all employers who employ employment permit holders, as well as the number of permits issued to that employer, are made publicly available on the Department's website (www.djei.ie/labour/workpermits/).

	e ensure that the application form is completed correctly. The following checklist should be used to ensure that all requation/documentation is provided. Incomplete application forms will be returned to the applicant or authorised agent (if applicable)
Atta	ch 1 passport sized photograph, with Foreign National's name printed on the back.
ndik	cate the following: The applicant (person applying i.e. Person who has made the offer of employment or the Foreign National).
art	One – Details of Person who has made the offer of employment: Complete all questions
ers	son who has made the offer of employment should include <u>copies</u> of: Completed P30/ROS Online Receipt dated within 2 months preceding the application <b>Or</b> a copy of a letter from Revenue Commissioners confirming registration as an employer, if a start-up Company (whichever is applicable). Evidence of Business Permission (if applicable).
art	Two – Details of Foreign National: Complete all questions
lea	ise supply clear copies (preferably in colour) of the following: Passport pages showing photograph, personal details and expiry date. Immigration stamps (if GNIB personal identification number not available). Visa (if GNIB personal identification number not available).
Drig	inal documents should <u>not</u> be submitted.
art	Three – Details of Redundancy: Complete <u>all</u> questions, as applicable
	Please complete in relation to any redundancies within the last 6 months in the employment that is the subject of the Employment Permit application. Sign and date the declaration - original signature required.
art	Four – Details of Employment: Complete all questions (unless otherwise specified)
lea	ise supply an <b>original</b> letter from the third level institution outside the State to include the following: confirmation that the foreign national is enrolled as a full-time student at that institution, providing the name and description of the course of study in which the foreign national is enrolled, providing the qualifications or skills with which the course of study is wholly or substantially concerned, confirming that the employment in respect of which the application is made is wholly or substantially concerned with the course of study on which the foreign national is enrolled, confirming that the foreign national is required, for the completion of the course of study, to obtain experience in the practice of the skills or qualifications with which the course of study is concerned for a period of not more than 12 months in an employment that requires the practice of those skills or qualifications. And confirming that the foreign national is required to return to the institution at the end of the 12 month period in order to complete the
'lea	course of study ise supply an <b>original</b> letter from the person who has made the offer of employment to include the following: confirming that the employment is for a period not exceeding 12 months, and stating the employment, as listed in Schedule 3 of the Regulations, in which the foreign national is to be employed.
art	Five – Details of Payment: Complete all questions
	Include the appropriate fee if required (see (D) Schedule of Fees for further information). Sign Payer declaration - original signature required. If applicable, a copy of an official letter from the Revenue Commissioners confirming charitable status. If applicable, clear photocopies of the relevant pages of the EEA Spouse/Civil Partners' current passport showing his or her picture, personal details, passport expiry date and his or her signature, and a copy of the marriage certificate or the civil partnership registration evidencing the relationship of the Foreign National and the EEA national.
art	Six - Acceptance of Terms & Conditions Sign and date the appropriate declarations - original signatures required

IFLOIN	IENT PERMITS SE	CHON	Contact Details
Website: E-mail: Call Centre:	www.djei.ie/labour/workpermits/ employmentpermits@djei.ie 353-1-417 5333		
Gan Gentre.	LoCall: 1890 201 616 (from within Ireland only)	Information and ap	ment Permits Section Web Pages plication forms may be downloaded from the s Section web pages on the Department of Jobs
Fax:	353-1-631 3268	Enterprise and Innov	vation website - www.djei.ie/labour/workpermits/
Address:	Davitt House 65a Adelaide Road Dublin 2 Ireland		

PLEASE NOTE: The pages giving details on Requirement for Supporting Documentation and Application Form Checklist – parts A, B, C, D, E, F and G are for instruction purposes only. It is not necessary to include these pages when submitting the completed application form.

## Form J

## Application form for renewal of Dependant/Partner/Spouse Employment Permit



Page 1

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f the Employer is no	t a registered company, pleas	e indicate what type of entity it	is:
Sole Trader	Partnership	Other (please specify):	BLOCK CAPITALS
Please state the full	name of the Employer:		BLOCK CAPITALS
Please state the nati	onality of the Employer:		BLOCK CAPITALS
If the Employer is no business in the Sta		appropriate permission from t	he Minister for Justice and Equality to o
Yes	No Not applicable	If Yes, please	BLOCK CAPITALS
		entation from the Minister for Jus ill be returned (see Requirements	tice and Equality confirming your permissio for Supporting Documentation).
	f Company/Business:		OCK CAPITALS
. Trading name of bu	usiness (if different):	BI	OCK CAPITALS
. Nature of business		BLOCK CAPIT	ALS
. Company/Business			
Address 1		BLOCK CAPIT	ALS
Address 2	:	BLOCK CAPIT	ALS
Town	-	BLOCK CAPIT	ALS
County	:	BLOCK CAPIT	ALS
Country	:	BLOCK CAPIT	ALS
4. Telephone Number	:	15. Fax	:
6. Mobile Phone Number:	-		
7. E-mail:			
8. Website:			
A.J. A.A	d/or Swiss nationals (includin ployed by the Employer:	-	r of non-EEA nationals currently red by the Employer:
		empre,	ier al and annihier jerr

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6. Family Nar	ne:	BLOCK	CAPITAL	s							
7. Date of Bir	th:	D D M M Y	Y		8. Male:		9	. Femal	e:		
. Telephone No.	. [			11	: Mobile Ph	one No.					
. Current Addre	ss:				BLOC	K CA	PITA	LS			
			BLO	CK CAPI	FALS						
			BLO	CK CAPI	TALS						
			BLO	CK CAPI	FALS						
3. Please provide	the Forei	gn National's PPS Nu	mber:								
I. Please provide	the numb	er of the Employmen	t Permit bein	g renewed:			Τ			T	
. E-mail:	Γ					_	-			-	
Immigration D	etails /Plau	ase enter the details exi	artlu as theu s	annear on vou	current GNI	R card*					
GNIB Pin	etans (Pree	ise enter the details exi	actry as they a			B card )	8				
No.				Dept. N	ło.						
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	e	Details	of Emplo	<u>byment</u>
. Title of Job:		BLOCI	CAPITALS	
NOTE: Questions 2		be completed by Health Pro Part A and Part B of Schedu		curity Personnel who are liste tions.
2. Regulatory Body:		BLO	CK CAPITALS	
3. Registration/Pin/ Licence No.:				
		tered Doctors, Nurses or Security P Documentary evidence will not be		of Schedule 2 in the Regulations please
		onals listed in Part B of Schedule 2 i on of their qualifications from the De		provide a copy of their registration with t
. Place(s) at which the e	employment	concerned is to be carried out:	BLO	OCK CAPITALS
		BLOCI	CAPITALS	
5. Proposed Period of Er Permit (maximum pe years)*			]	
mployment Permit renew Employment Permit.	eration*	€	_	before the expiry date of the existing on excludes overtime or ts)
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(if different from above	e)	€ €	9. Hourly Rate of Pay:	E
(if different from above 8. Gross Weekly Salary: 10. Deductions from Gro	e)		Pay: Please specify purpose of	E BLOCK CAPITALS
(if different from above) 8. Gross Weekly Salary:	e)	¢	Pay: Please specify purpose of deductions:	
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<ol> <li>B. Gross Weekly Salary:</li> <li>Deductions from Grosalary:</li> <li>Deductions from Grosalary:</li> <li>Health Insurance*:</li> <li>All amounts which make Annual Remuneration this in the event of a National I ' Health Insurance can on Undertakings referred to in</li> <li>Number of hours of v week*:</li> </ol>	e) oss Weekly up the basic : must be vent Employment F ly be consider n section 14 o work per purposes of El	€ € € salary must appear as payments on iable by way of supporting documen bights Authority (NERA) inspection. red if the provider of the health insure the Health Insurance Act, 1994. mployment Permit Applications, the	Pay: Please specify purpose of deductions: Please specify name of Health Insurance Provider: the payslips. If Health II tation at renewal stage; ance is a person entered standard working week i	BLOCK CAPITALS BLOCK CAPITALS Insurance is being included in the Gross such documentation may also be required in the Register of Health Benefits

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						Research	er
1. Passport Number:							
2. Expiry Date:	D D	M	M	Ŷ	Y	the second se	these details
3. Nationality:		BLO	оск	CAP	ITALS	the P	is they appear on rimary Permit s or Researcher's
4. First Name:		BLO	оск	CAP	ITALS		passport.
5. Middle Name(s):		BLO	оск	CAP	ITALS		
6. Family Name:		BLO	оск	CAP	ITALS		
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Primary Permit Hold				-			
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heir current immigration Please enter the Hos	n stamps a	nd visa ment r	numbe	er for th	ne Researcher ( wirement for St	if applicable):	

Part Four	our Requirement for Payment					
Is a fee payable for this Employment Permit application?	Yes	No				
If No, please indicate on what basis no fee is app	licable?					
The Employer is the applicant and has charitable the Revenue Commissioners	status with	Application is in respect of a non-EEA national married to or in a civil partnership with an EEA national				
Dependant/Partner/Spouse Employment Permit		Unlimited General, Reactivation or Sports and Cultural Employment Permit				
If no fee is payable proceed to Part Five.						
	De	tails of Payment				

Important Note for Business Users - Payment by Electronic Funds Transfer

In accordance with D/Finance Circular 1/2013, from 19 September 2014 (e-Day) the public sector will no longer accept cheques, bank drafts or postal orders from business users in respect of services rendered. To facilitate this, the Employment Permits Section will no longer accept paper based payments from business users and has set up a commercial bank account into which payments can be made by Electronic Funds Transfer (EFT).

Business user applicants for employment permits should complete the Contact Details of Payer (Questions 1, 2, 3, 4, 5, 6, 7, and 8), Payment Details (Question 9) and the Payers Declaration below and payment will be requested when an application is accepted into the Employment Permits Section as complete. An e-mail will issue to the applicant and their authorised agent (if applicable) giving details of the amount of the fee due, the bank account into which the payment should be made and an *Application ID* number which <u>must</u> be used as the reference when making the payment.

Applicants, other than business users can continue to make payment by cheque, bank draft or postal order and must complete all details below.

## Contact Details of Payer

1. Please indicate who is ma	king the payment:	Employer	Foreign	National	Other
2. Title:	Mr M	Irs Miss	Ms	Other (pleas stat	
3. Name:		BLO	CK CAPITALS		
4. Company (if applicable):		BLO	CK CAPITALS	į.	
5. Telephone Number:			6. Fax Number:		
7. Mobile Phone Number:					
8. E-mail:				]	
Payment Details					
9. Method of Payment:	Electronic Funds Transfer	Cheque	Bank Dr	raft	Postal Order
10. Cheque No.					
11. Payment enclosed:	¢				
Payment must be in the form o Clearing System. Cheques sho					n operating within the Irish
Payer's Declarat	tion				
I, the undersigned, agree tha (Under the Employment Permi withdrawn application will cons	ts Act 2006, as amended	by the Employment Pe			
Payer's Signature: (Original signature required)				Date: D	D M M Y Y
Employment Permits Section is forwarded to the applicant for the mandate form.					

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# Part Five Acceptance of Terms & Conditions

## Declaration of Foreign

## National

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

I hereby solemnly declare that:

- I am a fully accredited member of the relevant professional body pursuant to Part C of Schedule 2 in the Regulations for the
  position on offer, as stated in Part 3 of the application form (if applicable);
- if this application is for an employment in respect of a Carer in a private home and an employment permit is granted, I will
  have no objection to an Inspector from the National Employment Rights Authority (NERA) visiting the premises where
  employment is being carried out and to speak to me and the employer should the need arise; and
- I will be fully tax compliant;

and that to the best of my knowledge and belief:

 I will continue to be employed, salaried and paid under an employment contract governed by the laws of the State by the Employer, as stated in Part 1 of the application form;

Furthermore, I understand and accept that in accordance with Section 25 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, a person who furnishes to the Minister, on an application under section 20, information that is false or misleading in a material respect knowing that it is so false or misleading or being reckless as to whether it is so false or misleading is guilty of an offence.

Signature of Foreign National: (Original signature required)		Title:						
Name (in BLOCK CAPITALS):	BLOCK CAPITALS	Date:	D	D	M	м	Y	Y.

Your employment permit will normally be posted to you at your current address as in Part 2 of this Form.

Tick this box if you want your permit to be posted to your current address.	
Tick this box if you want your permit to be posted to the Person who has made the offer of employment as stated in Part 1 of this Form.	
Tick this box if you want your permit to be posted to your Authorised Agent (if applicable).	

## Declaration of Employer

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 will continue to be applied to this Foreign National.

I hereby solemnly declare that:

- I have taken reasonable steps to satisfy myself that:
  - the Foreign National is a fully accredited member of the relevant professional body pursuant to Part C of Schedule 2 in the Regulations for the position on offer, as stated in Part 3 of the application form (if applicable);
- the Foreign National, as stated in Part 2 of the application form, will continue to be employed, salaried and paid under an employment contract governed by the laws of the State by me, the Employer, as stated in Part 1 of the application form.

I further understand, declare and accept that:

- in accordance with Section 23 of the Employment Permits Act 2006, as amended by the Employment Permits ٠ (Amendment) Act 2014, I may not make any deductions from the remuneration of, or seek to recover from, the holder of an 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 any matter relating to or concerning such an application or 0 the grant of the permit; the recruitment of the holder for the employment in respect of which the application was made; or
  - 0
  - any amount previously paid to the holder in respect of travelling expenses incurred by the holder in 0 connection with taking up the employment in the State.
- in accordance with Section 25 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, a person who furnishes to the Minister, on an application under section 20, information that is false or misleading in a material respect knowing that it is so false or misleading or being reckless as to whether it is so false or misleading is guilty of an offence.
- if this application is for an employment is respect of a Carer in a private home and an employment permit is granted, I will have no objection to an Inspector from the National Employment Rights Authority (NERA) visiting the premises where employment is being carried out and to speak to me and the employee should the need arise; and
- I have full responsibility for guaranteeing that the appropriate deductions under the PAYE system will be made from all payments (including benefits in kind) made to the Foreign National and that all such deductions will be paid to the Revenue Commissioners.

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.

Signature of Employer: (Original signature required)						
Name (in BLOCK CAPITALS):	BLOCK CAPITALS	Title:				
Position Held:	BLOCK CAPITALS	Date:	D D	M M	Y	Y.
Vour costified conv of the en	n loumont normit will normally have					
Your certified copy of the em	ployment permit will normally be p Part 1 of this Form.	posted to you a	t your	current	addre	ess as in
					addre	ess as in
Tick this box if you want your certifie	Part 1 of this Form.	ted to your curren	t addres:	i.	addre	ess as in
Tick this box if you want your certifie Tick this box if you want your certifie	Part 1 of this Form. Ind copy of the employment permit to be pos	ted to your curren	t addres:	i.	t addre	ess as in
Tick this box if you want your certifie Tick this box if you want your certifie	Part 1 of this Form. Ind copy of the employment permit to be pos	ted to your curren	t addres:	i.	t addre	ess as in

gent Name n BLOCK CAPITALS):	BLOCK CAPITALS	Title:			
understand that neither I, nor a person a mployment Permit.	acting on my behalf, shall keep any personal docum	ent belo	nging to	a holder	of an
ignature of Agent: Driginal signature required)		Date:	D	D M 1	t Y Y
gent's Address for Correspondence:					
Address 1:	BLOCK CAPITA	LS			
Address 2:	BLOCK CAPITA	LS			
Town:	BLOCK CAPITA	LS			
County:	BLOCK CAPITA	LS			
Country:	BLOCK CAPITA	LS			
E-mail address:					
Telephone number:					
	j				
the Person who has made the offer of a	employment, permit the above named agent to act o	n my het	alf in re	enect of t	his applics
	anproyment, permit the above named agent to act of	ii iiiy bei		spectore	
ignature of Employer: Driginal signature required)		Date:	0	DMI	A Y Y
the Foreign National, permit the above	named agent to act on my behalf in respect of this a	pplicatio	on.		
ignature of Foreign National: Driginal signature required)		Date:	D	D M I	I Y Y

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# **Requirements for Supporting Documentation**

## (A) Requirements for the Employer

If the Employer has not been granted an Employment Permit within the 12 months preceding the application, they MUST submit clear copies of the following documentation:

 Copy of P30 returned to the Revenue Commissioners within the 2 months preceding this application or a receipt for such return whether issued through ROS (Revenue Online Service) or otherwise.

#### **Business Permission**

If the Employer has indicated that they are a foreign national operating a business in the State, they are required to submit copies of documentary evidence from the Minister for Justice and Equality clearly demonstrating their status within the State and their entitlement to operate a business in the State.

#### Additional documentation

The Minister may request such other information as might materially assist in making a decision on an application.

## (B) Requirements for Foreign National

#### For all Foreign Nationals

- Clear, legible copy (preferably in colour) of the personal details pages of the Foreign National's passport, showing his or her picture, personal details and his or her signature.
  - In the case of health professionals listed in Part B of Schedule 2 in the Regulations, a copy of the registration with the appropriate
    medical body or recognition of qualifications from the relevant Minister of the Government.
  - Please supply your GNIB personal identification number which is shown on your GNIB card. If not available please supply a
    clear, legible copy (preferably in colour) of your current immigration stamps and visa.

#### Please Note: Original documents should not be submitted

## Important Note concerning the passport expiry date

In the case of all applications for employment permits, the Foreign National must hold a passport which is in date and valid for at least 12 months or more after the date of the application. Employment Permits cannot be considered for Foreign Nationals who do not fulfil this requirement.

## (C) Application Requirements

Please provide the following documents in respect of the Primary Permit Holder (current or previous holder of a Green Card/Critical Skills Employment Permit) or the Researcher:

- Clear, legible copy (preferably in colour) of the personal details pages of the primary permit holder's or researcher's current
  passport, showing his or her picture, personal details and his or her signature.
- Please supply the primary permit holder's or researcher's GNIB personal identification number which is shown on their GNIB
  card. If not available please supply a clear, legible copy (preferably in colour) of their current immigration stamps and visa.
- in respect of a primary permit holder -
  - a letter from the primary permit holder's employer, dated within the 3 month period prior to the application, confirming the primary permit holder's employment with that employer and his or her job title, or
- in respect of a researcher
  - where the researcher is resident in the State on foot of holding a current Hosting Agreement, a letter from the person in the State with whom the research is being carried out, dated within the 3 month period prior to the application, confirming that the research project researcher is carrying out such research, or
  - where the researcher is no longer the holder of a hosting agreement and now has a stamp 4, a letter from the employer of the research project researcher dated within the 3 month period prior to the application, confirming the research project researcher's employment with that employer and his or her job title.

#### Clarification on Remuneration Paid

All applications for renewal of an employment permit must include the following documentation:

- Copies of 3 recent payslips issued to the holder of the Employment Permit dated within the last 4 months.
  - Copies of P60s issued to the holder of the Employment Permit for each year of employment covering the duration of the existing Employment Permit.
- Documentary evidence of payments in respect of Health Insurance, if applicable.

## For renewal of an employment in a restaurant or a fast food outlet

If the application is in respect of such employment the following additional documentation is required:

An up-to-date tax clearance certificate in respect of the Employer.

## (D) Schedule of Fees

An application for a renewal employment permit shall be accompanied by the fee prescribed in the following table -

EMPLOYMENT PERMIT TYPE	RRENEWAL APPLICATION FEE
General Employment Permit	€1,500 up to 36 month permit and €750 for six months or less
Dependant/Partner/Spouse Employment Permit	No Fee
Contract for Services Employment Permit	€1,500 up to 36 month permit and €750 for six months or less
Intra-Company Transfer Employment Permit	€1,000 up to 24 month permit, €1,500 from 24 months up to 36 month permit and €500 for six months or less
Sport & Cultural Employment Permit	€1,500 up to 36 month permit and €750 for six months or less
Reactivation Employment Permit	€1,500 up to 36 month permit and €750 for six months or less

#### Fees not required in certain cases.

No fee is payable in respect of applications for Dependant/Partner/Spouse Employment Permits and in respect of applications for Unlimited Employment Permits in the case of a General Employment Permit, a Sports and Cultural Employment Permit or a Reactivation Employment Permit. An unlimited Employment Permit may be applied for at the renewal stage if a foreign national has been in continuous employment with the same employer for five years or more.

In all other cases a fee as detailed above is payable depending on the duration of the Employment Permit. However, the fee may be waived in the following cases:

- Application in respect of a Foreign National who is the Spouse or Civil Partner of an EEA national.
- Where the Employer is the applicant for the Employment Permit and they have been granted charitable tax exemption status by the Revenue Commissioners.

The following additional documentation is required in these cases:

- · Applications in respect of Foreign Nationals who are the Spouses or Civil Partners of EEA nationals:
  - clear photocopies of the relevant pages of the EEA Spouse/Civil Partners' current passport showing his or her picture, personal details, passport expiry date and his or her signature, and
  - a copy of the marriage certificate or the civil partnership registration evidencing the relationship of the Foreign National and
     the EEA national.
- Where the Employer is the applicant for the Employment Permit and they have been granted charitable tax exemption status by the Revenue Commissioners.
  - If the Employer has not been issued with an Employment Permit on the basis of not paying a fee due to charitable status within the 12 months preceding the application, please provide a copy of an official letter from the Revenue Commissioners confirming charitable status.

#### Refunds

90% of the fee will 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.

Employment Permits Section is unable to refund fees by payable order. If a refund of fees is due for any reason, a mandate form will be forwarded to the applicant for completion. The refund will be paid by EFT directly into the applicant's bank account, as per details provided on the mandate form.

#### Acceptable Forms of payment

In accordance with D/Finance Circular 1/2013, from 19 September 2014 (e-Day) the public sector will no longer accept cheques, bank drafts or postal orders from business users in respect of services rendered. To facilitate this, the Employment Permits Section now has a commercial bank account into which payments can be made by Electronic Funds Transfer (EFT). When an application is accepted as complete an email will issue to the applicant giving details of the amount of the fee due, the bank account into which the payment should be made and an Application ID number which **must** be used as the reference when making the payment.

For all other users, payment can continue to be made 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 Jobs, Enterprise & Innovation.

# (E) 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. All Employment Permits are issued on the proviso that the named foreign national is paid, as a minimum, the remuneration specified on the Employment Permit. The only allowable deductions are those which appear on that Employment Permit. The remuneration being paid must be verifiable in the event of a National Employment Rights Authority (NERA) inspection. Failure to comply could lead to the revocation of the Employment Permit under section 16(1)(df) of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014.
- C. It is recommended that an application for a Renewal Employment Permit should be made at least 12 weeks before the expiry of the existing permit.
- D. Any application that contains omissions or is incorrectly completed will be returned to the applicant or the authorised agent (if applicable) for completion.
- E. A fee, as determined by the Minister for Jobs, Enterprise and Innovation is payable by the applicant or the authorised agent (if applicable) for each Employment Permit granted.
- F. In line with section 24 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, should the employment that is the subject of the Employment Permit cease, for whatever reason, the original and the certified copy of the Employment Permit must be returned to the Employment Permits Section within 4 weeks from the date of cessation. Failure to comply with this requirement is an offence.

Non-compliance with any provision of the Aliens Act 1935, the Immigration Acts, the Employment Permits Acts 2003 and 2006, as amended by the Employment Permits (Amendment) Act 2014 or any Order made under these Acts is an offence punishable by Law.

## (F) Declaration

## Data Sharing and Data Protection

The Employment Permits Section may undertake verification of all data submitted on this application form. The Employer, the Foreign National and the Authorised Agent (if applicable) 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 <a href="http://www.dataprotection.ie">www.dataprotection.ie</a>. Alternatively, they may call: (057) 868 4800 / Lo-Call Number: 1890 252231.

Please note that a percentage of all applications will be chosen at random for inspection by the National Employment Rights Authority (NERA). Relevant documents will have to be provided as part of this inspection. Under Section 16 (d) of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, the Minister may revoke an employment permit if, in the opinion of the Minister, any information provided in respect of the application for it was false or misleading in a material respect.

In accordance with Section 25 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, a person who furnishes to the Minister, on an application under section 4 or 20, information that is false or misleading in a material respect knowing that it is so false or misleading or being reckless as to whether it is so false or misleading is guilty of an offence.

Furthermore, in accordance with Section 32 (1) of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, a person guilty of an offence under section 18(2), 19(3), 23(4) or 25 is liable—

(a) on summary conviction, to a fine not exceeding €5,000 or imprisonment for a term not exceeding 12 months or both, or

(b) on conviction on indictment, to a fine not exceeding €50,000 or imprisonment for a term not exceeding 5 years or both.

Please note: With effect from 2003, the names of all employers who employ employment permit holders, as well as the number of permits issued to that employer, are made publicly available on the Department's website (www.djei.ie/labour/workpermits/)



# EMPLOYMENT PERMITS SECTION Contact Details Website: www.djei.ie/labour/workpermits/ E-mail: employmentpermits@djei.ie Call Centre: 353-1- 417 5333 LoCall: 1890 201 616 Information and application forms may be downloaded from the

Fax:

Address:

353-1-631 3268

65a Adelaide Road Dublin 2

Davitt House

Ireland

Information and application forms may be downloaded from the Employment Permits Section web pages on the Department of Jobs, Enterprise and Innovation website – www.djei.ie/labour/workpermits/

PLEASE NOTE: The pages giving details on Requirement for Supporting Documentation and Application Form Checklist – parts A, B, C, D, E, F and G are for instruction purposes only. It is not necessary to include these pages when submitting the completed application form.

## Form K

## Application form for renewal of General Employment Permit



An Roinn Post, Fiontar agus Nuálaíochta

Department of Jobs, Enterprise and Innovation

## RGEP001/14

Recent Passport Photograph

X1

Please print Foreign National's name

on back of photograph

and staple here.

# General Employment Permit RENEWAL Application

This form should be used by either the Employer or the Foreign National, who is the holder of the Employment Permit concerned, who wish to apply for:

- A renewal of an existing General Employment Permit for the same employer and employment.
- A renewal application for a General Employment Permit should be made within the period of 4
  months ending on the date of expiry of the existing General Employment Permit.

## This form should NOT be used where an Employer or a Foreign National wishes to apply for

- a change in the type of Employment Permit held by the foreign national,
- a change in the type of employment currently specified on the existing Employment Permit, or
   an Employment Permit for a foreign national currently employed by a different employer on foot of
- an Employment Permit; in these cases a new Employment Permit application is required and the New Employment Permit Application Form for the relevant permit type should be used.

Before completing this form, please read the relevant permit information which is available on our website: <u>www.djei.iel@abour/workpermits</u>. Complete ALL parts of this form as required in BLOCK CAPITALS. The Employer, the Foreign National and the Agent (if applicable), must sign the declarations at the end of the form.

INCOMPLETE FORMS WILL BE RETURNED TO THE APPLICANT OR THE AUTHORISED AGENT (IF APPLICABLE).

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

In accordance with the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, an employer making an Employment Permit application may not seek to recover the fee, if applicable, from the foreign national. (This section MUST be completed for all applications)

Employer

## Foreign National (Holder of Employment Permit)

Health Professional

If this is an application for a Health Professional listed in Part A or Part B of Schedule 2 in the Regulations please tick this box

Part One	Registration Deta	ils of Employer
1. Employer Registered Number:		Obtained from the Revenue Commissioners
2. Company Name Registered Number (if applicable):		Obtained from the Companies Registration Office
3. Business Name Registered Number (if applicable):		Obtained from the Companies Registration Office
4. If the Employer is an Industrial and Provident Society, a Friendly Society or a Trade Union, please supply their Registration Number:		Obtained from the Registry of Friendly Societies
<ol><li>If the Employer is a Charity, please supply the Charity Number:</li></ol>		Obtained from the Revenue Commissioners

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the Employer is not a	registered company, pleas	e indicate what type of entity i	t is:
Sole Trader	Partnership	Other (please specify):	BLOCK CAPITALS
Please state the full na	me of the Employer:		BLOCK CAPITALS
Please state the nation	ality of the Employer:		BLOCK CAPITALS
If the Employer is not a business in the State		appropriate permission from	the Minister for Justice and Equality to op
Yes N		If Yes, please	BLOCK CAPITALS
If yes, you must enclose	copies of supporting docume		tice and Equality confirming your permission s for Supporting Documentation).
0. Registered name of C			LOCK CAPITALS
1. Trading name of busin	ness (if different):	BI	LOCK CAPITALS
2. Nature of business:		BLOCK CAPIT	TALS
3. Company/Business A	ddress:		
Address 1:		BLOCK CAPIT	TALS
Address 2:		BLOCK CAPIT	ALS
Town:		BLOCK CAPIT	ALS
County:		BLOCK CAPIT	ALS
Country:		BLOCK CAPIT	TALS
4. Telephone Number:		15. Fax	
6. Mobile Phone Number:			
7. E-mail:			
8. Website:			
9 Number of EEA* and/	or Swiss nationals (includin	a 20 Numbe	er of non-EEA nationals currently

Part Two		of Foreign l f Employme	
1. Passport Number:			
2. Expiry Date:	D D M M Y Y		
3. Nationality:	BLOCK CAPITALS		ese details exactly y appear on the
4. First Name:	BLOCK CAPITALS	Foreign N	lational's passport.
5. Middle Name(s):	BLOCK CAPITALS		
6. Family Name:	BLOCK CAPITALS		
7. Date of Birth:	D D M M Y Y	8. Male:	9. Female:
0. Telephone No.:		11: Mobile Phone No.:	
2. Current Address:		BLOCK CA	PITALS
	BLOCK	CAPITALS	
	BLOC	CAPITALS	
	BLOC	CAPITALS	
4 Please provide the num 5. E-mail:	ber of the Employment Permit being re	newed:	
6. Immigration Details (Pl	ease enter the details exactly as they app	ear on your current GNIB card*)	
GNIB Pin No.		Dept. No.	]
	the State but does not have a GNIB perso	nal identification number then p	lease supply a copy of their current
been working lawfully Naturalisation and Im employment permit w If this is the case, by options and believes	gn National has held consecutive employ during this time, s/he may be eligible to migration Service. However, if the proj fill be required. submitting this application the propose that an employment permit is still require documents outlined in Requirement for	o apply for a Stamp 4 permiss oosed Foreign National is una d Foreign National confirms t red.	ión to remain from the Irish ble to obtain a Stamp 4, an hat s/he has considered the available

Part Three	Details	of Emplo	oyment
. Title of Job:	BLOC	K CAPITALS	
	to be completed by Health Pro in Part A and Part B of Sched		ecurity Personnel who are listed ations.
2. Regulatory Body:	BLO	CK CAPITALS	
. Registration/Pin/ Licence No.:			
	Registered Doctors, Nurses or Security i bove. Documentary evidence will not be		A of Schedule 2 in the Regulations please
	essionals listed in Part B of Schedule 2 gnition of their qualifications from the De		provide a copy of their registration with th
. Place(s) at which the employm	ent concerned is to be carried out:	BL	OCK CAPITALS
	BLOC	K CAPITALS	
Proposed Period of Employme Permit (maximum period of 3 years)*	nt		
If this is an application for an unlin he renewal stage if a foreign nation		with the same employer	mployment Permit may be applied for at for five years or more. Please note that a before the expiry date of the existing
Gross Annual Remuneration*	e	(Gross remunerat	ion excludes overtime or nts)
. Gross Annual Salary: (if different from above)	e		
. Gross Weekly Salary:	E	9. Hourly Rate of Pay:	¢
0. Deductions from Gross Week Salary:	ly E	Please specify purpose of deductions:	BLOCK CAPITALS
1. Health Insurance*:		Please specify name of Health	BLOCK CAPITALS
1. Health histrance .	E	Insurance Provider:	BEOOR OAFITALS
Annual Remuneration this must be n the event of a National Employme Health Insurance can only be cons	verifiable by way of supporting docume ent Rights Authority (NERA) inspection. sidered if the provider of the health insu 14 of the Health Insurance Act, 1994.	ntation at renewal stage;	Insurance is being included in the Gross such documentation may also be require d in the Register of Health Benefits
Please note that for the purposes	of Employment Permit Applications, the	standard working week	is 39 hours per week.
3. What are the main functions o	of this job:	BLOCK	CAPITALS
	BLOCK C	APITALS	
You must now attach the docum	ents outlined in Pequirement for Sur	aporting Documentatio	n under "(C) Application Requirements
	(if applica		
	Page 4		RGEP001

art Four Requirement for Payment					
Yes	No				
cable?					
status with	Application is in respect of a non-EEA national married to or in a civil partnership with an EEA national				
	Unlimited General, Reactivation or Sports and Cultural Employment Permit				
	Yes	Yes No cable? status with Application is in respect of a non-EEA national married to or in a civil partnership with an EEA national Unlimited General, Reactivation or			

## Details of Payment

Important Note for Business Users - Payment by Electronic Funds Transfer

In accordance with D/Finance Circular 1/2013, from 19 September 2014 (e-Day) the public sector will no longer accept cheques, bank drafts or postal orders from business users in respect of services rendered. To facilitate this, the Employment Permits Section will no longer accept paper based payments from business users and has set up a commercial bank account into which payments can be made by Electronic Funds Transfer (EFT).

Business user applicants for employment permits should complete the Contact Details of Payer (Questions 1, 2, 3, 4, 5, 6, 7, and 8), Payment Details (Question 9) and the Payers Declaration below and payment will be requested when an application is accepted into the Employment Permits Section as complete. An e-mail will issue to the applicant and their authorised agent (if applicable) giving details of the amount of the fee due, the bank account into which the payment should be made and an *Application ID* number which <u>must</u> be used as the reference when making the payment.

Applicants, other than business users can continue to make payment by cheque, bank draft or postal order and must complete all details below.

1. Please indicate who is ma	king the payme	nt:	Employer	Foreign Natio	nal	Other
. Title:	Mr	Mrs	Miss	Ms	ther (please state)	
. Name:			BLOCK	CAPITALS		
. Company (if applicable):			BLOCK	CAPITALS		
. Telephone Number:			6	Fax Number:		
. Mobile Phone Number:						
. E-mail:						
Payment Details	8					
. Method of Payment:	Electronic F Tra	unds nsfer	Cheque	Bank Draft	Po	stal Order
0. Cheque No.						
1. Payment enclosed:	e					
Payment must be in the form o Clearing System. Cheques sho						perating within the I
Payer's Declarat	tion					
, the undersigned, agree tha Under the Employment Permi withdrawn application will cons	ts Act 2006, as a	mended by ti	he Employment Permi			
ayer's Signature: Driginal signature equired)				Date	: D D	M M Y Y
Employment Permits Section is	s unable to refun	d fees hu neu	able order. If a refund	of fees is due for any n	ason a mand	ate form will be

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# Part Five Acceptance of Terms & Conditions

## Declaration of Foreign National

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

I hereby solemnly declare that:

- I am a fully accredited member of the relevant professional body pursuant to Part C of Schedule 2 in the Regulations for the
  position on offer, as stated in Part 3 of the application form (if applicable);
- if this application is for an employment in respect of a Carer in a private home and an employment permit is granted, I will have no objection to an Inspector from the National Employment Rights Authority (NERA) visiting the premises where employment is being carried out and to speak to me and the employer should the need arise; and
   I will be fully tax compliant;

and that to the best of my knowledge and belief:

 I will continue to be employed, salaried and paid under an employment contract governed by the laws of the State by the Employer, as stated in Part 1 of the application form;

Furthermore, I understand and accept that in accordance with Section 25 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, a person who furnishes to the Minister, on an application under section 20, information that is false or misleading in a material respect knowing that it is so false or misleading or being reckless as to whether it is so false or misleading is guilty of an offence.

(Original signature required)			_				
Name (in BLOCK CAPITALS): BLOCK CAPITALS	Date:	D	D	M	M	Υ.	Υ.

Your employment permit will normally be posted to you at your current address as in Part 2 of this Form.

Tick this box if you want your permit to be posted to your current address.	
Tick this box if you want your permit to be posted to the Person who has made the offer of employment as stated in Part 1 of this Form.	

Tick this box if you want your permit to be posted to your Authorised Agent (if applicable).

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## Declaration of Employer

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 will continue to be applied to this Foreign National.

I hereby solemnly declare that:

- I have taken reasonable steps to satisfy myself that:
  - the Foreign National is a fully accredited member of the relevant professional body pursuant to Part C of Schedule 2 in the Regulations for the position on offer, as stated in Part 3 of the application form (if applicable);
- the Foreign National, as stated in Part 2 of the application form, will continue to be employed, salaried and paid under an employment contract governed by the laws of the State by me, the Employer, as stated in Part 1 of the application form.

I further understand, declare and accept that:

- in accordance with Section 23 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, I may not make any deductions from the remuneration of, or seek to recover from, the holder of an 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 any matter relating to or concerning such an application or the grant 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.
- in accordance with Section 25 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, a person who furnishes to the Minister, on an application under section 20, information that is false or misleading in a material respect knowing that it is so false or misleading or being reckless as to whether it is so false or misleading is guilty of an offence.
- if this application is for an employment in respect of a Carer in a private home and an employment permit is
  granted, I will have no objection to an Inspector from the National Employment Rights Authority (NERA) visiting
  the premises where employment is being carried out and to speak to me and the employee should the need arise;
  and
- I have full responsibility for guaranteeing that the appropriate deductions under the PAYE system will be made from all payments (including benefits-in-kind) made to the Foreign National and that all such deductions will be paid to the Revenue Commissioners.

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.

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Part 1 of this Form.

Tick this box if you want your certified copy of the employment permit to be posted to your current address.

Tick this box if you want your certified copy of the employment permit to be posted to your Authorised Agent (if applicable).

Page 7

f you (the applicant) wish a third party (a privacy of data is respected, all parties n be copied any correspondence regarding	agent) to act on your behalf please ensure th nust be in agreement with the nomination of g this application.	e following deta an agent. All pa	ils are co rties mus	mpleted. T it sign belo	o ensure w. Agents wi
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# **Requirements for Supporting Documentation**

## (A) Requirements for the Employer

If the Employer has not been granted an Employment Permit within the 12 months preceding the application, they MUST submit clear copies of the following documentation:

 Copy of P30 returned to the Revenue Commissioners within the 2 months preceding this application or a receipt for such return whether issued through ROS (Revenue Online Service) or otherwise.

#### **Business Permission**

If the Employer has indicated that they are a foreign national operating a business in the State, they are required to submit copies of documentary evidence from the Minister for Justice and Equality clearly demonstrating their status within the State and their entitlement to operate a business in the State.

#### Additional documentation

The Minister may request such other information as might materially assist in making a decision on an application.

## (B) Requirements for Foreign National

## For all Foreign Nationals

- Clear, legible copy (preferably in colour) of the personal details pages of the Foreign National's passport, showing his or her picture, personal details and his or her signature.
- In the case of health professionals listed in Part B of Schedule 2 in the Regulations, a copy of the registration with the appropriate medical body or recognition of qualifications from the relevant Minister of the Government.
- Please supply your GNIB personal identification number which is shown on your GNIB card. If not available please supply a clear, legible copy (preferably in colour) of your current immigration stamps and visa.

#### Please Note: Original documents should not be submitted

## Important Note concerning the passport expiry date

In the case of all applications for employment permits, the Foreign National must hold a passport which is in date and valid for at least 12 months or more after the date of the application. Employment Permits cannot be considered for Foreign Nationals who do not fulfil this requirement.

## (C) Application Requirements

#### Clarification on Remuneration Paid

All applications for renewal of an employment permit must include the following documentation:

- Copies of 3 recent payslips issued to the holder of the Employment Permit dated within the last 4 months.
- Copies of P60s issued to the holder of the Employment Permit for each year of employment covering the duration of the existing Employment Permit.
- Documentary evidence of payments in respect of Health Insurance, if applicable.

## For renewal of an employment in a restaurant or a fast food outlet

If the application is in respect of such employment the following additional documentation is required:

An up-to-date tax clearance certificate in respect of the Employer.

## (D) Schedule of Fees

An application for a renewal employment permit shall be accompanied by the fee prescribed in the following table -

EMPLOYMENT PERMIT TYPE	RRENEWAL APPLICATION FEE
General Employment Permit	€1,500 up to 36 month permit and €750 for six months or less
Dependant/Partner/Spouse Employment Permit	No Fee
Contract for Services Employment Permit	€1,500 up to 36 month permit and €750 for six months or less
Intra-Company Transfer Employment Permit	€1,000 up to 24 month permit, €1,500 from 24 months up to 36 month permit and €500 for six months or less
Sport & Cultural Employment Permit	€1,500 up to 36 month permit and €750 for six months or less
Reactivation Employment Permit	€1,500 up to 36 month permit and €750 for six months or less

#### Fees not required in certain cases.

No fee is payable in respect of applications for Dependant/Partner/Spouse Employment Permits and in respect of applications for Unlimited Employment Permits in the case of a General Employment Permit, a Sports and Cultural Employment Permit or a Reactivation Employment Permit. An unlimited Employment Permit may be applied for at the renewal stage if a foreign national has been in continuous employment with the same employer for five years or more.

In all other cases a fee as detailed above is payable depending on the duration of the Employment Permit. However, the fee may be waived in the following cases:

- Application in respect of a Foreign National who is the Spouse or Civil Partner of an EEA national.
- Where the Employer is the applicant for the Employment Permit and they have been granted charitable tax exemption status by the Revenue Commissioners.

The following additional documentation is required in these cases:

- Applications in respect of Foreign Nationals who are the Spouses or Civil Partners of EEA nationals:
  - clear photocopies of the relevant pages of the EEA Spouse/Civil Partners' current passport showing his or her picture, personal details, passport expiry date and his or her signature, and
  - a copy of the marriage certificate or the civil partnership registration evidencing the relationship of the Foreign National and the EEA national.
  - vie EEA national.
- Where the Employer is the applicant for the Employment Permit and they have been granted charitable tax exemption status by the Revenue Commissioners.
  - If the Employer has not been issued with an Employment Permit on the basis of not paying a fee due to charitable status within the 12 months preceding the application, please provide a copy of an official letter from the Revenue Commissioners confirming charitable status.

#### Refunds

90% of the fee will 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.

Employment Permits Section is unable to refund fees by payable order. If a refund of fees is due for any reason, a mandate form will be forwarded to the applicant for completion. The refund will be paid by EFT directly into the applicant's bank account, as per details provided on the mandate form.

#### Acceptable Forms of payment

In accordance with D/Finance Circular 1/2013, from 19 September 2014 (e-Day) the public sector will no longer accept cheques, bank drafts or postal orders from business users in respect of services rendered. To facilitate this, the Employment Permits Section now has a commercial bank account into which payments can be made by Electronic Funds Transfer (EFT). When an application is accepted as complete an email will issue to the applicant giving details of the amount of the fee due, the bank account into which the payment should be made and an Application ID number which **must** be used as the reference when making the payment.

For all other users, payment can continue to be made 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 Jobs, Enterprise & Innovation.

# (E) 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. All Employment Permits are issued on the proviso that the named foreign national is paid, as a minimum, the remuneration specified on the Employment Permit. The only allowable deductions are those which appear on that Employment Permit. The remuneration being paid must be verifiable in the event of a National Employment Rights Authority (NERA) inspection. Failure to comply could lead to the revocation of the Employment Permit under section 16(1)(df) of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014.
- C. It is recommended that an application for a Renewal Employment Permit should be made at least 12 weeks before the expiry of the existing permit.
- D. Any application that contains omissions or is incorrectly completed will be returned to the applicant or the authorised agent (if applicable) for completion.
- E. A fee, as determined by the Minister for Jobs, Enterprise and Innovation is payable by the applicant or the authorised agent (if applicable) for each Employment Permit granted.
- F. In line with section 24 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, should the employment that is the subject of the Employment Permit cease, for whatever reason, the original and the certified copy of the Employment Permit must be returned to the Employment Permits Section within 4 weeks from the date of cessation. Failure to comply with this requirement is an offence.

Non-compliance with any provision of the Aliens Act 1935, the Immigration Acts, the Employment Permits Acts 2003 and 2006, as amended by the Employment Permits (Amendment) Act 2014 or any Order made under these Acts is an offence punishable by Law.

## (F) Declaration

#### **Data Sharing and Data Protection**

The Employment Permits Section may undertake verification of all data submitted on this application form. The Employer, the Foreign National and the Authorised Agent (if applicable) 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 <a href="http://www.dataprotection.ie">www.dataprotection.ie</a>. Alternatively, they may call: (057) 868 4800 / Lo-Call Number: 1890 252231.

Please note that a percentage of all applications will be chosen at random for inspection by the National Employment Rights Authority (NERA). Relevant documents will have to be provided as part of this inspection. Under Section 16 (d) of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, the Minister may revoke an employment permit if, in the opinion of the Minister, any information provided in respect of the application for it was false or misleading in a material respect.

In accordance with Section 25 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, a person who furnishes to the Minister, on an application under section 4 or 20, information that is false or misleading in a material respect knowing that it is so false or misleading or being reckless as to whether it is so false or misleading is guilty of an offence.

Furthermore, in accordance with Section 32 (1) of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, a person guilty of an offence under section 18(2), 19(3), 23(4) or 25 is liable—

- (a) on summary conviction, to a fine not exceeding €5,000 or imprisonment for a term not exceeding 12 months or both, or
- (b) on conviction on indictment, to a fine not exceeding €50,000 or imprisonment for a term not exceeding 5 years or both.

Please note: With effect from 2003, the names of all employers who employ employment permit holders, as well as the number of permits issued to that employer, are made publicly available on the Department's website (www.djei.ie/labour/workpermits/)

## (G) 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 to the applicant or authorised agent (if applicable).

Attach 1 passport sized photograph, with Foreign National's name printed on the back.

#### Indicate the following:

The applicant (person applying i.e. Employer or the Foreign National (Holder of Employment Permit)).

#### Part One - Details of Employer: Complete all questions

Employer should include copies of:

- Completed P30/ROS Online Receipt dated within 2 months preceding the application.
- Evidence of Business Permission (if applicable).

#### Part Two - Details of Foreign National: Complete all questions

Please supply clear copies (preferably in colour) of the following:

- Passport pages showing photograph, personal details and expiry date.
- Immigration stamps (if GNIB personal identification number not available).
- Visa (if GNIB personal identification number not available).

Original documents should not be submitted.

#### Part Three - Details of Employment: Complete all questions (unless otherwise specified)

Please provide the following:

- Copies of 3 recent payslips issued to the holder of the Employment Permit dated within the last 4 months.
- Copies of P60s issued to the holder of the Employment Permit for each year of employment covering the duration of the existing Employment Permit.
- · Documentary evidence of payments in respect of Health Insurance, if applicable.

Please supply copies of the following in the case of health professionals, including registered doctors, registered nurses and security personnel who have not provided their Registration/PIN number at Part 3, Question 3:

 A copy of registration with the appropriate regulatory body or recognition of qualifications pursuant to Schedule 2 in the Regulations.

Please supply the following in the case of the renewal of an employment in a restaurant or a fast food outlet: • an up-to-date tax clearance certificate in respect of the Employer.

#### Part Five - Details of Payment: Complete all questions

- Include the appropriate fee if required (see (D) Schedule of Fees for further information.
- Sign Payer declaration original signature required.
- If applicable, a copy of an official letter from the Revenue Commissioners confirming charitable status.
- If applicable, clear photocopies of the relevant pages of the EEA Spouse/Civil Partners' current passport showing his or her picture, personal details, passport expiry date and his or her signature, and a copy of the marriage certificate or the civil partnership registration evidencing the relationship of the Foreign National and the EEA national.

Part Six - Acceptance of Terms & Conditions

Sign and date the appropriate declarations - original signatures required.

## EMPLOYMENT PERMITS SECTION

## **Contact Details**

Website:	www.djei.ie/labour/workpermits/	
E-mail:	employmentpermits@djei.ie	
Call Centre:	353-1-417 5333	Employment Permits Section Web pages
	LoCall: 1890 201 616 (from within Ireland only)	Information and application forms may be downloaded from the
Fax:	353-1-631 3268	Employment Permits Section web pages on the Department of Jobs,
Address:	Davitt House 65a Adelaide Road Dublin 2 Ireland	Enterprise and Innovation website – www.djei.le/labour/workpermits/

PLEASE NOTE: The pages giving details on Requirement for Supporting Documentation and Application Form Checklist – parts A, B, C, D, E, F and G are for instruction purposes only. It is not necessary to include these pages when submitting the completed application form.

RGEP001/14

## Form L

Application form for renewal of Intra-Company Transfer Employment Permit

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1. Please outline, in detail, the reason for the renewal of the Intra-Company transfer. This should include a description of the functions that will continue to be undertaken by the Foreign National and why a continuation of the transfer is required. Please continue on a separate sheet if required and append it to the application form.

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<ul> <li>(a) Current Basic Annual Sali</li> <li>(b) Top up to bring Basic Annual Sali</li> <li>(b) Top up to bring Basic Annual Sali</li> <li>(c) Deductions from either (a applicable)</li> <li>(d) Total Basic Annual Salary (if applicable)</li> <li>(d) Total Basic Annual Salary (bring and basic Annual Salary (bring annual Salary (b</li></ul>	ary nual Salary up to th lage or the rate of p o any other enactm o) or (b) above (if y less deductions a Payments in respect if applicable) Monetary Value of ( applicable)	he pay sent it (c) ct of	Annual Salary (Foreign	Hourly Rate (Foreign	Annual           Salary (in euro)           €           €           €           €           €           €	Im Wage Ac Hourly (in euro €	rt, 2000 Rate	Exchar	
<ul> <li>(a) Current Basic Annual Sal.</li> <li>(b) Top up to bring Basic Annuls Sal.</li> <li>(c) Deductions from either (a applicable)</li> <li>(c) Deductions from either (a applicable)</li> <li>(d) Total Basic Annual Salary (if applicable)</li> <li>(d) Total Basic Annual Salary (if applicable)</li> <li>Board and Accommodation</li> <li>Payments in respect of Health</li> </ul>	ary nual Salary up to th lage or the rate of p o any other enactm o) or (b) above (if y less deductions a Payments in respect if applicable) Monetary Value of ( applicable)	he pay sent it (c) ct of	Annual Salary (Foreign	Hourly Rate (Foreign	Annual Salary (in euro)           €           €           €           €           €           €           €           €           €	Im Wage Ac Hourly (in euro €	rt, 2000 Rate	Exchar	
(a)       Current Basic Annual Sali         (b)       Top up to bring Basic Annuls         Irish National Minimum W       Irish National Minimum W         fixed under or pursuant to (if applicable)       (c)         (c)       Deductions from either (a applicable)         (d)       Total Basic Annual Salary (if applicable)         Board and Accommodation       F         Payments in respect of Health (if applicable)	ary nual Salary up to th age or the rate of 1 o any other enactm o any other enactm o or (b) above (if y less deductions a Payments in respect if applicable) h Insurance ic salary, including a mmodation (or either ting documentation i	tt (c) tt (c) it (c) it (c)	Annual Salary (Foreign Currency)	Hourly Rate (Foreign Currency)	Annual Salary (in euro)           €           €           €           €           €           €           €           €           €           €           €           €           €           €           €           €           €           €           Implements on thincluded in the included in th	Im Wage Ac Hourly (in euro € € € € €	rt, 2000 Rate )) // paya	Exchan Rate Ut	the the

You must now attach the documents outlined in Requirement for Supporting Documentation under "(C) Application Requirements."

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Part Five		Re	quiren	nent for	Рау	ment			
Is a fee payable for this Emp application?	loyment Permit	t .	Yes			M	10		
If No, please indicate on wha	t basis no fee i	s applicable?						_	
The Connected Person has o Revenue Commissioners	haritable statu	s with the			n respect o I married to ip with an E	or in a cit	vil		
If no fee is payable proceed t	o Part Six.								
			Detail	s of Pa	vmer	nt			
Important Note for Business In accordance with D/Finance postal orders from business us based payments from business Transfer (EFT).	Circular 1/2013, ers in respect of	from 19 Septem f services render	c Funds Transf ber 2014 (e-Da) red. To facilitate	er /) the public sect this, the Employ	or will no lon ment Permit	ger accept is Section v	vill no lon	ger acce	ept pap
Business user applicants for er Details (Question 9) and the Pi Permits Section as complete. fee due, the bank account into making the payment.	ayers Declaratio An e-mail will iss	n below and pay sue to the applic	ment will be req ant and their aut	uested when an horised agent (if	application i applicable)	s accepted giving deta	into the lis of the	Employn	nent of the
Applicants, other than business	s users can cont	tinue to make pa	yment by chequ	e, bank draft or p	ostal order	and must o	omplete a	all detail:	s below
Contact Details	of Payer								
1. Please indicate who is mal payment:	king the	Conne	ected Person			0	ther		
2. Title:	Mr	Mrs	Miss	Ms	Oth	er (please state)			
3. Name:			BLO	CK CAPITA	LS				
4. Company (if applicable):			BLO	CK CAPITA	LS				
5. Telephone Number:				6. Fax Number	:				
7. Mobile Phone Number:									
8. E-mail:									
Payment Details									
9. Method of Payment:	Electronic F Tra	Funds ansfer	Cheque	Ban	k Draft	Р	ostal Ore	der	
10. Cheque No.									
11. Payment enclosed:	¢								
Payment must be in the form o Clearing System. Cheques sho							operating	y within t	the Irish
Payer's Declarat	ion								
I, the undersigned, agree tha (Under the Employment Permi withdrawn application will cons	t in the case of ts Act 2006, as a	amended by the							
Payer's Signature: (Original signature required)					Date:	0	M: N	( Y	Y
Employment Permits Section is forwarded to the applicant for o the mandate form.									ed on
								DIOT	0000
			Page 6					RICTE	P001/1

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# Part Six Acceptance of Terms & Conditions

### Foreign National's Declaration

I, the undersigned, agree to continue to carry out duties with the Connected Person on the basis of this application. I hereby solemnly declare that:

- I am a fully accredited member of the relevant professional body pursuant to Part C of Schedule 2 in the Regulations for the
  position on offer, as stated in Part 4 of the application form (if applicable);
- I will continue to be employed, salaried and paid under an employment contract outside the State by the Foreign Employer stated on this application form; and
- I will be fully tax compliant.

Furthermore, I understand and accept that in accordance with Section 25 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, a person who furnishes to the Minister, on an application under section 20, information that is false or misleading in a material respect knowing that it is so false or misleading or being reckless as to whether it is so false or misleading is guilty of an offence.

Signature of Foreign National: (Original signature required)		Title:							
Name (in BLOCK CAPITALS):	BLOCK CAPITALS	Date:	D	D	М	М	Y	Y	
Your employment permit will	normally be posted to you at your o	current addres	ss a	s in	Par	t 2 o	f thi	is Fe	orm.

Tick this box if you want your permit to be posted to your current address.

Tick this box if you want your permit to be posted to the Connected Person as stated in Part 1 of this Form.

Tick this box if you want your permit to be posted to your Authorised Agent (if applicable).

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### **Connected Person Declaration**

I, the Connected Person in the State, confirm that the Foreign National will continue to perform duties in the State that arise out of the Intra-Company Transfer arrangement between the Foreign Employer and me and I understand that the Foreign National will be returning to his/her employment outside the State with the Foreign Employer after the completion of the duties with me.

I hereby solemnly declare that I have taken reasonable steps to satisfy myself that:

- the Foreign National is a fully accredited member of the relevant professional body pursuant to Part C of Schedule 2 in the Regulations for the position on offer, as stated in Part 4 of the application form (if applicable); the Foreign National named in this application form will continue to be employed, salaried and paid under an employment ٠
- contract outside the State by the Foreign Employer as stated in Part 1 of this application form.

I understand and accept that:

- in accordance with Section 23 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, I shall not seek to recover from the Foreign national any charge, fee or expense arising out of the application for the Employment Permit or any matter relating to or concerning such an application or the grant of the Employment Permit. ٠
- in accordance with Section 25 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, a person who furnishes to the Minister, on an application under section 20, information that is false or misleading in a material respect knowing that it is so false or misleading or being reckless as to whether it is so false or misleading is guilty of an offence.

Signature of Connected Person: (Original signature required)									
Name (in BLOCK CAPITALS):	BLOCK CAPITALS	Title:							
Position Held:	BLOCK CAPITALS	Date:	D	D	M	м	Y	Y	
Your certified copy of the er	mployment permit will normally be p Part 1 of this Form.	oosted to you	at y	our	cur	rent	add	Iress	as in

Tick this box if you want your certified copy of the employment permit to be posted to your current address.

Tick this box if you want your certified copy of the employment permit to be posted to your Authorised Agent (if applicable).



### Foreign Employer Declaration

I, the Foreign Employer, give an undertaking that the Foreign National will be fully tax compliant for the duration of the Foreign National's stay in the State. I confirm that the Foreign National will be returning to my overseas place of employment after the completion of the duties with the Connected Person.

I hereby solemnly declare that:

- the Foreign National is a fully accredited member of the relevant professional body pursuant to Part C of Schedule 2 in the ٠
- Regulations for the position on offer, as stated in Part 4 of the application form (if applicable); where the foreign salary currently paid by me does not meet the Irish National Minimum Wage hourly rate of pay or an hourly rate of pay fixed under or pursuant to any other enactment that applies to the employment concerned, I undertake to pay a Top-Up salary to achieve the National Minimum Wage hourly rate or the hourly rate fixed under or pursuant to any other . enactment and that this amount will appear on the Foreign National's paysify for the duration of their assignment in the State; the Foreign National named in this application form will continue to be employed, salaried and paid under an employment contract outside the State by me, the Foreign Employer as stated in Part 1 of this application form.

I understand and accept that:

- in accordance with Section 23 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, 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 any matter relating to or concerning such an application or the grant of 0 the permit; 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 in accordance with Section 25 of the Employment Permits Act 2006, as 0
- amended by the Employment Permits (Amendment) Act 2014, a person who furnishes to the Minister, on an application under section 20, information that is false or misleading in a material respect knowing that it is so false or misleading or being reckless as to whether it is so false or misleading is guilty of an offence.
- neither I, nor a person acting on my behalf, shall keep any personal document belonging to a holder of an employment permit.

Signature of Foreign Employer: (Original signature required)								
Name (in BLOCK CAPITALS):	BLOCK CAPITALS	Title:			]			
Position Held:	BLOCK CAPITALS	Date:	D	D	M	М	Y	Y

Authorisation of Agent	If no agent is representin	g the applicant then this sec	tion to be left blank.
	d party (agent) to act on your behalf please e arties must be in agreement with the nomina n.		
Agent Name (in BLOCK CAPITALS):	BLOCK CAPITALS	Title:	]
I understand that neither I, nor a person a permit.	cting on my behalf, shall keep any personal	document belonging to a	holder of an employmer
Signature of Agent: (Original signature required)		Date: D	MMYY
Agent's Address for Correspondence:			
Address 1:	BLOCK C	APITALS	
Address 2:	BLOCK C	APITALS	
Town:	BLOCK C	APITALS	
County:	BLOCK C		
Country:	BLOCK C	APITALS	
E-mail address:			
Telephone number:			
Signature of Connected Person: Original signature required) , the Foreign National, permit the above r	named agent to act on my behalf in respect o	Date: 0 0	M M Y Y
Signature of Foreign National: Original signature required)		Date: 0	M M Y Y
, the Foreign Employer, permit the above	named agent to act on my behalf in respect	of this application.	
Signature of Foreign Employer: Original signature required)		Date: 0	MMYY
	Page 10		RICTEP001

## **Requirements for Supporting Documentation**

### (A) Requirements for Connected Person

All Connected Persons who have not previously applied for and been issued with an Intra-Company Transfer Employment Permit within the 12 months preceding the application **MUST** submit clear copies of the following documentation:

 Copy of P30 returned to the Revenue Commissioners within the 2 months preceding this application or a receipt for such return whether issued through ROS (Revenue Online Service) or otherwise.

All Connected Persons who have not previously applied for and been issued with an Intra-Company Transfer Employment Permit within the past two years are required to submit the following documentation:

Evidence of the connection between the Connected Person and the Foreign Employer.

Additional documentation

The Minister may request such other information as might materially assist in making a decision on an application.

### (B) Requirements for Foreign National

For all Foreign Nationals

- Clear, legible copy (preferably in colour) of the personal details pages of the Foreign National's passport, showing his or her picture, personal details and his or her signature.
- In the case of health professionals listed in Part B of Schedule 2 in the Regulations, a copy of the registration with the appropriate medical body or recognition of qualifications from the relevant Minister of the Government.
- Please supply your GNIB personal identification number which is shown on your GNIB card. If not available please supply a clear, legible copy (preferably in colour) of your current immigration stamps and visa.

#### Please Note: Original documents should not be submitted

Important Note concerning the passport expiry date In the case of all applications for employment permits, the Foreign National must hold a passport which is in date and valid for at least 12 months or more after the date of the application. Employment Permits cannot be considered for Foreign Nationals who do not fulfil this requirement.

#### (C) Application Requirements

Clarification on Remuneration Paid

All applications for renewal of an employment permit must include the following documentation:

- Copies of 3 recent payslips issued to the holder of the Employment Permit dated within the last 4 months which must comply with the requirements of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014.
- Copies of P60s issued to the holder of the Employment Permit for each year of employment covering the duration of the existing Employment Permit. If P60s are not available then copies of P21s are required.
- · Documentary evidence of payments in respect of Board and Accommodation and Health Insurance, if applicable.

For renewal of an employment as an executive chef, head chef, sous chef or specialist chef specialising in a non-EEA cuisine in an establishment other than a fast food outlet If the application is in respect of such employment the following additional documentation is required:

An up-to-date tax clearance certificate in respect of the Employer.

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### (D) Schedule of Fees

An application for a renewal employment permit shall be accompanied by the fee prescribed in the following table -

EMPLOYMENT PERMIT TYPE	RRENEWAL APPLICATION FEE
General Employment Permit	€1,500 up to 36 month permit and €750 for six months or less
Dependant/Partner/Spouse Employment Permit	No Fee
Contract for Services Employment Permit	€1,500 up to 36 month permit and €750 for six months or less
Intra-Company Transfer Employment Permit	€1,000 up to 24 month permit, €1,500 from 24 months up to 36 month permit and €500 for six months or less
Sport & Cultural Employment Permit	€1,500 up to 36 month permit and €750 for six months or less
Reactivation Employment Permit	€1,500 up to 36 month permit and €750 for six months or less

#### Fees not required in certain cases.

A fee as detailed above is payable depending on the duration of the Employment Permit. However, the fee may be waived in the following cases:

- Application in respect of a Foreign National who is the Spouse or Civil Partner of an EEA national.
- Where the Connected Person has been granted charitable tax exemption status by the Revenue Commissioners.

The following additional documentation is required in these cases:

- Applications in respect of Foreign Nationals who are the Spouses or Civil Partners of EEA nationals:
   > clear photocopies of the relevant pages of the EEA Spouse/Civil Partners' current passport showing his or her picture.
  - personal details, passport expiry date and his or her signature, and > a copy of the marriage certificate or the civil partnership registration evidencing the relationship of the Foreign National
  - a copy of the marriage certificate or the civil partnership registration evidencing the relationship of the Poreign National and the EEA national.
- Where the Connected Person has been granted charitable tax exemption status by the Revenue Commissioners.
   If the Connected Person has not been issued with an Employment Permit on the basis of not paying a fee due to charitable status within the 12 months preceding the application, please provide a copy of an official letter from the Revenue Commissioners confirming charitable status.

#### Refunds

90% of the fee will 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.

Employment Permits Section is unable to refund fees by payable order. If a refund of fees is due for any reason, a mandate form will be forwarded to the applicant for completion. The refund will be paid by EFT directly into the applicant's bank account, as per details provided on the mandate form.

#### Acceptable Forms of payment

In accordance with D/Finance Circular 1/2013, from 19 September 2014 (e-Day) the public sector will no longer accept cheques, bank drafts or postal orders from business users in respect of services rendered. To facilitate this, the Employment Permits Section now has a commercial bank account into which payments can be made by Electronic Funds Transfer (EFT). When an application is accepted as complete an email will issue to the applicant giving details of the amount of the fee due, the bank account into which the payment should be made and an Application ID number which <u>must</u> be used as the reference when making the payment.

For all other users, payment can continue to be made 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 Jobs, Enterprise & Innovation*.

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### (E) 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. All Employment Permits are issued on the proviso that the named foreign national is paid, as a minimum, the remuneration specified on the Employment Permit. The only allowable deductions are those which appear on that Employment Permit. The remuneration being paid must be verifiable in the event of a National Employment Rights Authority (NERA) inspection. Failure to comply could lead to the revocation of the Employment Permit under section 16(1)(df) of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014. The Foreign National remains an employee of the Foreign Employer for the duration of the transfer.
- C.
- The Foreign National only performs the duties in respect of which the Employment Permit is issued E.
- It is recommended that an application for a renewal Employment Permit should be made at least 12 weeks before the expiry of the existing Employment Permit. F. Any application that contains omissions or is incorrectly completed will be returned to the applicant or the authorised agent (if
- applicable) for completion. G. A fee, as determined by the Minister for Jobs, Enterprise and Innovation is payable by the applicant or the authorised agent (if
- applicable) for each Employment Permit granted.
- H. In line with section 24 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, should the employment that is the subject of the Employment Permit cease, for whatever reason, the original and the certified copy of the Employment Permit must be returned to the Employment Permits Section within 4 weeks from the date of cessation. Failure to comply with this requirement is an offence.

Non-compliance with the provisions of the Aliens Act 1935, the Immigration Acts, the Employment Permits Acts 2003 and 2006, as amended by the Employment Permits (Amendment) Act 2014 and Orders made under these Acts is an offence punishable by Law.

### (F) Declaration

#### **Data Sharing and Data Protection**

The Employment Permits Section may undertake verification of all data submitted on this application form. The Connected Person, the Foreign Employer, the Foreign National and the authorised Agent (if applicable) 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 <a href="http://www.dataprotection.ie">www.dataprotection.ie</a>. Alternatively, they may call: (057) 868 4800 / Lo-Call Number: 1890 252231.

Please note that a percentage of all applications will be chosen at random for inspection by the National Employment Rights Authority (NERA). Relevant documents will have to be provided as part of this inspection. Under Section 16 (d) of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, the Minister may revoke an employment permit if, in the opinion of the Minister, any information provided in respect of the application for it was false or misleading in a material respect.

In accordance with Section 25 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, a person who furnishes to the Minister, on an application under section 4 or 20, information that is false or misleading in a material respect knowing that it is so false or misleading or being reckless as to whether it is so false or misleading is guilty of an offence

Furthermore, in accordance with Section 32 (1) of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, a person guilty of an offence under section 18(2), 19(3), 23(4) or 25 is liable—
(a) on summary conviction, to a fine not exceeding €5,000 or imprisonment for a term not exceeding 12 months or both, or

- (b) on conviction on indictment, to a fine not exceeding €50,000 or imprisonment for a term not exceeding 5 years or both.

Please note: With effect from 2003, the names of all employers who employ employment permit holders, as well as the number of permits issued to that employer, are made publicly available on the Department's website (www.djei.ie/labour/workpermits/)

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### (G) 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 to the applicant or authorised agent (if applicable).

Attach 1 passport sized photograph, with Foreign National's name printed on the back.

Part One - Details of the Connected Person, Details of the Foreign Employer and Details of the Connection between the Connected Person and the Foreign Employer: Complete all questions

Connected Persons should include copies of:

- Completed P30/ROS Online Receipt dated within 2 months preceding the application, if applicable.
   Evidence of Connection between Connected Person and Foreign Employer (if applicable).

Part Two - Details of Foreign National: Complete all questions

Please supply clear copies (preferably in colour) of the following:

- Passport pages showing photograph, personal details and expiry date. Immigration stamps (if GNIB personal identification number not available).
- Visa (if GNIB personal identification number not available).

Original documents should not be submitted.

Part Three - Details of Intra-Company Transfer: Complete all questions.

Please complete in relation to the reason for the renewal of the Intra-Company Transfer.

Part Four - Details of Employment: Complete all questions (unless otherwise specified)

Please supply copies of the following in the case of health professionals, including registered doctors and registered nurses who have not provided their Registration/PIN number at Part 4, Questions 2 and 3:

A copy of registration with the appropriate regulatory body or recognition of qualifications pursuant to Schedule 2 in the Regulations.

Please supply the following in the case of a renewal of an employment in a restaurant or a fast food outlet: an up-to-date tax clearance certificate in respect of the Person who has made the offer of employment.

Please supply copies of the following:

- Copies of 3 recent payslips issued to the holder of the Employment Permit dated within the last 4 months which must comply with the requirements of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014.
- Copies of P60s issued to the holder of the Employment Permit for each year of employment covering the duration of the existing Employment Permit. If P60s are not available then copies of P21s are required.
- Documentary evidence of payments in respect of Board and Accommodation and Health Insurance, if applicable.

#### Part Five - Details of Payment: Complete all questions

- Include the appropriate fee if required (see (D) Schedule of Fees for further information.
- Sign Payer declaration original signature required.
- If applicable, a copy of an official letter from the Revenue Commissioners confirming charitable status. If applicable, clear photocopies of the relevant pages of the EEA Spouse/Civil Partners' current passport showing his or her picture, personal details, passport expiry date and his or her signature, and a copy of the marriage certificate or the civil partnership registration evidencing the relationship of the Foreign National and the EEA national.

Part Six - Acceptance of Terms & Conditions

Sign and date the appropriate declarations - original signatures required.

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MPLOYMENT PERMITS SECTION			Contact Details
Website:	www.djei.ie/labour/workpermits/		
E-mail:	employmentpermits@djei.ie		
Call Centre:	353-1- 417 5333	Employ	ment Permits Section Web pages
	LoCall: 1890 201 616 (from within Ireland only)	Information and	application forms may be downloaded from the
		Employment Permi	its Section web pages on the Department of Jobs
Fax:	353-1-631 3268	Enterprise and Inne	ovation website - www.djei.ie/labour/workpermits
Address:	Davitt House 65a Adelaide Road Dublin 2 Ireland		

PLEASE NOTE: The pages giving details on Requirement for Supporting Documentation and Application Form Checklist – parts A, B, C, D, E, F and G are for instruction purposes only. It is not necessary to include these pages when submitting the completed application form.

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### Form M

### Application form for renewal of Contract for Services Employment Permit



Contract for Services Employment Permit RENEWAL Application

This form should be used by Foreign Contractors who wish to apply for:

- A renewal of an existing Contract for Services Employment Permit to provide for the continued employment in the State of a Foreign National, the holder of the existing Contract for Services Employment Permit, to:
  - perform duties in the State for an Irish entity (Relevant Person) as part of the contract service agreement.
- A renewal application for a Contract for Services Employment Permit should be made within the period of 4 months ending on the date of expiry of the existing Contract for Services Employment Permit.

Before completing this form, please read the relevant permit information which is available on our website: <u>www.djei.ie/labour/workpermits/</u> Complete ALL parts of this form as required in BLOCK CAPITALS. The Contractor, the Relevant Person, the Foreign National and the Agent (if applicable), must sign the declarations at the end of the form. INCOMPLETE FORMS WILL BE RETURNED TO THE CONTRACTOR OR THE AUTHORISED AGENT (IF

APPLICABLE).

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

In accordance with the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, the Contractor (foreign employer) must be the applicant in respect of all Contract for Services Employment Permit applications.

Part One	Registr	ation Details of Contractor				
1. Employer Registered Number		Obtained from the Revenue Commissioners				
2. Company Name Registered Number (if applicable)		Obtained from the Companies Registration Office				
3. Business Name Registered Number (if applicable):		Obtained from the Companies Registration Office				
4. If the Contractor is an Industrial and Provident Society, a Friendly Society or a Trade Unior please supply their Registration Number:		Obtained from the Registry of Friendly Societies				
5. Registered name of Company/Bu	isiness:	BLOCK CAPITALS				
5. Trading name of business (if different):		BLOCK CAPITALS				
7. Nature of business:		BLOCK CAPITALS				
8. Company/Business Address (outside the State)		BLOCK CAPITALS				
		BLOCK CAPITALS				
		BLOCK CAPITALS				
		BLOCK CAPITALS				
		Page 1 RCFSEP001/1				

**RCFSEP001/14** 

Passport Photograph

X1

Please print the Foreign National's name on the back of photograph and <u>staple</u> here.

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9. Telephone Number:		10. Fax Number:
11. Mobile Phone Number:		
12. E-mail address:		
13. Website:		
14. Number of EEA* and/or Irish) currently employe		15. Number of non EEA nationals currently employed by the Contractor:
	· ·	ther with Iceland, Norway & Liechtenstein.
You must now attach the do	ocuments outlined in Requirement fo	r Supporting Documentation under "(A) Requirement
Part One A	Detai	Is of Relevant Person
1. Name of Relevant Person	(Irish Entity):	BLOCK CAPITALS
2. Address of Relevant Pers		BLOCK CAPITALS
	n at which the employment the Contract for Services, is	BLOCK CAPITALS
		BLOCK CAPITALS
		BLOCK CAPITALS
* The EEA comprises the Mer You must now attach the d	I by the Relevant Person: mber States of the European Union toge ocuments outlined in Requirement for	4. Number of non EEA nationals currently employed by the Relevant Person: ether with Iceland, Norway & Liechtenstein. or Supporting Documentation under "(A) Requirement Is of Foreign National
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_			12: Mobile Pho					
3. Please provide the For	eign National's PPS Num	aber:						
4. Please provide the num enewed:	aber of the Employment	Permit being						
5. E-mail address:								
6. Immigration Details (P	lease enter the details exa	ctly as they appe	ar on your curre	nt GNIB card	"			
GNIB Pin No.			Dept. No.					
f the Foreign National is in nmigration stamps and visa	9.							
You must now attach th	e documents outlined in	Requirement fo Nat	or Supporting D ional."	ocumentatic	n under "	(B) Require	ments for Fo	oreign

## Part Three Details of Requirement for Renewal of Contract for Services Employment Permit

1. Please outline, in detail below the reasons for the renewal of the Contract for Services Employment Permit. This should include a description of the Contract, the reasons for renewal and whether the contract with the Relevant Person (Irish Entity) is still in date. Please continue on a separate sheet if required and append it to the application form.

Documentary evidence may be requested.

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Part Four	D	etails	of Emp	oloym	ent	
. Title of Job:			BLOCK C	APITALS		
NOTE	E: Questions 2 and 3 to	be complet	ted by Health	Profession	als only.	
. Regulatory Body:			BLOCK C	APITALS		
. Registration/Pin/Licence N	o.:					
egistration details above. Docu opplications for other Health Pri	Registered Doctors or Nurses mentary evidence will not be n ofessionals listed in Part B of S cognition of their qualifications :	equired. Schedule 2 in th	e Regulations mu			
. Place(s) at which the emplo		nom me Depan		CAPITA	LS	
	BL	OCK CAP	ITALS			
Proposed Period of Employ Permit (maximum period of						
Proposed Start Date*:	D D M	M Y	Y			
nactment, the top up to bring it	v the Irish National Minimum V t up to the applicable hourly lev ned allowable under Schedule	Annual Salary (Foreign	nown separately b	elow. The amo		
(a) Current Basic Annual	Salary	Currency)	Gundingy	e	e	
(b) Top up to bring Basic Irish National Minimu	Annual Salary up to the m Wage or the rate fixed any other enactment (if			¢	e	
(c) Deductions from either applicable)	er (a) or (b) above (if			¢		
(d) Total Basic Annual Sa (if applicable)	alary less deductions at (c)			e		
Board and	Payments in respect of (if applicable)			€		
Accommodation	Monetary Value of (if applicable)			€		
Payments in respect of He (if applicable)	eaith Insurance			¢		
Total Remuneration				€	e	
conetary value of Board and A nust be verifiable by way of sup lage. . Number of hours of work p	ses of Employment Permit appl	em) or Health Ir event of a Natic	isurance is being nal Employment andard working w	included in the Rights Authorit	o Gross Annual Ri y (NERA) inspect s per week.	emuneration this
	•	LOCK CAP				
Sr	ee Requirement for Supportin			ation Requirer	nents".	
		Page 5	fa) uppinde			RCFSEP001/1

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Part Five	Requir	ement for Payment	
Is a fee payable for this Employment Permit application?	Yes	No	
If No, please indicate on what basis no fee is app	licable?	Application is in respect of a non-EEA national married to or in a civil partnership with an EEA national	
If no fee is payable proceed to Part Six.			

## Details of Payment

Important Note for Business Users - Payment by Electronic Funds Transfer In accordance with D/Finance Circular 1/2013, from 19 September 2014 (e-Day) the public sector will no longer accept cheques, bank drafts or postal orders from business users in respect of services rendered. To facilitate this, the Employment Permits Section will no longer accept paper based payments from business users and has set up a commercial bank account into which payments can be made by Electronic Funds Transfer (EFT).

Business user applicants for employment permits should complete the Contact Details of Payer (Questions 1, 2, 3, 4, 5, 6, 7, and 8), Payment Details (Question 9) and the Payers Declaration below and payment will be requested when an application is accepted into the Employment Permits Section as complete. An e-mail will issue to the applicant and their authorised agent (if applicable) giving details of the amount of the fee due, the bank account into which the payment should be made and an *Application ID* number which <u>must</u> be used as the reference when making the payment.

Applicants, other than business users can continue to make payment by cheque, bank draft or postal order and must complete all details below.

Contact Details	of Payer							
1. Please indicate who is ma payment:	king the		Contractor			Other		
2. Title:	Mr	Mrs	Miss	Ms	Other (pleasta	ase ate)		
3. Name:			BLOC	K CAPITALS	8			
4. Company (if applicable):			BLOC	K CAPITALS				
5. Telephone Number:				6. Fax Number:				
7. Mobile Phone Number:								
8. E-mail:								
Payment Details								
9. Method of Payment:	Electronic Fur Trans		Cheque	Bank D	raft	Postal 0	Order	
10. Cheque No.								
11. Payment enclosed:	¢							
Payment must be in the form o Clearing System. Cheques sho						ion operat	ing withi	n the Ir
Payer's Declarat	tion							
I, the undersigned, agree tha (Under the Employment Permi withdrawn application will cons	ts Act 2006, as am	ended by the l						
Payer's Signature: (Original signature required)		nar ree pard.)			Date:	D M	M Y	Y

Employment Permits Section is unable to refund fees by payable order. If a refund of fees is a forwarded to the applicant for completion. The refund will be paid by EFT directly into the appli	
the mandate form.	can a bann account, as per details provided of

## Part Six Acceptance of Terms & Conditions

### Foreign National Declaration

I, the undersigned, agree to continue to perform the duties with the Relevant Person on the basis of this application. I hereby solemnly declare that:

- I am a fully accredited member of the relevant professional body pursuant to Part C of Schedule 2 in the Regulations for the
  position on offer, as stated in Part 4 of the application form (if applicable);
- I will continue to be employed, salaried and paid under an employment contract outside the State by the Contractor stated on this application form; and
- · I will be fully tax compliant.

Furthermore, I understand and accept that in accordance with Section 25 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, a person who furnishes to the Minister, on an application under section 20, information that is false or misleading in a material respect knowing that it is so false or misleading or being reckless as to whether it is so false or misleading is guilty of an offence.

Signature of Foreign National: (Original signature required)		Title:			]				
Name (in BLOCK CAPITALS):	BLOCK CAPITALS	Date:	D	D	М	М	Y	Y	
Your employment permit will r	normally be posted to you at your o	current addre	ss a	s in	Part	1 2 0	of th	is Fo	rm.
Tick this box if you want your permit	to be posted to your current address.								
Tick this box if you want your permit	to be posted to the Contractor as stated in I	Part 1 of this Fo	m.						
Tick this box if you want your permit	to be posted to your Authorised Agent (if a	pplicable).							

### **Relevant Person Declaration**

I, the Relevant Person in Ireland, confirm that the Foreign National will continue to be performing duties in the State that arise out of the contract service agreement between the Contractor and me and I understand that the Foreign National will be returning to his/her employment outside the State with the Contractor after the completion of the duties which are part of the contract service agreement.

I understand and accept that:

- in accordance with Section 25 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, a person who furnishes to the Minister, on an application under section 20, information that is false or misleading in a material respect knowing that it is so false or misleading or being reckless as to whether it is so false or misleading is guilty of an offence.
- · neither I, nor a person acting on my behalf, shall keep any personal document belonging to a holder of an employment permit.

Signature of Relevant Person: Original signature required)			_					
lame (in BLOCK CAPITALS):	BLOCK CAPITALS	Title:						
Position Held:	BLOCK CAPITALS	Date:	D	D	м	м	Y.	Y



#### Contractor Declaration

I, the Contractor, give an undertaking that the Foreign National will be fully tax compliant for the duration of the Foreign National's stay in Ireland. I confirm that the Foreign National will be returning to my overseas place of employment after the completion of the duties as part of the contract service agreement.

I hereby solemnly declare that:

- the Foreign National is a fully accredited member of the relevant professional body pursuant to Part C of Schedule 2 in the Regulations for the position on offer, as stated in Part 4 of the application form (if applicable); where the foreign salary currently paid by me does not meet the Irish National Minimum Wage hourly rate of pay or an hourly
- where the foreign salary currently paid by me does not meet the insh National Minimum Wage hourly rate of pay or an hourly rate of pay fixed under or pursuant to any other enactment that applies to the employment concerned, I undertake to pay a Top-Up salary to achieve the National Minimum Wage hourly rate or the hourly rate fixed under or pursuant to any other enactment and that this amount will appear on the Foreign National's payslip for the duration of their assignment in the State. the Foreign National named in this application form will continue to be employed, salaried and paid under an employment contract outside the State by me, the Contractor, as stated in Part 1 of this application form.
- .

I understand and accept that:

- in accordance with Section 23 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, 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 any matter relating to or concerning such an application or the grant of the permit; or
  - any amount previously paid to the holder in respect of travelling expenses incurred by the holder in connection with 0 taking up the employment in the State in accordance with Section 25 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, a person who furnishes to the Minister, on an application under section 20, information that is false or misleading in a
- material respect knowing that it is so false or misleading or being reckless as to whether it is so false or misleading is guilty of an offence.
- neither I, nor a person acting on my behalf, shall keep any personal document belonging to a holder of an employment permit. .

Signature of Contractor: (Original signature required)								
Name (in BLOCK CAPITALS):	BLOCK CAPITALS	Title:						
Position Held:	BLOCK CAPITALS	Date:	0	D	М	м	Y	Ŷ

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14.4

Authorisation of Agent	If no agent is representin	ig the applicant the	en this section to be left blank.
	agent) to act on your behalf please ensure t ust be in agreement with the nomination of n.		
Agent Name in BLOCK CAPITALS):	BLOCK CAPITALS	Title:	
understand that neither I, nor a person a mployment permit.	cting on my behalf, shall keep any personal	document belon	ging to a holder of an
ignature of Agent: Original signature required)		Date:	D D M M Y Y
gent's Address for Correspondence:			
Address 1:	BLOCK C	APITALS	
Address 2:	BLOCK C	APITALS	
Town:	BLOCK C	APITALS	
County:	BLOCK C	APITALS	
Country:	BLOCK C	APITALS	
E-mail address:			
Telephone number:			
ignature of Contractor: Driginal signature required)		Date:	D D M M Y Y
the Foreign National, permit the above n	named agent to act on my behalf in respect	of this application	n.
ignature of Foreign National: Original signature required)		Date:	D D M M Y Y
the Relevant Person, permit the above n	amed agent to act on my behalf in respect	of this application	ı.
ignature of Relevant Person: Driginal signature required)		Date:	
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## **Requirements for Supporting Documentation**

### (A) Requirements for Contractor

All Contractors who have not been granted an Employment Permit within the 12 months preceding the application are required to submit clear copies of the following documentation:

Copy of P30 returned to the Revenue Commissioners within the 2 months preceding this application or a receipt for such return ٠ whether issued through ROS (Revenue Online Service) or otherwise.

#### Additional documentation

The Minister may request such other information as might materially assist in making a decision on an application.

### (B) Requirements for Foreign National

#### For all Foreign Nationals

- Clear, legible copy (preferably in colour) of the personal details pages of the Foreign National's passport, showing his or her picture, . personal details and his or her signature.
- In the case of health professionals listed in Part B of Schedule 2 in the Regulations, a copy of the registration with the appropriate . medical body or recognition of qualifications from the relevant Minister of the Government
- Please supply your GNIB personal identification number which is shown on your GNIB card. If not available please supply a clear, . legible copy (preferably in colour) of your current immigration stamps and visa.

#### Please Note: Original documents should not be submitted

Important Note concerning the passport expiry date In the case of all applications for employment permits, the Foreign National must hold a passport which is in date and valid for at least 12 months or more after the date of the application. Employment Permits cannot be considered for Foreign Nationals who do not fulfil this requirement.

### (C) Application Requirements

#### **Clarification on Remuneration Paid**

All applications for renewal of an employment permit must include the following documentation:

- · Copies of 3 recent payslips issued to the holder of the Employment Permit dated within the last 4 months which must comply with the requirements of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014.
- Copies of P60s issued to the holder of the Employment Permit for each year of employment covering the duration of the existing Employment Permit. If P60s are not available then copies of P21s are required.
- Documentary evidence of payments in respect of Board and Accommodation and Health Insurance, if applicable.

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### (D) Schedule of Fees

An application for a renewal employment permit shall be accompanied by the fee prescribed in the following table -

EMPLOYMENT PERMIT TYPE	RRENEWAL APPLICATION FEE
General Employment Permit	€1,500 up to 36 month permit and €750 for six months or less
Dependant/Partner/Spouse Employment Permit	No Fee
Contract for Services Employment Permit	€1,500 up to 36 month permit and €750 for six months or less
Intra-Company Transfer Employment Permit	€1,000 up to 24 month permit, €1,500 from 24 months up to 36 month permit and €500 for six months or less
Sport & Cultural Employment Permit	€1,500 up to 36 month permit and €750 for six months or less
Reactivation Employment Permit	€1,500 up to 36 month permit and €750 for six months or less

Fees not required in certain cases.

A fee as detailed above is payable depending on the duration of the Employment Permit. However, the fee may be waived in the following cases:

· Application in respect of a Foreign National who is the Spouse or Civil Partner of an EEA national.

The following additional documentation is required in these cases:

- Applications in respect of Foreign Nationals who are the Spouses or Civil Partners of EEA nationals:
   > clear photocopies of the relevant pages of the EEA Spouse/Civil Partners' current passport showing his or her picture, personal details, passport expiry date and his or her signature, and
  - a copy of the maringe certificate or the civil partnership registration evidencing the relationship of the Foreign National and the EEA national.

Refunds

90% of the fee will 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.

Employment Permits Section is unable to refund fees by payable order. If a refund of fees is due for any reason, a mandate form will be forwarded to the applicant for completion. The refund will be paid by EFT directly into the applicant's bank account, as per details provided on the mandate form.

### Acceptable Forms of payment

In accordance with D/Finance Circular 1/2013, from 19 September 2014 (e-Day) the public sector will no longer accept cheques, bank drafts or postal orders from business users in respect of services rendered. To facilitate this, the Employment Permits Section now has a commercial bank account into which payments can be made by Electronic Funds Transfer (EFT). When an application is accepted as complete an email will issue to the applicant giving details of the amount of the fee due, the bank account into which the payment should be made and an Application ID number which <u>must</u> be used as the reference when making the payment.

For all other users, payment can continue to be made 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 Jobs, Enterprise & Innovation.

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### (E) 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.
- 6. All Employment Permits are issued on the provise that the named foreign national is paid, as a minimum, the remuneration specified on the Employment Permit. The only allowable deductions are those which appear on that Employment Permit. The remuneration being paid must be verifiable in the event of a National Employment Rights Authority (NERA) inspection. Failure to comply could lead to the revocation of the Employment Permit under section 16(1)(df) of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014.
- C. The Foreign National remains an employee of the Foreign Employer for the period of his/her employment in the State.
- D. The Foreign National only performs the duties that arise out of the contract service agreement and in respect of which the Employment Permit is issued.
- E. It is recommended that an application for an Employment Permit should be made at least 12 weeks before the expiry of the existing employment permit.
- F. Any application that contains omissions or is incorrectly completed will be returned to the applicant or the authorised agent (if applicable) for completion.
   G. A fee, as determined by the Minister for Jobs, Enterprise and Innovation is payable by the applicant or the authorised agent (if
- G. A fee, as determined by the Minister for Jobs, Enterprise and Innovation is payable by the applicant or the authorised agent (if applicable) for each Employment Permit granted.
- H. In line with section 24 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, should the employment that is the subject of the Employment Permit cease, for whatever reason, the original and the certified copy of the Employment Permit must be returned to the Employment Permits Section within 4 weeks from the date of cessation. Failure to comply with this requirement is an offence.

Non-compliance with any provision of the Aliens Act 1935, the Immigration Acts, the Employment Permits Acts 2003 and 2006, as amended by the Employment Permits (Amendment) Act 2014 or any Order made under these Acts is an offence punishable by Law.

### (F) Declaration

#### **Data Sharing and Data Protection**

The Employment Permits Section may undertake verification of all data submitted on this application form. The Contractor, the Relevant Person, the Foreign National and the authorised Agent (if applicable) 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.dataprotection.ie. Alternatively, they may call: (057) 868 4800 / Lo-Call Number: 1890 252231.

Please note that a percentage of all applications will be chosen at random for inspection by the National Employment Rights Authority (NERA). Relevant documents will have to be provided as part of this inspection. Under Section 16 (d) of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, the Minister may revoke an employment permit if, in the opinion of the Minister, any information provided in respect of the application for it was false or misleading in a material respect.

In accordance with Section 25 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, a person who furnishes to the Minister, on an application under section 4 or 20, information that is false or misleading in a material respect knowing that it is so false or misleading or being reckless as to whether it is so false or misleading is guilty of an offence.

Furthermore, in accordance with Section 32 (1) of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, a person guilty of an offence under section 18(2), 19(3), 23(4) or 25 is liable—

- (a) on summary conviction, to a fine not exceeding €5,000 or imprisonment for a term not exceeding 12 months or both, or
- (b) on conviction on indictment, to a fine not exceeding €50,000 or imprisonment for a term not exceeding 5 years or both.

Please note: With effect from 2003, the names of all employers who employ employment permit holders, as well as the number of permits issued to that employer, are made publicly available on the Department's website (www.djei.ie/labour/workpermits/)

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### (G) 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 to the applicant or authorised agent (if applicable).

Attach 1 passport sized photograph, with Foreign National's name printed on the back.

Part One - Details of the Contractor and the Details of the Relevant Person: Complete all guestions

Contractors should include copies of:

Completed P30/ROS Online Receipt dated within 2 months preceding the application (if applicable).

Part Two - Details of Foreign National: Complete all questions

Please supply clear copies (preferably in colour) of the following:

- Passport pages showing photograph, personal details and expiry date. Immigration stamps (if GNIB personal identification number not available).
- Visa (if GNIB personal identification number not available).

Original documents should not be submitted

Part Three - Details of Contract Service Agreement: Complete all questions.

Please complete in relation to the details of the contract service agreement and requirement for renewal of Contract for Services Employment Permit

- Part Four Details of Employment: Complete <u>all</u> questions (unless otherwise specified) Please supply copies of the following in the case of health professionals, including registered doctors and registered nurses who have not provided their Registration/PIN number at Part 5, Questions 3 and 4:
  - A copy of registration with the appropriate regulatory body or recognition of qualifications pursuant to Schedule 2 in the Regulations.

Please supply copies of the following:

- · Copies of 3 recent payslips issued to the holder of the Employment Permit dated within the last 4 months which must comply with the requirements of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014
- Copies of P60s issued to the holder of the Employment Permit for each year of employment covering the duration of the existing Employment Permit. If P60s are not available then copies of P21s are required.
- Documentary evidence of payments in respect of Board and Accommodation and Health Insurance, if applicable.

Part Five - Details of Payment: Complete all questions

- Include the appropriate fee if required (see (D) Schedule of Fees for further information.
- Sign Payer declaration original signature required.
- If applicable, clear photocopies of the relevant pages of the EEA Spouse/Civil Partners' current passport showing his or her picture, personal details, passport expiry date and his or her signature, and a copy of the marriage certificate or the civil partnership registration evidencing the relationship of the Foreign National and the EEA national.

Part Six - Acceptance of Terms & Conditions

Sign and date the appropriate declarations - original signatures required.

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## EMPLOYMENT PERMITS SECTION

**Contact Details** 

Website:	www.djei.ie/labour/workpermits/
E-mail:	employmentpermits@djei.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

Information and application forms may be downloaded from the Employment Permits Section web pages on the Department of Jobs, Enterprise and Innovation website – www.djei.ie/labour/workpermits/

**Employment Permits Section Web pages** 

PLEASE NOTE: The pages giving details on Requirement for Supporting Documentation and Application Form Checklist – parts A, B, C, D, E, F and G are for instruction purposes only. It is not necessary to include these pages when submitting the completed application form.

### Form N

Application form for renewal of Reactivation Employment Permit



An Roinn Post, Fiontar agus Nuálaíochta Department of Jobs, Enterprise and Innovation

## **Reactivation Employment Permit RENEWAL** Application

This form should be used by either the Employer or the Foreign National, who is the holder of the Employment Permit concerned, who wish to apply for:

- A renewal of an existing Reactivation Employment Permit for the same employer and employment.
- A renewal application for a Reactivation Employment Permit should be made within the period of 4 months ending on the date of expiry of the existing Reactivation Employment Permit. .

This form should NOT be used where an Employer or a Foreign National wishes to apply for

- .
- a change in the type of Employment Permit held by the foreign national, a change in the type of employment currently specified on the existing Employment Permit, or
- an Employment Permit for a foreign national currently employed by a different employer on foot of . an Employment Permit.

In these cases a new Employment Permit application is required and the New Employment Permit Application Form for the relevant permit type should be used.

Before completing this form, please read the relevant permit information which is available on our website: <u>www.djei.ie/labour/workpermits</u>. Complete ALL parts of this form as required in BLOCK CAPITALS. The Employer, the Foreign National and the Agent (if applicable), must sign the declarations at the end of the form.

INCOMPLETE FORMS WILL BE RETURNED TO THE APPLICANT OR THE AUTHORISED AGENT (IF APPLICABLE).

Employer				-	National (Holder oyment Permit)
If this is an application for a Hea F	alth Profe	essional			
Part One	Reg	istra	ation	Deta	ils of Employer
1. Employer Registered Number:					Obtained from the Revenue Commissioners
2. Company Name Registered Number (if applicable):					Obtained from the Companies Registration Office
3. Business Name Registered Number (if applicable):					Obtained from the Companies Registration Office
<ol> <li>If the Employer is an Industrial and Provident Society, a Friendly Society or a Trade Union, please supply their Registration Number:</li> </ol>					Obtained from the Registry of Friendly Societies
5. If the Employer is a Charity, please supply the Charity Number:					Obtained from the Revenue Commissioners

## **RREP001/14**

Recent Passport Photograph X1

Please print Foreign National's name on

> back of photograph and staple here.

242	[432]
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If the Employer is not a registered company,	please indicate what type of entity it	is:
Sole Trader Partnership	Other (please specify):	BLOCK CAPITALS
7. Please state the full name of the Employer:		BLOCK CAPITALS
3. Please state the nationality of the Employer:		BLOCK CAPITALS
If the Employer is not an EEA citizen, do they business in the State?	hold appropriate permission from th	e Minister for Justice and Equality to oper
Yes No Not applica	ble If Yes, please specify:	BLOCK CAPITALS
If yes, you must enclose copies of supporting do operate a business in the State or your applicati	ocumentation from the Minister for Justi	
0. Registered name of Company/Business:		OCK CAPITALS
1. Trading name of business (if different):	BL	OCK CAPITALS
12. Nature of business:	BLOCK CAPITA	ALS
13. Company/Business Address:		
Address 1:	BLOCK CAPIT	ALS
Address 2:	BLOCK CAPIT	ALS
Town:	BLOCK CAPIT	A L S
County:	BLOCK CAPIT	ALS
Country:	BLOCK CAPIT	ALS
14. Telephone Number:	15. Fax:	
16. Mobile Phone Number:		
I7. E-mail:		
18. Website:		
19. Number of EEA* and/or Swiss nationals (inc		of non-EEA nationals currently
Irish) currently employed by the Employer:	employe	ed by the Employer:

Part Two	Details o (Holder of	of Foreign Employme	
1. Passport Number:			
2. Expiry Date:	D D M M Y Y		
3. Nationality:	BLOCK CAPITALS		ese details exactly appear on the
4. First Name:	BLOCK CAPITALS		lational's passport.
5. Middle Name(s):	BLOCK CAPITALS		
6. Family Name:	BLOCK CAPITALS		
7. Date of Birth:	D D M M Y Y	8. Male:	9. Female:
10. Telephone No.:		11: Mobile Phone No.:	
12. Current Address:		BLOCK CAP	ITALS
	BLOCK C	APITALS	
	BLOCK C	APITALS	
	BLOCK C	APITALS	
	ign National's PPS Number: ber of the Employment Permit being renew	ed:	
16. Immigration Details (Ple	ase enter the details exactly as they appear o	n your current GNIB card*)	
GNIB Pin No.	Dept. No.		
*If the Foreign National is in t	he State but does not have a GNIB personal i	dentification number then p	lease supply a copy of their current
been working lawfully	n National has held consecutive employm during this time, s/he may be eligible to ap nigration Service. However, if the propose II be required.	ply for a Stamp 4 permis	sion to remain from the Irish
	ubmitting this application the proposed Fo hat an employment permit is still required.	reign National confirms	that s/he has considered the available
You must now attach the	documents outlined in Requirement for Su		under "(B) Foreign National (Holder of
	Employment Permit)	Requirements."	
	Page 3		RREP001/14

Part Three	Details	of Empl	oyment
. Title of Job:	BLOCH	CAPITALS	
NOTE: Questions 2 and	3 to be completed by Health Prop Part A and Part B of Schedu		
2. Regulatory Body:	BLOC	CK CAPITALS	
. Registration/Pin/ icence No.:			
	of Registered Doctors, Nurses or Security P Is above. Documentary evidence will not be		A of Schedule 2 in the Regulations please
	Professionals listed in Part B of Schedule 2 in ecognition of their qualifications from the Dep		provide a copy of their registration with the
. Place(s) at which the emplo	syment concerned is to be carried out:	BL	OCK CAPITALS
	BLOCK	CAPITALS	
5. Proposed Period of Employ Permit (maximum period of rears)*			
enewal stage if a foreign nation	inlimited permit, please write "Unlimited" in the nal has been in continuous employment with plications should be submitted to this Depart	the same employer for	five years or more. Please note that all
. Gross Annual Remuneratio	n* €	(Gross remunerat premium payme	ion excludes overtime or nts)
'. Gross Annual Salary: (if different from above)	E		
. Gross Weekly Salary:	E	9. Hourly Rate of Pay:	€
0. Deductions from Gross W Salary:	eekly €	Please specify purpose of deductions:	BLOCK CAPITALS
1. Health Insurance*:	E	Please specify name of Health Insurance Provider:	BLOCK CAPITALS
Annual Remuneration this must he event of a National Employn Health Insurance can only be	e basic salary must appear as payments on be verifiable by way of supporting document nent Rights Authority (NERA) inspection. considered if the provider of the health insura ion 14 of the Health Insurance Act. 1994.	tation at renewal stage;	such documentation may also be required
<ol> <li>Number of hours of work   week*:</li> </ol>			
Please note that for the purpor	ses of Employment Permit Applications, the	standard working week	is 39 hours per week.
3. What are the main function	ns of this job:	BLOCK	CAPITALS
	BLOCK CA	PITALS	
You must now attach the doc	uments outlined in Requirement for Supp	the longer and the local and the second s	n under "(C) Application Requirements" (
	applicab	<i>e)</i>	

		Requ	ireme	nt for Pa	yment	
s a fee payable for this Emplo pplication?	oyment Permit	Yes			No	
f No, please indicate on what	basis no fee is a	pplicable?				
he Employer is the applicant he Revenue Commissioners	t and has charitab	ole status with	Арр	ication is in respect national marrier partnership with a	d to or in a civil	
Dependant/Partner/Spouse Er	mployment Permi	t 🗌		Inlimited General, and Cultural Emp		
no fee is payable proceed to	o Part Five.					
		D	etails	of Payme	ent	
ee due, the bank account into v aking the payment. pplicants, other than business						
Contact Details o	of Payer					
		En	nployer	Foreign Nati	onal	Other
. Please indicate who is mak		Err Mrs	nployer		onal Other (please	Other
I. Please indicate who is mak 2. Title:	ing the payment:		Miss		Other (please	Other
I. Please indicate who is mak 2. Title: 3. Name:	ing the payment:		Miss BLOCK	Ms	Other (please	Other
. Please indicate who is mak t. Title: b. Name: b. Company (if applicable):	ing the payment:		Miss BLOCK	Ms	Other (please	Other
I. Please indicate who is mak 2. Title: 3. Name: 4. Company (if applicable): 5. Telephone Number:	ing the payment:		Miss BLOCK	MS CAPITALS	Other (please	Other
. Please indicate who is mak 2. Title: 3. Name: 4. Company (if applicable): 5. Telephone Number: 7. Mobile Phone Number:	ing the payment:		Miss BLOCK	MS CAPITALS	Other (please	Other
I. Please indicate who is mak 2. Title: 3. Name: 4. Company (if applicable): 5. Telephone Number: 7. Mobile Phone Number: 8. E-mail:	ing the payment:		Miss BLOCK	MS CAPITALS	Other (please	Other
1. Please indicate who is mak         2. Title:         3. Name:         4. Company (if applicable):         5. Telephone Number:         7. Mobile Phone Number:         8. E-mail:	ing the payment:	Mrs	Miss BLOCK	MS CAPITALS	Other (please state)	Other
Contact Details of 1. Please indicate who is mak 2. Title: 3. Name: 4. Company (if applicable): 5. Telephone Number: 5. Telephone Number: 6. E-mail: Payment Details 9. Method of Payment: 10. Cheque No.	Ing the payment:	Mrs	Miss BLOCK	Ms CAPITALS	Other (please state)	

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 Jobs, Enterprise and Innovation.

### Payer's Declaration

I, the undersigned, agree that in the case of a refund of fees, the payment will be made payable to the Applicant specified on Page 1. (Under the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014 a refund in the case of a refused or withdrawn application will consist of 90% of the total fee paid).

Payer's Signature: (Original signature	Date:			 	~	~
required)	Date.	Ŭ	- U.	 		× 1
Employment Permits Section is unable to refund fees by payable order. If a forwarded to the applicant for completion. The refund will be paid by EFT dii						
the mandate form.						

## Part Five Acceptance of Terms & Conditions

### Declaration of Foreign

National

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

I hereby solemnly declare that:

- I am a fully accredited member of the relevant professional body pursuant to Part C of Schedule 2 in the Regulations for the
  position on offer, as stated in Part 3 of the application form (if applicable);
- if this application is for an employment in respect of a Carer in a private home and an employment permit is granted, I will
  have no objection to an Inspector from the National Employment Rights Authority (NERA) visiting the premises where
  employment is being carried out and to speak to me and the employer should the need arise; and
- I will be fully tax compliant;

and that to the best of my knowledge and belief:

 I will continue to be employed, salaried and paid under an employment contract governed by the laws of the State by the Employer, as stated in Part 1 of the application form;

Furthermore, I understand and accept that in accordance with Section 25 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, a person who furnishes to the Minister, on an application under section 20, information that is false or misleading in a material respect knowing that it is so false or misleading or being reckless as to whether it is so false or misleading is guilty of an offence.

Signature of Foreign National: (Original signature required)		Title:						
Name (in BLOCK CAPITALS):	BLOCK CAPITALS	Date:	D	D	M.	м	Y	Y.
			-					

Your employment permit will normally be posted to you at your current address as in Part 2 of this Form.

Tick this box if you want your permit to be posted to your current address.	
Tick this box if you want your permit to be posted to the Person who has made the offer of employme as stated in Part 1 of this Form.	nt
Tick this box if you want your permit to be posted to your Authorised Agent (if applicable).	

### Declaration of Employer

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 will continue to be applied to this Foreign National.

I hereby solemnly declare that:

- I have taken reasonable steps to satisfy myself that:
  - the Foreign National is a fully accredited member of the relevant professional body pursuant to Part C of Schedule 2 in the Regulations for the position on offer, as stated in Part 3 of the application form (if applicable);
- the Foreign National, as stated in Part 2 of the application form, will continue to be employed, salaried and paid under an employment contract governed by the laws of the State by me, the Employer, as stated in Part 1 of the application form.

I further understand, declare and accept that:

- in accordance with Section 23 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, I may not make any deductions from the remuneration of, or seek to recover from, the holder of an 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 any matter relating to or concerning such an application or the grant 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.
- in accordance with Section 25 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, a person who furnishes to the Minister, on an application under section 20, information that is false or misleading in a material respect knowing that it is so false or misleading or being reckless as to whether it is so false or misleading is guilty of an offence.
- if this application is for an employment in respect of a Carer in a private home and an employment permit is
  granted, I will have no objection to an Inspector from the National Employment Rights Authority (NERA) visiting
  the premises where employment is being carried out and to speak to me and the employee should the need arise;
  and
- I have full responsibility for guaranteeing that the appropriate deductions under the PAYE system will be made from all payments (including benefits-in-kind) made to the Foreign National and that all such deductions will be paid to the Revenue Commissioners.

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.

Signature of Employer: Original signature required)								
Name (in BLOCK CAPITALS):	BLOCK CAPITALS	Title:						
Position Held:	BLOCK CAPITALS	Date:	D	D	м	м	Y	Y

Your certified copy of the employment permit will normally be posted to you at your current address as in Part 1 of this Form.

Tick this box if you want your certified copy of the employment permit to be posted to your current address.

Tick this box if you want your certified copy of the employment permit to be posted to your Authorised Agent (if applicable).

gent Name BLOCK CAPITALS):	OCK CAPITALS		_				
		Title:					
nderstand that neither I, nor a person acting on my nployment Permit.	behalf, shall keep any personal	document belo	nging	to a h	older	of an	
gnature of Agent: riginal signature required)		Date:	D	D	M M	( Y	Y
ent's Address for Correspondence:							
Address 1:	BLOCK CA	PITALS					_
Address 2:	BLOCK CA	PITALS					
Town:	BLOCK CA	PITALS					
County:	BLOCK CA	PITALS					
Country:	BLOCK CA	PITALS					
E-mail address:							
Telephone number:							
the Person who has made the offer of employment,	permit the above named agent to	act on my beł	half in	respe	ct of th	nis app	plica
gnature of Employer: riginal signature required)		Date:	D	D	M: N	Y	Y
the Foreign National, permit the above named agent	to act on my behalf in respect o	f this application	on.				
		-	_				-

## **Requirements for Supporting Documentation**

### (A) Requirements for the Employer

If the Employer has not been granted an Employment Permit within the 12 months preceding the application, they MUST submit clear copies of the following documentation:

 Copy of P30 returned to the Revenue Commissioners within the 2 months preceding this application or a receipt for such return whether issued through ROS (Revenue Online Service) or otherwise.

#### **Business Permission**

If the Employer has indicated that they are a foreign national operating a business in the State, they are required to submit copies of documentary evidence from the Minister for Justice and Equality clearly demonstrating their status within the State and their entitlement to operate a business in the State.

#### Additional documentation

The Minister may request such other information as might materially assist in making a decision on an application.

### (B) Requirements for Foreign National

#### For all Foreign Nationals

- Clear, legible copy (preferably in colour) of the personal details pages of the Foreign National's passport, showing his or her picture, personal details and his or her signature.
- In the case of health professionals listed in Part B of Schedule 2 in the Regulations, a copy of the registration with the appropriate medical body or recognition of qualifications from the relevant Minister of the Government.
- Please supply your GNIB personal identification number which is shown on your GNIB card. If not available please supply a clear, legible copy (preferably in colour) of your current immigration stamps and visa.

#### Please Note: Original documents should not be submitted

Important Note concerning the passport expiry date In the case of all applications for employment permits, the Foreign National must hold a passport which is in date and valid for at least 12 months or more after the date of the application. Employment Permits cannot be considered for Foreign Nationals who do not fulfil this requirement.

### (C) Application Requirements

#### **Clarification on Remuneration Paid**

All applications for renewal of an employment permit must include the following documentation:

- Copies of 3 recent payslips issued to the holder of the Employment Permit dated within the last 4 months.
  - Copies of P60s issued to the holder of the Employment Permit for each year of employment covering the duration of the existing Employment Permit.
- · Documentary evidence of payments in respect of Health Insurance, if applicable.

#### For renewal of an employment in a restaurant or a fast food outlet

- If the application is in respect of such employment the following additional documentation is required:
  - An up-to-date tax clearance certificate in respect of the Employer.

### (D) Schedule of Fees

An application for a new employment permit shall be accompanied by the fee prescribed in the following table -

EMPLOYMENT PERMIT TYPE	RRENEWAL APPLICATION FEE
General Employment Permit	€1,500 up to 36 month permit and €750 for six months or less
Dependant/Partner/Spouse Employment Permit	No Fee
Contract for Services Employment Permit	€1,500 up to 36 month permit and €750 for six months or less
Intra-Company Transfer Employment Permit	€1,000 up to 24 month permit, €1,500 from 24 months up to 36 month permit and €500 for six months or less
Sport & Cultural Employment Permit	€1,500 up to 36 month permit and €750 for six months or less
Reactivation Employment Permit	€1,500 up to 36 month permit and €750 for six months or less

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#### Fees not required in certain cases.

No fee is payable in respect of applications for Dependant/Partner/Spouse Employment Permits and in respect of applications for Unlimited Employment Permits in the case of a General Employment Permit, a Sports and Cultural Employment Permit or a Reactivation Employment Permit. An unlimited Employment Permit may be applied for at the renewal stage if a foreign national has been in continuous employment with the same employer for five years or more

In all other cases a fee as detailed above in payable depending on the duration of the Employment Permit. However, the fee may be waived in the following cases:

- Application in respect of a Foreign National who is the Spouse or Civil Partner of an EEA national.
- Where the Employer is the applicant for the Employment Permit and they have been granted charitable tax exemption status by the Revenue Commissioners.

The following additional documentation is required in these cases

- Applications in respect of Foreign Nationals who are the Spouses or Civil Partners of EEA nationals:
  - clear photocopies of the relevant pages of the EEA Spouse/Civil Partners' current passport showing his or her picture, personal details, passport expiry date and his or her signature, and
  - a copy of the marriage certificate or the civil partnership registration evidencing the relationship of the Foreign National and the EEA national
- Where the Employer is the applicant for the Employment Permit and they have been granted charitable tax exemption status by the **Revenue Commissioners** 
  - If the Employer has not been issued with an Employment Permit on the basis of not paying a fee due to charitable status within the 12 months preceding the application, please provide a copy of an official letter from the Revenue Commissioners confirming charitable status.

#### Refunds

90% of the fee will 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.

Employment Permits Section is unable to refund fees by payable order. If a refund of fees is due for any reason, a mandate form will be forwarded to the applicant for completion. The refund will be paid by EFT directly into the applicant's bank account, as per details provided on the mandate form

#### Acceptable Forms of payment

In accordance with D/Finance Circular 1/2013, from 19 September 2014 (e-Day) the public sector will no longer accept cheques, bank drafts or postal orders from business users in respect of services rendered. To facilitate this, the Employment Permits Section now has a commercial bank account into which payments can be made by Electronic Funds Transfer (EFT). When an application is accepted as complete an email will issue to the applicant giving details of the amount of the fee due, the bank account into which the payment should be made and an Application ID number which must be used as the reference when making the payment.

For all other users, payment can continue to be made 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 Jobs, Enterprise & Innovation.

### (E) 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. All Employment Permits are issued on the proviso that the named foreign national is paid, as a minimum, the remuneration specified on the Employment Permit. The only allowable deductions are those which appear on that Employment Permit. The remuneration being paid must be verifiable in the event of a National Employment Rights Authority (NERA) inspection. Failure to comply could lead to the revocation of the Employment Permit under section 16(1)(df) of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014.
- C. It is recommended that an application for a Renewal Employment Permit should be made at least 12 weeks before the expiry of the existing permit.
- D. Any application that contains omissions or is incorrectly completed will be returned to the applicant or the authorised agent (if applicable) for completion.
- E. A fee, as determined by the Minister for Jobs, Enterprise and Innovation is payable by the applicant or the authorised agent (if applicable) for each Employment Permit granted.
- In line with section 24 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, should the employment that is the subject of the Employment Permit cease, for whatever reason, the original and the certified copy of the Employment Permit must be returned to the Employment Permits Section within 4 weeks from the date of cessation. Failure to comply with this requirement is an offence.

Non-compliance with any provision of the Aliens Act 1935, the Immigration Acts, the Employment Permits Acts 2003 and 2006, as amended by the Employment Permits (Amendment) Act 2014 or any Order made under these Acts is an offence punishable by Law.

### (F) Declaration

#### Data Sharing and Data Protection

The Employment Permits Section may undertake verification of all data submitted on this application form. The Employer, the Foreign National and the Authorised Agent (if applicable) 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 <a href="http://www.dataprotection.ie">www.dataprotection.ie</a>. Alternatively, they may call: (057) 868 4800 / Lo-Call Number: 1890 252231.

Please note that a percentage of all applications will be chosen at random for inspection by the National Employment Rights Authority (NERA). Relevant documents will have to be provided as part of this inspection. Under Section 16 (d) of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, the Minister may revoke an employment permit if, in the opinion of the Minister, any information provided in respect of the application for it was false or misleading in a material respect.

In accordance with Section 25 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, a person who furnishes to the Minister, on an application under section 4 or 20, information that is false or misleading in a material respect knowing that it is so false or misleading or being reckless as to whether it is so false or misleading is guilty of an offence.

Furthermore, in accordance with Section 32 (1) of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, a person guilty of an offence under section 18(2), 19(3), 23(4) or 25 is liable—

(a) on summary conviction, to a fine not exceeding €5,000 or imprisonment for a term not exceeding 12 months or both, or
 (b) on conviction on indictment, to a fine not exceeding €50,000 or imprisonment for a term not exceeding 5 years or both.

Please note: With effect from 2003, the names of all employers who employ employment permit holders, as well as the number of permits issued to that employer, are made publicly available on the Department's website (www.djei.ie/labour/workpermits/)

### (G) 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 to the applicant or authorised agent (if applicable).

Attach 1 passport sized photograph, with Foreign National's name printed on the back.

Indicate the following:

The applicant (person applying i.e. Employer or the Foreign National (Holder of Employment Permit)).

Part One - Details of Employer: Complete all questions

Employer should include copies of:

- Completed P30/ROS Online Receipt dated within 2 months preceding the application (if applicable).
- Evidence of Business Permission (if applicable).

Part Two - Details of Foreign National: Complete all questions

Please supply clear copies (preferably in colour) of the following:

- Passport pages showing photograph, personal details and expiry date.
- Immigration stamps (if GNIB personal identification number not available).
- Visa (if GNIB personal identification number not available).

Original documents should not be submitted.

#### Part Three – Details of Employment: Complete all questions (unless otherwise specified)

Please provide the following:

- · Copies of 3 recent payslips issued to the holder of the Employment Permit dated within the last 4 months.
- Copies of P60s issued to the holder of the Employment Permit for each year of employment covering the duration of the existing Employment Permit.
- Documentary evidence of payments in respect of Health Insurance, if applicable.

Please supply copies of the following in the case of health professionals, including registered doctors, registered nurses and security personnel who have not provided their Registration/PIN number at Part 3, Question 3:

A copy of registration with the appropriate regulatory body or recognition of qualifications pursuant to Schedule 2 in the Regulations.

Please supply the following in the case of the renewal of an employment in a restaurant or a fast food outlet:

an up-to-date tax clearance certificate in respect of the Employer.

#### Part Four - Details of Payment: Complete all questions

- Include the appropriate fee if required (see (D) Schedule of Fees for further information.
- Sign Payer declaration original signature required.
- If applicable, a copy of an official letter from the Revenue Commissioners confirming charitable status.
- If applicable, clear photocopies of the relevant pages of the EEA Spouse/Civil Partners' current passport showing his or her picture, personal details, passport expiry date and his or her signature, and a copy of the marriage certificate or the civil partnership registration evidencing the relationship of the Foreign National and the EEA national.

Part Five - Acceptance of Terms & Conditions

Sign and date the appropriate declarations - original signatures required.

## EMPLOYMENT PERMITS SECTION

### **Contact Details**

Website:	www.djei.ie/labour/workpermits/	
E-mail:	employmentpermits@djei.ie	
Call Centre:	353-1-417 5333	Emp
	LoCall: 1890 201 616 (from within Ireland only)	Information
Fax:	353-1-631 3268	Employment P
Address:	Davitt House 65a Adelaide Road Dublin 2 Ireland	Enterprise and

#### mployment Permits Section Web pages

Information and application forms may be downloaded from the Employment Permits Section web pages on the Department of Jobs, Enterprise and Innovation website – www.djei.ie/labour/workpermits/

PLEASE NOTE: The pages giving details on Requirement for Supporting Documentation and Application Form Checklist – parts A, B, C, D, E, F and G are for instruction purposes only. It is not necessary to include these pages when submitting the completed application form.

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### Form O

### Application form for renewal of Sport and Cultural Employment Permit



An Roinn Post, Fiontar agus Nuálaíochta Department of Jobs, Enterprise and Innovation

# Sport and Cultural Employment Permit RENEWAL Application

This form should be used by either the Employer or the Foreign National, who is the holder of the Employment Permit concerned, who wish to apply for:

- A renewal of an existing Sport and Cultural Employment Permit for the same employer and employment.
- A renewal application for a Sport and Cultural Employment Permit should be made within the period of 4 months ending on the date of expiry of the existing Sport and Cultural Employment Permit.

This form should NOT be used where an Employer or a Foreign National wishes to apply for

- a change in the type of Employment Permit held by the foreign national
- a change in the type of employment currently specified on the existing Employment Permit, or
- an Employment Permit for a foreign national currently employed by a different employer on foot of an Employment Permit.

In these cases a new Employment Permit application is required and the New Employment Permit Application Form for the relevant permit type should be used.

Before completing this form, please read the relevant permit information which is available on our website: <u>www.djei.ie/labour/workpermits</u>. Complete ALL parts of this form as required in BLOCK CAPITALS. The Employer, the Foreign National and the Agent (if applicable), must sign the declarations at the end of the form.

INCOMPLETE FORMS WILL BE RETURNED TO THE APPLICANT OR THE AUTHORISED AGENT (IF APPLICABLE).

In accordance with the Employment Pe	ermits Act	2006, as an on may no	mended by t t seek to rec	he Employm	O is the applicant)? ent Permits (Amendment) Act 2014, an employer , if applicable, from the foreign national. lications)				
Employer			Foreign National (Holder of Employment Permit)						
Health Professional If this is an application for a Health Professional listed in Part A or Part B of Schedule 2 in the Regulations please tick this box Part One Registration Details of Employer									
Part One	Reg	isua	ation	Dela	iis of Employer				
1. Employer Registered Number:					Obtained from the Revenue Commissioners				
2. Company Name Registered Number (if applicable):					Obtained from the Companies Registration Office				
3. Business Name Registered Number (if applicable):					Obtained from the Companies Registration Office				
4. If the Employer is an Industrial and					1				
Provident Society, a Friendly Society or a Trade Union, please supply their Registration Number:					Obtained from the Registry of Friendly Societies				
5. If the Employer is a Charity, please supply the Charity Number:					Obtained from the Revenue Commissioners				
		Р	age 1		RSCEP001/14				

### **RSCEP001/14**

Recent Passport Photograph X1

Please print Foreign National's name on back of photograph and <u>staple</u> here.

254 [	432]
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In the Employer is not a r	egistered company, please	indicate what type of entity it is	5:
Sole Trader	Partnership	Other (please specify):	BLOCK CAPITALS
Please state the full nam	e of the Employer:		BLOCK CAPITALS
Please state the national	ity of the Employer:		BLOCK CAPITALS
If the Employer is not an business in the State?	EEA citizen, do they hold a	appropriate permission from the	e Minister for Justice and Equality to operate
Yes No	Not applicable	If Yes, please specify:	BLOCK CAPITALS
			e and Equality confirming your permission to or Supporting Documentation).
. Registered name of Cor	npany/Business:	BLO	OCK CAPITALS
. Trading name of busine	ess (if different):	BLC	DCK CAPITALS
. Nature of business:		BLOCK CAPITA	LS
. Company/Business Add	dress:		
Address 1:		BLOCK CAPITA	LS
Address 2:		BLOCK CAPITA	LS
Town:		BLOCK CAPITA	LS
County:		BLOCK CAPITA	LS
Country:		BLOCK CAPITA	LS
I. Telephone Number:		15. Fax:	
3. Mobile Phone Number:			
/. E-mail:			
. Website:			
	Swiss nationals (including	20. Number	of non-EEA nationals currently d by the Employer:
. Number of EEA* and/or Irish) currently employe	od by the Employer	employe	

Part Two			gn National /ment Permit)
1. Passport Number:			
2. Expiry Date:	D D M M Y Y		
3. Nationality:	BLOCK CAPIT		ter these details exactly as they appear on the
4. First Name:	BLOCK CAPIT		eign National's passport.
5. Middle Name(s):	BLOCK CAPIT	ALS	
6. Family Name:	BLOCK CAPIT	ALS	
7. Date of Birth:	D D M M Y Y	8. Male:	9. Female:
10. Telephone No.:		11: Mobile Phon	e No.:
12. Current Address:		BLOC	K CAPITALS
	8	LOCK CAPITALS	
	В	LOCK CAPITALS	
	В	LOCK CAPITALS	
	eign National's PPS Number:	eing renewed:	
16. Immigration Details (Pla	ease enter the details exactly as th	ey appear on your current GN	IB card*)
GNIB Pin No.		Dept. No.	
*If the Foreign National is in immigration stamps and visa		B personal identification numb	er then please supply a copy of their current
been working lawfully	during this time, s/he may be el migration Service. However, if t	ligible to apply for a Stamp 4	n uninterrupted period of 5 years and has 4 permission to remain from the Irish al is unable to obtain a Stamp 4, an
	submitting this application the p that an employment permit is sti		onfirms that s/he has considered the available
You must now attach the		nent for Supporting Docum ent Permit) Requirements."	entation under "(B) Foreign National (Holder of
	Строут	ent renning requirements.	
		Page 3	RSCEP001/14

Part Three	Details	of Emplo	oyment
. Title of Job:	BLOCK	CAPITALS	
NOTE: Questions 2 and 3 to	be completed by Health Prof Part A and Part B of Schedu		curity Personnel who are listed in lions.
. Regulatory Body:	BLOC	K CAPITALS	
. Registration/Pin/ Licence No.:			
	gistered Doctors, Nurses or Security Pe ove. Documentary evidence will not be i		of Schedule 2 in the Regulations please
	sionals listed in Part B of Schedule 2 in ition of their qualifications from the Dep		provide a copy of their registration with the
. Place(s) at which the employmen	nt concerned is to be carried out:	BL	OCK CAPITALS
	BLOCK	CAPITALS	
Proposed Period of Employment Permit (maximum period of 3 years)*			
enewal stage if a foreign national ha	ed permit, please write "Uniimited" in tr s been in continuous employment with ons should be submitted to this Departi	the same employer for f ment at least 12 weeks	before the expiry date of the existing on excludes overtime or
. Gross Annual Salary: (if different from above)	e	premium paymen	its)
. Gross Weekly Salary:	¢	9. Hourly Rate of Pay:	¢
0. Deductions from Gross Weekly Salary:	¢	Please specify purpose of deductions:	BLOCK CAPITALS
1. Health Insurance*:	¢	Please specify name of Health Insurance Provider:	BLOCK CAPITALS
	rifiable by way of supporting document		nsurance is being included in the Gross such documentation may also be required in
Health Insurance can only be consid Indertakings referred to in section 14	fered if the provider of the health insura t of the Health Insurance Act, 1994.	nce is a person entered	I in the Register of Health Benefits
2. Number of hours of work per week*:			
Please note that for the purposes of	Employment Permit Applications, the s	tandard working week i	s 39 hours per week.
3. What are the main functions of	this job:	BLOCK	CAPITALS
	BLOCK CA	PITALS	
You must now attach the documer			under "(C) Application Requirements" (
	applicabl	0)	

Part Four	Requirement for Payment					
Is a fee payable for this Employment Permit application?	Yes	No				
If No, please indicate on what basis no fee is app	licable?					
The Employer is the applicant and has charitable the Revenue Commissioners	status with	Application is in respect of a non-EEA national married to or in a civil partnership with an EEA national				
Dependant/Partner/Spouse Employment Permit		Unlimited General, Reactivation or Sport and Cultural Employment Permit				
If no fee is payable proceed to Part Five.						
	De	tails of Pavment				

Important Note for Business Users - Payment by Electronic Funds Transfer

In accordance with D/Finance Circular 1/2013, from 19 September 2014 (e-Day) the public sector will no longer accept cheques, bank drafts or postal orders from business users in respect of services rendered. To facilitate this, the Employment Permits Section will no longer accept paper based payments from business users and has set up a commercial bank account into which payments can be made by Electronic Funds Transfer (EFT).

Business user applicants for employment permits should complete the Contact Details of Payer (Questions 1, 2, 3, 4, 5, 6, 7, and 8), Payment Details (Question 9) and the Payers Declaration below and payment will be requested when an application is accepted into the Employment Permits Section as complete. An e-mail will issue to the applicant and their authorised agent (if applicable) giving details of the amount of the fee due, the bank account into which the payment should be made and an *Application ID* number which <u>must</u> be used as the reference when making the payment.

Applicants, other than business users can continue to make payment by cheque, bank draft or postal order and must complete all details below. **Contact Details of Payer** 

1. Please indicate who is ma	king the payme	nt:	Employer	Foreig	n National			Other		
2. Title:	Mr	Mrs	Miss	Ms	Other	(please state)				
3. Name:			BLOC	CAPITAL	s					
4. Company (if applicable):			BLOC	CAPITAL	s					
5. Telephone Number:			6	. Fax Number:						
7. Mobile Phone Number:										
8. E-mail:										
Payment Details										
9. Method of Payment:	Electronic F Tra	unds nsfer	Cheque	Bank	Draft	Po	ostal (	Order		
10. Cheque No.										
11. Payment enclosed:	¢									
Payment must be in the form of Clearing System. Cheques sho						stitution o	perat	ing wi	ithin t	he Irisl
Payer's Declarat	tion									
I, the undersigned, agree tha (Under the Employment Permi withdrawn application will cons	ts Act 2006, as a	mended by the								
Payer's Signature: (Original signature required)					Date:	D	MS.	М	Y	Y
Employment Permits Section is forwarded to the applicant for the mandate form.										ed on

RSCEP001/14

## Part Five Acceptance of Terms & Conditions

### Declaration of Foreign

National

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

I hereby solemnly declare that:

- I am a fully accredited member of the relevant professional body pursuant to Part C of Schedule 2 in the Regulations for the
  position on offer, as stated in Part 3 of the application form (if applicable);
- if this application is for an employment in respect of a Carer in a private home and an employment permit is granted, I will have no objection to an Inspector from the National Employment Rights Authority (NERA) visiting the premises where employment is being carried out and to speak to me and the employer should the need arise; and
- I will be fully tax compliant;

and that to the best of my knowledge and belief:

 I will continue to be employed, salaried and paid under an employment contract governed by the laws of the State by the Employer, as stated in Part 1 of the application form;

Furthermore, I understand and accept that in accordance with Section 25 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, a person who furnishes to the Minister, on an application under section 20, information that is false or misleading in a material respect knowing that it is so false or misleading or being reckless as to whether it is so false or misleading is guilty of an offence.

ignature of Foreign lational: Original signature required)		Title:						
lame (in BLOCK CAPITALS):	BLOCK CAPITALS	Date:	D	D	M	М	Y	Y
	BLOCK CAPITALS	Date:	Ľ			M		L

Your employment permit will normally be posted to you at your current address as in Part 2 of this Form.

Tick this box if you want your permit to be posted to your current address.	
Tick this box if you want your permit to be posted to the Person who has made the offer of employment as stated in Part 1 of this Form.	
Tick this box if you want your permit to be posted to your Authorised Agent (if applicable).	

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### Declaration of Employer

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 will continue to be applied to this Foreign National.

I hereby solemnly declare that:

- I have taken reasonable steps to satisfy myself that:
  - the Foreign National is a fully accredited member of the relevant professional body pursuant to Part C of Schedule 2 in the Regulations for the position on offer, as stated in Part 3 of the application form (if applicable);
- the Foreign National, as stated in Part 2 of the application form, will continue to be employed, salaried and paid under an employment contract governed by the laws of the State by me, the Employer, as stated in Part 1 of the application form.

I further understand, declare and accept that:

- in accordance with Section 23 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, I may not make any deductions from the remuneration of, or seek to recover from, the holder of an 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 any matter relating to or concerning such an application or the grant of the permit;
  - o 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.
- in accordance with Section 25 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, a person who furnishes to the Minister, on an application under section 20, information that is false or misleading in a material respect knowing that it is so false or misleading or being reckless as to whether it is so false or misleading is guilty of an offence.
- if this application is for an employment in respect of a Carer in a private home and an employment permit is
  granted, I will have no objection to an Inspector from the National Employment Rights Authority (NERA) visiting the
  premises where employment is being carried out and to speak to me and the employee should the need arise; and
- I have full responsibility for guaranteeing that the appropriate deductions under the PAYE system will be made from all payments (including benefits-in-kind) made to the Foreign National and that all such deductions will be paid to the Revenue Commissioners.

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.

Signature of Employer: (Original signature required)								
Name (in BLOCK CAPITALS):	BLOCK CAPITALS	Title:						
Position Held:	BLOCK CAPITALS	Date:	D	D	м	м	Y	Ŷ

Your certified copy of the employment permit will normally be posted to you at your current address as in Part 1 of this Form.

Tick this box if you want your certified copy of the employment permit to be posted to your current address.

Tick this box if you want your certified copy of the employment permit to be posted to your Authorised Agent (if applicable).

gent Name n BLOCK CAPITALS):	BLOCK CAPITAL	S	Title:				
understand that neither I, nor a person imployment Permit.	acting on my behalf, shall keep a	iny personal doc	ument belo	nging to	a hold	er of a	an
ignature of Agent: Driginal signature required)			Date:	0 0	M.	М	Y Y
gent's Address for Correspondence:							
Address 1:	В	OCK CAPIT	FALS				
Address 2:	BI	OCK CAPIT	FALS				
Town:	B	OCK CAPIT	TALS				
County:	В	LOCK CAPIT	FALS				
Country:	BI	OCK CAPIT	TALS				
E-mail address:							
Telephone number:							
the Person who has made the offer of	mployment, permit the above n	amed agent to ac	t on my beh	alf in res	pect o	f this	applicat
the Person who has made the offer of	mployment, permit the above n	amed agent to ac					applicat
ignature of Employer:	mployment, permit the above n	amed agent to ac	t on my beh Date:	alf in res		f this	applicat
ignature of Employer: Driginal signature required)			Date:	00			applicat
the Person who has made the offer of a ignature of Employer: Driginal signature required) the Foreign National, permit the above ignature of Foreign National: Driginal signature required)			Date:	00	M		applicat Y Y Y Y
ignature of Employer: Driginal signature required) the Foreign National, permit the above ignature of Foreign National:			Date: is applicatio	0 0 m.	M	м	YY
ignature of Employer: Driginal signature required) the Foreign National, permit the above ignature of Foreign National:			Date: is applicatio	0 0 m.	M	м	YY
ignature of Employer: Driginal signature required) the Foreign National, permit the above ignature of Foreign National:			Date: is applicatio	0 0 m.	M	м	YY
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## **Requirements for Supporting Documentation**

(A) Requirements for the Employer

If the Employer has not been granted an Employment Permit within the 12 months preceding the application, they MUST submit clear copies of the following documentation:

Copy of P30 returned to the Revenue Commissioners within the 2 months preceding this application or a receipt for such return whether issued through ROS (Revenue Online Service) or otherwise.

#### **Business Permission**

If the Employer has indicated that they are a foreign national operating a business in the State, they are required to submit copies of documentary evidence from the Minister for Justice and Equality clearly demonstrating their status within the State and their entitlement to operate a business in the State.

#### Additional documentation

The Minister may request such other information as might materially assist in making a decision on an application.

(B) Requirements for Foreign National

#### For all Foreign Nationals

- · Clear, legible copy (preferably in colour) of the personal details pages of the Foreign National's passport, showing his or her picture, personal details and his or her signature.
  - In the case of health professionals listed in Part B of Schedule 2 in the Regulations, a copy of the registration with the appropriate medical body or recognition of qualifications from the relevant Minister of the Government.
- Please supply your GNIB personal identification number which is shown on your GNIB card. If not available please supply a clear, legible copy (preferably in colour) of your current immigration stamps and visa

#### Please Note: Original documents should not be submitted

Important Note concerning the passport expiry date

In the case of all applications for employment permits, the Foreign National must hold a passport which is in date and valid for at least 12 months or more after the date of the application. Employment Permits cannot be considered for Foreign Nationals who do not fulfil this requirement.

### (C) Application Requirements

#### **Clarification on Remuneration Paid**

.

All applications for renewal of an employment permit must include the following documentation:

- Copies of 3 recent payslips issued to the holder of the Employment Permit dated within the last 4 months.
  - Copies of P60s issued to the holder of the Employment Permit for each year of employment covering the duration of the existing Employment Permit.
- Documentary evidence of payments in respect of Health Insurance, if applicable.

#### For renewal of an employment in a restaurant or a fast food outlet If the application is in respect of such employment the following additional documentation is required:

- An up-to-date tax clearance certificate in respect of the Employer.

#### (D) Schedule of Fees

An application for a new employment permit shall be accompanied by the fee prescribed in the following table -

EMPLOYMENT PERMIT TYPE	RRENEWAL APPLICATION FEE
General Employment Permit	€1,500 up to 36 month permit and €750 for six months or less
Dependant/Partner/Spouse Employment Permit	No Fee
Contract for Services Employment Permit	€1,500 up to 36 month permit and €750 for six months or less
Intra-Company Transfer Employment Permit	€1,000 up to 24 month permit, €1,500 from 24 months up to 36 month permit and €500 for six months or less
Sport & Cultural Employment Permit	€1,500 up to 36 month permit and €750 for six months or less
Reactivation Employment Permit	€1,500 up to 36 month permit and €750 for six months or less

#### Fees not required in certain cases.

No fee is payable in respect of applications for Dependant/Partner/Spouse Employment Permits and in respect of applications for Unlimited Employment Permits in the case of a General Employment Permit, a Sport and Cultural Employment Permit or a Reactivation Employment Permit. An unlimited Employment Permit may be applied for at the renewal stage if a foreign national has been in continuous employment with the same employer for five years or more.

In all other cases a fee as detailed above is pavable depending on the duration of the Employment Permit. However, the fee may be waived in the following cases:

- Application in respect of a Foreign National who is the Spouse or Civil Partner of an EEA national.
- Where the Employer is the applicant for the Employment Permit and they have been granted charitable tax exemption status by the Revenue Commissioners.

The following additional documentation is required in these cases:

- Applications in respect of Foreign Nationals who are the Spouses or Civil Partners of EEA nationals:
  - clear photocopies of the relevant pages of the EEA Spouse/Civil Partners' current passport showing his or her picture, personal details, passport expiry date and his or her signature, and
  - a copy of the marriage certificate or the civil partnership registration evidencing the relationship of the Foreign National and the EEA national.
- Where the Employer is the applicant for the Employment Permit and they have been granted charitable tax exemption status by the Revenue Commissioners.
  - If the Employer has not been issued with an Employment Permit on the basis of not paying a fee due to charitable status within the 12 months preceding the application, please provide a copy of an official letter from the Revenue Commissioners confirming charitable status.

#### Refunds

90% of the fee will 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.

Employment Permits Section is unable to refund fees by payable order. If a refund of fees is due for any reason, a mandate form will be forwarded to the applicant for completion. The refund will be paid by EFT directly into the applicant's bank account, as per details provided on the mandate form

#### Acceptable Forms of payment

In accordance with D/Finance Circular 1/2013, from 19 September 2014 (e-Day) the public sector will no longer accept cheques, bank drafts or postal orders from business users in respect of services rendered. To facilitate this, the Employment Permits Section now has a commercial bank account into which payments can be made by Electronic Funds Transfer (EFT). When an application is accepted as complete an email will issue to the applicant giving details of the amount of the fee due, the bank account into which the payment should be made and an Application ID number which must be used as the reference when making the payment.

For all other users, payment can continue to be made 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 Jobs, Enterprise & Innovation.

### (E) 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. All Employment Permits are issued on the proviso that the named foreign national is paid, as a minimum, the remuneration specified on the Employment Permit. The only allowable deductions are those which appear on that Employment Permit. The remuneration being paid must be verifiable in the event of a National Employment Rights Authority (NERA) inspection. Failure to comply could lead to the revocation of the Employment Permit under section 16(1)(df) of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014.
- C. It is recommended that an application for a Renewal Employment Permit should be made at least 12 weeks before the expiry of the existing permit.
- D. Any application that contains omissions or is incorrectly completed will be returned to the applicant or the authorised agent (if applicable) for completion.
- E. A fee, as determined by the Minister for Jobs, Enterprise and Innovation is payable by the applicant or the authorised agent (if applicable) for each Employment Permit granted.
- F In line with section 24 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, should the employment that is the subject of the Employment Permit cease, for whatever reason, the original and the certified copy of the Employment Permit must be returned to the Employment Permits Section within 4 weeks from the date of cessation. Failure to comply with this requirement is an offence.

Non-compliance with any provision of the Aliens Act 1935, the Immigration Acts, the Employment Permits Acts 2003 and 2006, as amended by the Employment Permits (Amendment) Act 2014 or any Order made under these Acts is an offence punishable by Law.

Ρ			

### (F) Declaration

#### Data Sharing and Data Protection

The Employment Permits Section may undertake verification of all data submitted on this application form. The Employer, the Foreign National and the Authorised Agent (if applicable) 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 <a href="http://www.dataprotection.ie">www.dataprotection.ie</a>. Alternatively, they may call: (057) 868 4800 / Lo-Call Number: 1890 252231.

Please note that a percentage of all applications will be chosen at random for inspection by the National Employment Rights Authority (NERA). Relevant documents will have to be provided as part of this inspection. Under Section 16 (d) of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, the Minister may revoke an employment permit if, in the opinion of the Minister, any information provided in respect of the application for it was false or misleading in a material respect.

In accordance with Section 25 of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, a person who furnishes to the Minister, on an application under section 4 or 20, information that is false or misleading in a material respect knowing that it is so false or misleading or being reckless as to whether it is so false or misleading is guilty of an offence.

Furthermore, in accordance with Section 32 (1) of the Employment Permits Act 2006, as amended by the Employment Permits (Amendment) Act 2014, a person guilty of an offence under section 18(2), 19(3), 23(4) or 25 is liable—

(a) on summary conviction, to a fine not exceeding €5,000 or imprisonment for a term not exceeding 12 months or both, or
 (b) on conviction on indictment, to a fine not exceeding €50,000 or imprisonment for a term not exceeding 5 years or both.

Please note: With effect from 2003, the names of all employers who employ employment permit holders, as well as the number of permits issued to that employer, are made publicly available on the Department's website (www.djei.ie/labour/workpermits/)

### (G) 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 to the applicant or authorised agent (if applicable).

Attach 1 passport sized photograph, with Foreign National's name printed on the back.

Indicate the following:

The applicant (person applying i.e. Employer or the Foreign National (Holder of Employment Permit)).

Part One - Details of Employer: Complete all questions

Employer should include copies of:

- Completed P30/ROS Online Receipt dated within 2 months preceding the application (if applicable).
- Evidence of Business Permission (if applicable).

Part Two - Details of Foreign National: Complete all questions

- Please supply clear copies (preferably in colour) of the following:
- Passport pages showing photograph, personal details and expiry date
- Immigration stamps (if GNIB personal identification number not available).
- Visa (if GNIB personal identification number not available).

Original documents should not be submitted.

#### Part Three - Details of Employment: Complete all questions (unless otherwise specified)

Please provide the following:

- Copies of 3 recent payslips issued to the holder of the Employment Permit dated within the last 4 months.
- Copies of P60s issued to the holder of the Employment Permit for each year of employment covering the duration of the existing Employment Permit.
- Documentary evidence of payments in respect of Health Insurance, if applicable.

Please supply copies of the following in the case of health professionals, including registered doctors, registered nurses and security personnel who have not provided their Registration/PIN number at Part 3, Question 3:

A copy of registration with the appropriate regulatory body or recognition of qualifications pursuant to Schedule 2 in the Regulations.

Please supply the following in the case of the renewal of an employment in a restaurant or a fast food outlet:

an up-to-date tax clearance certificate in respect of the Employer.

#### Part Four - Details of Payment: Complete all questions

- Include the appropriate fee if required (see (D) Schedule of Fees for further information.
- Sign Payer declaration original signature required.
- If applicable, a copy of an official letter from the Revenue Commissioners confirming charitable status.
- If applicable, clear photocopies of the relevant pages of the EEA Spouse/Civil Partners' current passport showing is or her picture, personal details, passport expiry date and his or her signature, and a copy of the marriage certificate or the civil partnership registration evidencing the relationship of the Foreign National and the EEA national.
- Part Five Acceptance of Terms & Conditions

Sign and date the appropriate declarations - original signatures required.

### EMPLOYMENT PERMITS SECTION

### Contact Details

Website:	www.djei.ie/labour/workpermits/	
E-mail:	employmentpermits@djei.ie	
Call Centre:	353-1-417 5333	Employment Permits Section Web pages
	LoCall: 1890 201 616 (from within Ireland only)	Information and application forms may be downloaded from the
Fax:	353-1-631 3268	Employment Permits Section web pages on the Department of Jobs
Address:	Davitt House 65a Adelaide Road Dublin 2 Ireland	Enterprise and Innovation website - www.djei.ie/labour/workpermite

PLEASE NOTE: The pages giving details on Requirement for Supporting Documentation and Application Form Checklist - parts A, B, C, D, E, F and G are for instruction purposes only. It is not necessary to include these pages when submitting the completed application form.

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**RSCEP001/14** 

### Form P

# Notification of dismissal by reason of redundancy under section 20A or 20B of the Principal Act



An Roinn Post, Fiontar agus Nuálaíochta Department of Jobs, Enterprise and Innovation

NOR001/14

### Notification of dismissal by reason of redundancy under Sections 20A & 20B of the Employment Permits Act 2006 (as amended)

This form is to be used by current holders of Green Cards/Critical Skills Employment Permits and Work Permits/General Employment Permits who are dismissed by reason of redundancy within the meaning of Sections 7(2) and 21 of the Redundancy Payments Act 1967.

- 1. PART 1 must be completed in full by the foreign national who is the holder of the Employment Permit.
- You must attach the following document/s to this notification when submitting it to the Employment Permits Section:
  - (i) Letter from the employer specified on the Employment Permit confirming that you have been dismissed within the last 4 weeks by reason of redundancy as specified in paragraph (a), (b), (c), (d) or (e) of section 7(2) or in section 21 of the Redundancy Payments Act 1967,
  - (ii) Copy of the P45 issued by the employer specified on the Employment Permit, where available, and
  - (iii) The original of your employment permit, where it has not already been surrendered in accordance with section 24 of the Employment Permits Act 2006, as amended.
- 3. In line with the Employment Permits Act 2006 (as amended) the notification of dismissal by reason of redundancy must be made within 28 days from the date of dismissal. Failure to notify the Minister within this timeframe could lead to the refusal of a new Employment Permit as it may not fall within the criteria applying at time of application for a new Employment Permit.
- This form, together with the documents specified above, should be sent to the Employment Permits Section, Department of Jobs, Enterprise and Innovation, Davitt House, 65A Adelaide Road, Dublin 2.

### PART 1

### PLEASE COMPLETE IN BLOCK CAPITALS

Application ID or	
Employment Permit Number:	
Permit Holder's Name:	
Permit Holder's Address:	

I hereby notify the Minister for Jobs, Enterprise and Innovation of my dismissal by reason of redundancy with effect from \_\_\_\_\_\_\_. I confirm that, in line with section 24 of the Employment Permits Act 2006, as amended, I have returned the original of my Employment Permit.

### Form Q

Submission of decision for review under section 13 or 17 of the Principal Act



An Roinn Post, Fiontar agus Nuálaíochta Department of Jobs, Enterprise and Innovation

ROD001/14

Submission of a decision for review under section 13 or 17 of the Employment Permits Act 2006 (as amended)

1. PARTS 1 and 2 must be completed in full by:

- (i) in the case of a review under section 13, where an Employment Permit application has been refused the applicant who made the employment permit application, or
- (ii) in the case of a review under section 17, where a decision to revoke an employment permit has been made – the holder of the employment permit, the employer or the connected person.

2. In PART 3 you should outline the detail of your Review – i.e. grounds upon which the application for the review under section 13 or 17 is made.

 You must attach the following document to this submission when submitting it to the Employment Permits Section:

- (i) The letter which issued to you from the Employment Permits Section advising you of the decision to refuse your Employment Permit application under section 12 of the Act, or
- (ii) The letter which issued to you from the Employment Permits Section advising you of the decision to revoke the Employment Permit under section 16 of the Act.

In line with the Employment Permits Act 2006 (as amended) the submission of a decision for review must be made within **28 days** from the date of the letters specified at (i) and (ii) above.

4. This form, together with the relevant document at 3. above and any other documents you wish to have considered in your Review, should be sent to the Reviewing Officer, Employment Permits Section, Department of Jobs, Enterprise and Innovation, Davitt House, 65A Adelaide Road, Dublin 2.

#### PART 1

PLEASE COMPLETE PART I AND II IN BLOCK CAPITALS

Application ID or Employment Permit Number:

Applicant Name:

Applicant Address: \_\_\_\_

#### PART 2

I wish to request a review of the decision to: (Tick whichever is appropriate)

- refuse my application for an employment permit under section 12 of the Employment Permits Act 2006 (as amended), or
- [] revoke the employment permit under section 16 of the Employment Permits Act 2006 (as amended).

The reasons for my review are set out in PART 3 of this form.

Signed: \_\_\_\_

Date: \_\_\_\_\_

ROD001/14

### PART 3

Please set out below the grounds for your review which should address all of the grounds for refusal or revocation. All details that you wish to have considered should be included. [If you do not have sufficient space below to set out all the details you wish to have included in the review or wish to submit in supporting documentation please attach another page, or supporting documentation, securely to this form.]

Signed: \_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_

**Note:** This form may be completed by an Authorised Legal Representative (Agent) who was nominated by all parties on the original employment permit application form. In the event that there has been a change in Agent, or an Agent has been engaged to assist in the review process, then a letter of authorisation signed by all parties to the employment permit application or employment permit will be required.

ROD001/14

### Form R

### Notification of change of name of connected person or foreign employer under section 8(8) of Principal Act



An Roinn Post, Fiontar agus Nuálaíochta Department of Jobs, Enterprise and Innovation

### TOUICT001/14

### Notification of Change of Name of a Connected Person or a Foreign Employer under the Employment Permits Act 2006 (as amended)

This form is to be used by a Connected Person/Foreign Employer, where a foreign national is carrying out duties or undergoing training with a Connected Person on foot of a valid Intra-Company Transfer Employment Permit, and where there is a change in the name of the Connected Person or the Foreign Employer under the European Communities (Protection of Employees on Transfer of Undertakings) Regulations 2003 (S.I. No. 131 of 2003).

In line with section 8(8) of the Employment Permits Act 2006 (as amended) the notification of change of name of a Connected Person or a Foreign Employer on an Employment Permit shall be made immediately following the transfer of the business. Failure to notify the Minister may lead to the refusal of any future renewals of that Employment Permit applied for under section 20 of the Employment Permits Act 2006 (as amended).

- 1. The completion of this form is to be arranged by:
  - (i) in the case of a change of the name of the Connected Person currently specified on the Employment Permit, the Connected Person, or
  - (ii) in the case of the change of a name of the Foreign Employer currently specified on the Employment Permit, the Foreign Employer,

and to be signed by:

- (i) the Connected Person/Foreign Employer specified on the Employment Permit,
- the New Connected Person/New Foreign Employer taking over the business under the European Communities (Protection of Employees on Transfer of Undertakings) Regulations 2003 (S.I. No. 131 of 2003), and
- (iii) the Foreign National, who is the holder of the Employment Permit.
- You must attach the following document/s to this notification when submitting it to the Employment Permits Section:
  - (i) Letter from your Solicitor or Accountant confirming:
    - that the transfer comes within the meaning of the European Communities (Protection of Employees on Transfer of Undertakings) Regulations 2003 (S.I. No. 131 of 2003), and
    - the date of the transfer,
  - (ii) Registration details for the New Connected Person's name, if applicable:
    - A form P30 which was returned to the Revenue Commissioners within the last 2 months or a receipt for such return, whether issued through the Revenue Online Service (ROS) or otherwise or in the case of a new Connected Person who has not made returns to the Revenue Commissioners an official letter from the Revenue Commissioners confirming registration as an employer, and
  - (iii) The Original and the Certified Copy of the Employment Permit.
- This form, together with the documents specified, should be sent to the Employment Permits Section, Department of Jobs, Enterprise and Innovation, Davitt House, 65A Adelaide Road, Dublin 2.
- 4. Once the Employment Permits Section are satisfied, following examination of this notification and the supporting documentation, that the change of name arises from a Transfer of Undertaking, within the meaning of the European Communities (Protection of Employees on Transfer of Undertakings) Regulations 2003 (S.I. No. 131 of 2003), and the new Connected Person is registered with Revenue Commissioners and the Companies Registration Office/Registry of Friendly Societies if applicable, the relevant Employment Permit will be re-issued with the new Connected Person's/Foreign Employer's name as applicable.

To be completed in respect of a change of name of a Connected Person/Foreign Employer on an Intra-Company Transfer Employment Permit.

PLEASE COMPLETE IN BLOCK CAPITALS

Application ID or Employment Permit Number: \_\_\_\_\_

Foreign National/Employment Permit Holder's Name:

(Please circle whichever is applicable – Connected Person or Foreign Employer) Name of Connected Person/Foreign Employer Specified on Employment Permit:

Name of New Connected Person/New Foreign Employer:

Address of New Connected Person/New Foreign Employer:

Registration Number of new Connected Person under the Companies Acts, Limited Partnerships Act 1907, Industrial and Provident Societies Acts 1893 to 1978, Friendly Societies Acts 1896 to 1977 or the Trade Union Acts 1871 to 1990, if relevant or applicable:

I, Connected Person/Foreign Employer, hereby notify the Minister for Jobs, Enterprise and Innovation of a Change of Name of Connected Person/Foreign Employer under section 8(8) of the Employment Permits Act 2006 (as amended). I confirm that there remains a connection as defined in the Employment Permits Act 2006 (as amended), between the New Foreign Employer/Foreign Employer specified on the Employment Permit and the new Connected Person/Connected Person specified on the Employment Permit as applicable.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_ Connected Person/Foreign Employer currently specified on Employment Permit

We hereby confirm that:

- the employment of the foreign national who is the holder of this Employment Permit has been transferred to this New Foreign Employer, or
- (ii) the foreign national is carrying out duties for, or undergo training provided by a New Connected Person

and that the terms, conditions, description and location of employment as specified on this Employment Permit remain the same.

Signed:

Date: \_\_\_\_\_

New Connected Person/New Foreign Employer

Signed: \_\_\_\_

Date: \_\_\_\_\_

Foreign National/Holder of Employment Permit

TOUICT001/14

### Form S

Notification of change of name of contractor or relevant person under section 8(8) of Principal Act



An Roinn Post, Fiontar agus Nuálaíochta Department of Jobs, Enterprise and Innovation

TOUCFS001/14

### Notification of Change of Name of a Contractor or a Relevant Person under the Employment Permits Act 2006 (as amended)

This form is to be used by a Contractor, where a foreign national is providing a service to a Relevant Person as part of a contract services agreement on foot of a valid Contract for Services Employment Permit, and where there is a change in the name of the Contractor or the Relevant Person under the European Communities (Protection of Employees on Transfer of Undertakings) Regulations 2003 (S.I. No. 131 of 2003).

In line with section 8(8) of the Employment Permits Act 2006 (as amended) the notification of change of name of a Contractor or a Relevant Person on an Employment Permit shall be made immediately following the transfer of the business/contract. Failure to notify the Minister may lead to the refusal of any future renewals of that Employment Permit applied for under section 20 of the Employment Permits Act 2006 (as amended).

- The completion of this form is to be arranged by the Contractor currently specified on the Employment Permit and to be signed by :
  - (i) the Contractor specified on the Employment Permit,
  - the New Contractor/New Relevant Person taking over the business/contract under the European Communities (Protection of Employees on Transfer of Undertakings) Regulations 2003 (S.I. No. 131 of 2003), and
  - (iii) the Foreign National, who is the holder of the Employment Permit.
  - You must attach the following document/s to this notification when submitting it to the Employment Permits Section:
    - (i) Letter from the Contractor's Solicitor/Accountant confirming:
      - that the transfer comes within the meaning of the European Communities (Protection of Employees on
        - Transfer of Undertakings) Regulations 2003 (S.I. No. 131 of 2003), and
      - the date of the transfer.
    - (ii) Registration Details for the New Contractor's name, if applicable:
      - A form P30 which was returned to the Revenue Commissioners within the last 2 months or a receipt for such return, whether issued through the Revenue Online Service (ROS) or otherwise or in the case of a new Contractor who has not made returns to the Revenue Commissioners an official letter from the Revenue Commissioners confirming registration as an employer, and
    - (iii) The Original and the Certified Copy of the Employment Permit.
- This form, together with the documents specified, should be sent to the Employment Permits Section, Department of Jobs, Enterprise and Innovation, Davitt House, 65A Adelaide Road, Dublin 2.
- 4. Once the Employment Permits Section are satisfied, following examination of this notification and the supporting documentation, that the change of name arises from a Transfer of Undertaking, within the meaning of the European Communities (Protection of Employees on Transfer of Undertakings) Regulations 2003 (S.I. No. 131 of 2003), and the new Contractor is registered with the Revenue Commissioners and the Companies Registration Office/Registry of Friendly Societies, if applicable, the relevant Employment Permit will be re-issued with the new Contractor's or Relevant Person's name, as applicable.

To be completed in respect of a change of name of a Contractor/Relevant Person on a Contract for Services Employment Permit.

PLEASE COMPLETE IN BLOCK CAPITALS

Application ID or Employment Permit Number: \_\_\_\_\_

Foreign National/Employment Permit Holder's Name:

(Please circle whichever is applicable – Contractor or Relevant Person) Name of Contractor/Relevant Person Specified on Employment Permit:

Name of New Contractor/New Relevant Person:

Address of New Contractor/New Relevant Person:

Registration Number of new Contractor under the Companies Acts, Limited Partnerships Act 1907, Industrial and Provident Societies Acts 1893 to 1978, Friendly Societies Acts 1896 to 1977 or the Trade Union Acts 1871 to 1990, if relevant or applicable:

I, Contractor, hereby notify the Minister for Jobs, Enterprise and Innovation of a Change of Name of Contractor/Relevant Person under section 8(8) of the Employment Permits Act 2006 (as amended). I confirm that the contract services agreement, the subject of the Employment Permit, is still in force.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_ Contractor currently specified on Employment Permit

We hereby confirm that:

- the employment of the foreign national who is the holder of this Employment Permit has been transferred to this New Contractor, or
- the foreign national continues to provide a service as part of the contract service agreement to this new Relevant Person

and that the terms, conditions, description and location of employment as specified on this employment permit remain the same.

Signed:	Date:	
New Contractor/New Relev	vant Person	
Signed:	Date:	
Foreign National/Holder of	Employment Permit	

TOUCF5001/14

### Form T

Notification of change of name of employer under section 8(8) of Principal Act



An Roinn Post, Fiontar agus Nuálaíochta Department of Jobs, Enterprise and Innovation

TOUEP001/14

# Notification of Change of Name of Employer under the Employment Permits Act 2006 (as amended)

This form is to be used by Employers who currently employ a foreign national on foot of a valid Green Card or Critical Skills Employment Permit, Work Permit or General Employment Permit, Spousal/Dependant or Dependant/Partner/Spouse Employment Permit, Reactivation Employment Permit, Sport and Cultural Employment Permit, Internship Employment Permit or an Exchange Agreement Employment Permit Employment Permit, in the case of a transfer of the business within the meaning of the European Communities (Protection of Employees on Transfer of Undertakings) Regulations 2003 (S.I. No. 131 of 2003).

In line with section 8(8) of the Employment Permits Act 2006 (as amended) the notification of change of name of an Employer on an Employment Permit shall be made immediately following the transfer of the business. Failure to notify the Minister may lead to the refusal of any future renewals of that Employment Permit applied for under section 20 of the Employment Permits Act 2006 (as amended).

- The completion of this form is to be arranged by the Employer currently specified on the Employment Permit and to be signed by :
  - (i) the Employer specified on the Employment Permit,
  - the New Employer taking over the business under the European Communities (Protection of Employees on Transfer of Undertakings) Regulations 2003 (S.I. No. 131 of 2003), and
  - (iii) the Foreign National, who is the holder of the Employment Permit.
- You must attach the following documents to this notification when submitting it to the Employment Permits Section:
  - (i) Letter from your Solicitor/Accountant confirming:
    - that the transfer comes within the meaning of the European Communities (Protection of Employees on Transfer of Undertakings) Regulations 2003 (S.I. No. 131 of 2003), and
      - the date of the transfer,
  - (ii) Registration Details for the New Employer name:
    - A form P30 which was returned to the Revenue Commissioners within the last 2 months or a receipt for such return, whether issued through the Revenue Online Service (ROS) or otherwise or in the case of a new employer who has not made returns to the Revenue Commissioners an official letter from the Revenue Commissioners confirming registration as an employer, and

(iii) The Original and the Certified Copy of the Employment Permit.

- This form, together with the documents specified, should be sent to the Employment Permits Section, Department of Jobs, Enterprise and Innovation, Davitt House, 65A Adelaide Road, Dublin 2.
- 4. Once the Employment Permits Section are satisfied, following examination of this notification and the supporting documentation, that the change of name arises from a Transfer of Undertaking, within the meaning of the European Communities (Protection of Employees on Transfer of Undertakings) Regulations 2003 (S.I. No. 131 of 2003), and the new Employer is registered with the Revenue Commissioners and the Companies Registration Office/Registry of Friendly Societies if applicable, the relevant Employment Permit will be re-issued with the new Employer's name.

To be completed in respect of a change of name of an Employer on a Green Card or Critical Skills Employment Permit, Work Permit or General Employment Permit, Spousal/Dependant or Dependant/Partner/Spouse Employment Permit, Reactivation Employment Permit, Sport and Cultural Employment Permit, Internship Employment Permit or an Exchange Agreement Employment Permit.

PLEASE COMPLETE IN BLOCK CAPITALS

Application ID or Employment Permit Number: \_\_\_\_\_\_

Foreign National/Employment Permit Holder's Name: \_\_\_\_

Name of Employer Specified on Employment Permit:

Name of New Employer:

Address of New Employer:

Registration Number of new Employer under the Companies Acts, Limited Partnerships Act 1907, Industrial and Provident Societies Acts 1893 to 1978, Friendly Societies Acts 1896 to 1977 or the Trade Union Acts 1871 to 1990, if relevant or applicable:

I, Employer, hereby notify the Minister for Jobs, Enterprise and Innovation of a Change of Name of Employer under section 8(8) of the Employment Permits Act 2006 (as amended).

Signed: \_\_\_\_\_ Date: \_\_\_\_\_ Employer Currently Specified on Employment Permit

We hereby confirm that the employment of the foreign national who is the holder of this Employment Permit has been transferred to this new employer and that the terms, conditions, description and location of employment as specified on this Employment Permit remain the same.

Signed:	Date:	
New Employer		

Signed: \_\_\_\_\_ Date: \_\_\_\_ Foreign National/Holder of Employment Permit

TOUEP001/14

Regulations 18, 24, 30, 37, 45, 50, 55, 59 and 64

Schedule 7

Forms — Employment Permits

### Form A

### CRITICAL SKILLS EMPLOYMENT PERMIT

This is to certify that the Minister for Jobs, Enterprise and Innovation permits the employment under section 3A(2)(a) of the Employment Permits Act 2006 (as amended) of the Foreign National named below.

A person who contravenes section 2 of the Employment Permits Act 2003 (as amended), relating to the employment of Foreign Nationals, is guilty of an offence.

#### Permit valid from DD/MM/YYYY to DD/MM/YYYY.

For Minister

Note: In accordance with section 24(1) of the Employment Permits Act 2006 (as amended), should the Permit Holder named below, for any reason, cease to be employed by this employer in this employment during the period of validity specified, this permit and any copies thereof must be returned immediately to the Department of Jobs, Enterprise and Innovation.

This permit is issued on the basis that the salary to be paid to the named Foreign National is, at a minimum, the national minimum hourly rate of pay or a rate of pay provided for in section 12(6)(b) of the Employment Permits Act 2006 (as amended) as appropriate. Notwithstanding this, this permit is issued on the basis that the named Foreign National is paid the remuneration specified on this Employment Permit. Section 23 of the Employment Permits Act 2006 (as amended) prohibits an employer from making any deduction from the Permit Holder's remuneration or seeking to recover from a Permit Holder any charge, fee or expense relating to the application for the permit or its renewal and/or recruitment and travelling expenses in connection with taking up employment in the State. Section 23(3) of the Employment Permits Act 2006 (as amended) prohibits an employment belonging to the Permit Holder.

If this is the named Foreign National's first employment permit in the State, a new application may, apart from in exceptional circumstances, only be made in respect of the named Foreign National after a period of 12 months has elapsed since he/she first commenced employment in the State.



#### Name of Permit Holder

Address: Date of Birth: Nationality: Passport No: Permit Holder ID: P.P.S. No: Employment Permit No: Employment Permit Class:

#### Name of Employer

Address: Economic Sector: Employment: Place/s of Employment: Remuneration per week: Agreed deductions for Board & Accommodation:

Permit valid from DD/MM/YYYY to DD/MM/YYYY

### Form B

### DEPENDANT/PARTNER/SPOUSE EMPLOYMENT PERMIT

This is to certify that the Minister for Jobs, Enterprise and Innovation permits the employment under section 3A(2)(b) of the Employment Permits Act 2006 (as amended) of the Foreign National named below.

A person who contravenes section 2 of the Employment Permits Act 2003 (as amended), relating to the employment of Foreign Nationals, is guilty of an offence.

#### Permit valid from DD/MM/YYYY to DD/MM/YYYY.

#### For Minister

Note: In accordance with section 24(1) of the Employment Permits Act 2006(as amended) should the Permit Holder named below, for any reason, cease to be employed by this employer in this employment during the period of validity specified, this permit and any copies thereof must be returned immediately to the Department of Jobs, Enterprise and Innovation.

This permit is issued on the basis that the salary to be paid to the named Foreign National is, at a minimum, the national minimum hourly rate of pay or a rate of pay provided for in section 12(6)(b) of the Employment Permits Act 2006 (as amended) as appropriate. Notwithstanding this, this permit is issued on the basis that the named Foreign National is paid the remuneration specified on this Employment Permit. Section 23 of the Employment Permits Act 2006 (as amended) prohibits an employer from making any deduction from the Permit Holder's remuneration or seeking to recover from a Permit Holder any charge, fee or expense relating to the application for the permit or its renewal and/or recruitment and travelling expenses in connection with taking up employment in the State. Section 23(3) of the Employment Permits Act 2006 (as amended) prohibits an employer or someone acting on his or her behalf from keeping any personal documents belonging to the Permit Holder.

If this is the named Foreign National's first employment permit in the State, a new application may, apart from in exceptional circumstances, only be made in respect of the named Foreign National after a period of 12 months has elapsed since he/she first commenced employment in the State.



### Name of Permit Holder

Address: Date of Birth: Nationality: Passport No; Permit Holder ID: P.P.S. No: Employment Permit No: Employment Permit Class:

#### Name of Employer

Address: Economic Sector: Employment: Place/s of Employment: Remuneration per week: Agreed deductions for Board & Accommodation:

#### Permit valid from DD/MM/YYYY to DD/MM/YYYY

### Form C

### GENERAL EMPLOYMENT PERMIT

This is to certify that the Minister for Jobs, Enterprise and Innovation permits the employment under section 3A(2)(c) of the Employment Permits Act 2006 (as amended) of the Foreign National named below.

A person who contravenes section 2 of the Employment Permits Act 2003 (as amended), relating to the employment of Foreign Nationals, is guilty of an offence.

#### Permit valid from DD/MM/YYY to DD/MM/YYYY.

#### For Minister

Note: In accordance with section 24(1) of the Employment Permits Act 2006(as amended) should the Permit Holder named below, for any reason, cease to be employed by this employer in this employment during the period of validity specified, this permit and any copies thereof must be returned immediately to the Department of Jobs, Enterprise and Innovation.

This permit is issued on the basis that the salary to be paid to the named Foreign National is, at a minimum, the national minimum hourly rate of pay or a rate of pay provided for in section 12(6)(b) of the Employment Permits Act 2006 (as amended) as appropriate. Notwithstanding this, this permit is issued on the basis that the named Foreign National is paid the remuneration specified on this Employment Permit. Section 23 of the Employment Permits Act 2006 (as amended) prohibits an employer from making any deduction from the Permit Holder's remuneration or seeking to recover from a Permit Holder any charge, fee or expense relating to the application for the permit or its renewal and/or recruitment and travelling expenses in connection with taking up employment in the State. Section 23(3) of the Employment Permits Act 2006 (as amended) prohibits an employment belonging to the Permit Holder.

If this is the named Foreign National's first employment permit in the State, a new application may, apart from in exceptional circumstances, only be made in respect of the named Foreign National after a period of 12 months has elapsed since he/she first commenced employment in the State.



#### Name of Permit Holder

Address: Date of Birth: Nationality: Passport No: Permit Holder ID: P.P.S. No: Employment Permit No: Employment Permit Class:

#### Name of Employer

Address: Economic Sector: Employment: Place/s of Employment: Remuneration per week: Agreed deductions for Board & Accommodation:

Permit valid from DD/MM/YYYY to DD/MM/YYYY

### Form D

### INTRA-COMPANY TRANSFER EMPLOYMENT PERMIT OR INTRA-COMPANY TRANSFER EMPLOYMENT PERMIT (TRAINING)

This is to certify that the Minister for Jobs, Enterprise and Innovation permits the employment under section 3A(2)(d) of the Employment Permits Act 2006 (as amended) of the Foreign National named below.

A person who contravenes section 2 of the Employment Permits Act 2003 (as amended), relating to the employment of Foreign Nationals, is guilty of an offence.

#### Permit valid from DD/MM/YYY to DD/MM/YYYY.

For Minister

Note: It is the responsibility of the Connected Person, and the Foreign Employer as the case may be, to ensure that the provisions of the 2003 and the 2006 Employment Permits Acts (as amended) are adhered to whilst the Foreign National [Permit Holders Name] remains with the Connected Person in the State. In accordance with section 24(1A) of the Employment Permits Act 2006 (as amended), should the Foreign National named below, for any reason, cease to be employed by the Foreign Employer or cease to carry out the duties for, or participate in a training programme provided by, the Connected Person during the period of validity specified, this permit and any copies thereof must be returned immediately to the Department of Jobs, Enterprise and Innovation.

This permit is issued on the basis that, notwithstanding the fact that the Foreign National remains an employee of the Foreign Employer, the salary to be paid to the named Foreign National by his or her Foreign Employer, is, at a minimum, the Irish national minimum hourly rate of pay or a rate of pay provided for in section 12(6)(b) of the Employment Permits Act 2006 (as amended) as appropriate. Notwithstanding this, this permit is issued on the basis that the named Foreign National is paid the remuneration specified on this Employment Permit. Section 23 of the Employment Permits Act 2006 (as amended) prohibits a Connected Person or a Foreign Employer, as applicable, from making any deduction from the Permit Holder's remuneration or seeking to recover from the Permit Holder any charge, fee or expense arising out of the application for the permit. Section 23(3) of the Employment Permits Act 2006 (as amended) renewal of the permit. Section 23(3) of the Employment Permits Act 2006 (as amended) as application for someone acting on their behalf from keeping any personal documents belonging to the Foreign National.

If this is the named Foreign National's first employment permit in the State, a new application may, apart from in exceptional circumstances, only be made in respect of the named Foreign National after a period of 12 months has elapsed since he/she first commenced employment in the State.



Name of Permit Holder Address: Date of Birth: Nationality: Passport No: Permit Holder ID: P.P.S. No: Employment Permit No: Employment Permit Class:

#### Name of Connected Person

Address: Economic Sector: Employment: Name of Foreign Employer: Place/s of Employment: Remuneration per week: Agreed deductions for Board & Accommodation:

Permit valid from DD/MM/YYYY to DD/MM/YYYY

### Form E

### CONTRACT FOR SERVICES EMPLOYMENT PERMIT

This is to certify that the Minister for Jobs, Enterprise and Innovation permits the employment under Section 3A(2)(e) of the Employment Permits Act 2006 (as amended) of the Foreign National named below.

A person who contravenes section 2 of the Employment Permits Act 2003 (as amended), relating to the employment of Foreign Nationals, is guilty of an offence.

#### Permit valid from DD/MM/YYYY to DD/MM/YYYY.

#### For Minister

Note: It is the responsibility of the Contractor, and/or the Relevant Person, as the case may be, to ensure that the provisions of the 2003 and the 2006 Employment Permits Acts (as amended) are adhered to whilst the Foreign National [Name of Permit Holder] remains in employment for the purpose of this permit. In accordance with section 24(1) of the Employment Permits Act 2006(as amended) should the Foreign National named below, for any reason, cease to be employed by the Contractor, and/or as the case may be, the duties being performed in the State pursuant to the contract service agreement cease during the period of validity specified, this permit and any copies thereof must be returned immediately to the Department of Jobs, Enterprise and Innovation.

This permit is issued on the basis that, notwithstanding the fact that the Foreign National remains an employee of the Contractor, the named Foreign National is paid the national minimum hourly rate of pay or a rate of pay provided for in section 12(6)(b) of the Employment Permits Act 2006 (as amended) as appropriate, as a minimum. Notwithstanding this, this permit is issued on the basis that the named Foreign National is paid the remuneration specified on this Employment Permit. Section 23 of the Employment Permits Act 2006 (as amended) as appropriate, as a minimum. Notwithstanding this, this permit. Section 23 of the Employment Permits Act 2006 (as amended) prohibits a Contractor from making any deduction from the Permit Holder's remuneration or seeking to recover from a Permit Holder any charge, fee or expense relating to the application for the permit or its renewal or travelling expenses in connection with taking up duties in the State. Section 23(3) of the Employment Permits Act 2006 (as amended) prohibits a Contractor or someone acting on his or her behalf from keeping any personal documents belonging to the Foreign National.

If this is the named Foreign National's first employment permit in the State, a new application may, apart from in exceptional circumstances, only be made in respect of the named Foreign National after a period of 12 months has elapsed since he/she first commenced employment in the State.



Name of Permit Holder Address: Date of Birth: Nationality: Passport No: Permit Holder ID: P.P.S. No: Employment Permit No: Employment Permit Class:

### Name of Contractor

Address: Economic Sector: Employment: Name of Relevant Person: Place/s of Employment: Remuneration per week: Agreed deductions for Board & Accommodation:

Permit valid from DD/MM/YYYY to DD/MM/YYYY

### Form F

### REACTIVATION EMPLOYMENT PERMIT

This is to certify that the Minister for Jobs, Enterprise and Innovation permits the employment under section 3A(2)(f) of the Employment Permits Act 2006 (as amended) of the Foreign National named below.

A person who contravenes section 2 of the Employment Permits Act 2003 (as amended), relating to the employment of Foreign Nationals, is guilty of an offence.

Permit valid from DD/MM/YYYY to DD/MM/YYYY.

For Minister

Note: In accordance with section 24(1) of the Employment Permits Act 2006 (as amended) should the Permit Holder named below, for any reason, cease to be employed by this employer in this employment during the period of validity specified, this permit and any copies thereof must be returned immediately to the Department of Jobs, Enterprise and Innovation.

This permit is issued on the basis that the salary to be paid to the named Foreign National is, at a minimum, the national minimum hourly rate of pay or a rate of pay provided for in section 12(6)(b) of the Employment Permits Act 2006 (as amended) as appropriate. Notwithstanding this, this permit is issued on the basis that the named Foreign National is paid the remuneration specified on this Employment Permit. Section 23 of the Employment Permits Act 2006 (as amended) prohibits an employer from making any deduction from the Permit Holder's remuneration or seeking to recover from a Permit Holder any charge, fee or expense relating to the application for the permit or its renewal and/or recruitment and travelling expenses in connection with taking up employment in the State. Section 23(3) of the Employment Permits Act 2006 (as amended) prohibits an employment belonging to the Permit Holder.

If this is the named Foreign National's first employment permit in the State, a new application may, apart from in exceptional circumstances, only be made in respect of the named Foreign National after a period of 12 months has elapsed since he/she first commenced employment in the State.



#### Name of Permit Holder

Address: Date of Birth: Nationality: Passport No: Permit Holder ID: P.P.S. No: Employment Permit No: Employment Permit Class:

#### Name of Employer

Address: Economic Sector: Employment: Place/s of Employment: Remuneration per week: Agreed deductions for Board & Accommodation:

#### Permit valid from DD/MM/YYYY to DD/MM/YYYY

### Form G

### EXCHANGE AGREEMENT EMPLOYMENT PERMIT

This is to certify that the Minister for Jobs, Enterprise and Innovation permits the employment under section 3A(2)(g) of the Employment Permits Act 2006 (as amended) of the Foreign National named below.

A person who contravenes section 2 of the Employment Permits Act 2003 (as amended), relating to the employment of Foreign Nationals, is guilty of an offence.

Permit valid from DD/MM/YYYY to DD/MM/YYYY.

For Minister

Note: In accordance with section 24(1) of the Employment Permits Act 2006 (as amended) should the Permit Holder named below, for any reason, cease to be employed by this employer in this employment that is the subject of the exchange agreement during the period of validity specified, this permit and any copies thereof must be returned immediately to the Department of Jobs, Enterprise and Innovation.

This permit is issued on the basis that the salary to be paid to the named Foreign National is, at a minimum, the national minimum hourly rate of pay or a rate of pay provided for in section 12(6)(b) of the Employment Permits Act 2006 (as amended) as appropriate. Notwithstanding this, this permit is issued on the basis that the named Foreign National is paid the remuneration specified on this Employment Permit. Section 23 of the Employment Permits Act 2006 (as amended) prohibits an employer from making any deduction from the Permit Holder's remuneration or seeking to recover from a Permit Holder any charge, fee or expense relating to the application for the permit or its renewal and/or recruitment and travelling expenses in connection with taking up employment in the State. Section 23(3) of the Employment Permits Act 2006 (as amended) prohibits an employer or someone acting on his or her behalf from keeping any personal documents belonging to the Permit Holder.



#### Name of Permit Holder

Address: Date of Birth: Nationality: Passport No: Permit Holder ID: P.P.S. No: Employment Permit No: Employment Permit Class:

Name of Employer

Address: Economic Sector: Employment: Place/s of Employment: Remuneration per week: Agreed deductions for Board & Accommodation:

Permit valid from DD/MM/YYYY to DD/MM/YYYY

### Form H

### SPORT AND CULTURAL EMPLOYMENT PERMIT

This is to certify that the Minister for Jobs, Enterprise and Innovation permits the employment under section 3A(2)(h) of the Employment Permits Act 2006 (as amended) of the Foreign National named below.

A person who contravenes section 2 of the Employment Permits Act 2003 (as amended), relating to the employment of Foreign Nationals, is guilty of an offence.

#### Permit valid from DD/MM/YYYY to DD/MM/YYYY.

For Minister

Note: In accordance with section 24(1) of the Employment Permits Act 2006 (as amended) should the Permit Holder named below, for any reason, cease to be employed by this employer in this employment during the period of validity specified, this permit and any copies thereof must be returned immediately to the Department of Jobs, Enterprise and Innovation.

This permit is issued on the basis that the salary to be paid to the named Foreign National is, at a minimum, the national minimum hourly rate of pay or a rate of pay provided for in section 12(6)(b) of the Employment Permits Act 2006 (as amended) as appropriate. Notwithstanding this, this permit is issued on the basis that the named Foreign National is paid the remuneration specified on this Employment Permit. Section 23 of the Employment Permits Act 2006 (as amended) prohibits an employer from making any deduction from the Permit Holder's remuneration or seeking to recover from a Permit Holder any charge, fee or expense relating to the application for the permit or its renewal and/or recruitment and travelling expenses in connection with taking up employment in the State. Section 23(3) of the Employment Permits Act 2006 (as amended) prohibits an employment belonging to the Permit Holder.

If this is the named Foreign National's first employment permit in the State, a new application may, apart from in exceptional circumstances, only be made in respect of the named Foreign National after a period of 12 months has elapsed since he/she first commenced employment in the State.



### Name of Permit Holder

Address: Date of Birth: Nationality: Passport No: Permit Holder ID: P.P.S. No: Employment Permit No: Employment Permit Class:

Name of Employer

Address: Economic Sector: Employment: Place/s of Employment: Remuneration per week: Agreed deductions for Board & Accommodation:

Permit valid from DD/MM/YYYY to DD/MM/YYYY

### Form I

### INTERNSHIP EMPLOYMENT PERMIT

This is to certify that the Minister for Jobs, Enterprise and Innovation permits the employment under section 3A(2)(i) of the Employment Permits Act 2006 (as amended) of the Foreign National named below.

A person who contravenes section 2 of the Employment Permits Act 2003 (as amended), relating to the employment of Foreign Nationals, is guilty of an offence.

#### Permit valid from DD/MM/YYYY to DD/MM/YYYY.

For Minister

Note: In accordance with section 24(1) of the Employment Permits Act 2006 (as amended), should the Permit Holder named below, for any reason, cease to be employed by this employer in this employment during the period of validity specified, this permit and any copies thereof must be returned immediately to the Department of Jobs, Enterprise and Innovation.

This permit is issued on the basis that the salary to be paid to the named Foreign National is, at a minimum, the national minimum hourly rate of pay or a rate of pay provided for in section 12(6)(b) of the Employment Permits Act 2006 (as amended) as appropriate. Notwithstanding this, this permit is issued on the basis that the named Foreign National is paid the remuneration specified on this Employment Permit. Section 23 of the Employment Permits Act 2006 (as amended) prohibits an employer from making any deduction from the Permit Holder's remuneration or seeking to recover from a Permit Holder any charge, fee or expense relating to the application for the permit or its renewal and/or recruitment and travelling expenses in connection with taking up employment in the State. Section 23(3) of the Employment Permits Act 2006 (as amended) prohibits an employer or someone acting on his or her behalf from keeping any personal documents belonging to the Permit Holder.



#### Name of Permit Holder

Address: Date of Birth: Nationality: Passport No: Permit Holder ID: P.P.S. No: Employment Permit No: Employment Permit Class;

### Name of Employer

Address: Economic Sector: Employment: Place/s of Employment: Remuneration per week: Agreed deductions for Board & Accommodation:

Permit valid from DD/MM/YYYY to DD/MM/YYYY



GIVEN under my Official Seal, 30 September 2014.

RICHARD BRUTON, Minister for Jobs, Enterprise and Innovation.

### EXPLANATORY NOTE

(This note is not part of the Instrument and does not purport to be a legal interpretation.)

These Regulations set down the different classes of employment permit that may be granted by the Minister for Jobs, Enterprise and Innovation, for the purposes referred to in section 3A(2) of the Employment Permits Act 2006, as inserted by the Employment Permits (Amendment) Act 2014, and the qualifying criteria, application process, fees, review process with regard to decisions taken, and other matters in respect of such classes. They also set out certain general provisions regarding applying for and applying to renew employment permits, the fees applicable thereto. Furthermore, they prescribe the forms that are to be used by applicants for the different classes of employment permits and the form in which such permits, if granted or renewed, will be issued.

These Regulations revoke the Employment Permits Act 2006 (Prescribed Fees and Miscellaneous Procedures) Regulations 2006.

These Regulations may be cited as the Employment Permits Regulations 2014.

BAILE ÁTHA CLIATH ARNA FHOILSIÚ AG OIFIG AN tSOLÁTHAIR Le ceannach díreach ó FOILSEACHÁIN RIALTAIS, 52 FAICHE STIABHNA, BAILE ÁTHA CLIATH 2 (Teil: 01 - 6476834 nó 1890 213434; Fax: 01 - 6476843) nó trí aon díoltóir leabhar.

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