



STATUTORY INSTRUMENTS.

S.I. No. 172 of 2015



EMPLOYMENT PERMITS (TRUSTED PARTNER) REGULATIONS 2015

EMPLOYMENT PERMITS (TRUSTED PARTNER) REGULATIONS 2015

I, RICHARD BRUTON, Minister for Jobs, Enterprise and Innovation, in exercise of the powers conferred on me by sections 29 and 30 (as amended by sections 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. (1) These Regulations may be cited as the Employment Permits (Trusted Partner) Regulations 2015.

(2) The Principal Regulations, the Employment Permits (Amendment) Regulations 2014 (S.I. No. 506 of 2014) and these Regulations may be cited together as the Employment Permits Regulations 2014 to 2015 and shall be construed together as one.

Commencement

2. These Regulations shall come into operation on 8 May 2015.

Interpretation

3. In these Regulations—

“EEA contractor” means a contractor whose principal place of business is located within a Member State of the EEA;

“Principal Regulations” means the Employment Permits Regulations 2014 (S.I. No. 432 of 2014);

“Trusted Partner” means a person who has made an application under Part 2 and who the Minister has provided with a Trusted Partner Registration Number for use in subsequent employment permit applications;

“Trusted Partner Registration” means registration pursuant to an application made under Part 2 whereby a person who will make an offer of employment, an employer, a connected person or an EEA contractor can provide the Minister with certain information required under the Principal Act in relation to their business, and as the case may be, connections or contract service agreements, in

*Notice of the making of this Statutory Instrument was published in
“Iris Oifigiúil” of 8th May, 2015.*

advance of such person, employer, connected person or EEA contractor making an application for an employment permit.

Part 2

TRUSTED PARTNER REGISTRATION

Application for Trusted Partner Registration

4. (1) Form A in Schedule 1 is prescribed for the purposes of making an application for Trusted Partner Registration.

(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 Trusted Partner Registration:

- (a) where the person who will make the offer of employment, or, as the case may be, the EEA 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),
- (b) in the case of an employer, or where the person who will make the offer of employment, or, as the case may be, the EEA contractor or connected person, does not come under subparagraph (a), a copy of—
 - (I) a P30 returned to the Revenue Commissioners within the 3 month period preceding the application, or
 - (II) a receipt for such return, whether issued through ROS (Revenue Online Service) or otherwise,
- (c) where the person who will make the offer of employment, or, as the case may be, the employer or the connected person is operating 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 will make the offer of employment, the employer or the connected person, to the Revenue Commissioners,
 - (II) an up-to-date tax clearance certificate in respect of the person who will make the offer of employment, the employer 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, and
 - (IV) a letter from the relevant official agency confirming that the person who will make the offer of employment, the employer 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 2004¹ and Regulation 6 of the European Communities (Hygiene of Foodstuffs) Regulations 2006 (S.I. No. 369 of 2006),

- (d) where the person who will make the offer of employment or the employer 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,
- (e) where the person who will make the offer of employment, or, as the case may be, the employer or the connected person has charitable status from the Revenue Commissioners, a letter from the Revenue Commissioners confirming that such person has such charitable status,
- (f) in respect of applications by connected persons, documentary evidence of the connection(s) between the connected person and the foreign employer(s), and
- (g) in respect of applications by EEA contractors, information and documentary evidence in relation to the contract service agreement(s) under which it is proposed that employees will be providing services.

Time period of Trusted Partner Registration

5. Trusted Partner Registration shall be for a period of 2 years, renewable by way of application pursuant to Regulation 6.

Application for renewal of Trusted Partner Registration

6. (1) Form B in Schedule 1 is prescribed for the purposes of making an application for renewal of a Trusted Partner Registration.

(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 renewal of a Trusted Partner Registration:

- (a) a copy of a P30 returned to the Revenue Commissioners within the 3 month period preceding the application, or a receipt for such return, whether issued through ROS (Revenue Online Service) or otherwise, in respect of the person who will make the offer of employment, the employer, the connected person or the EEA contractor,
- (b) where the person who will make the offer of employment, or, as the case may be, the employer or the connected person, is operating a restaurant or fast food outlet an up-to-date tax clearance certificate in respect of the person who will make the offer of employment, the employer or the connected person,

¹OJ No. L 191, 28.5.2004, p. 1.

- (c) where the person who will make the offer of employment or the employer 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,
- (d) where the person who will make the offer of employment, or, as the case may be, the employer or the connected person has charitable status from the Revenue Commissioners, a letter from the Revenue Commissioners confirming that such person has such charitable status,
- (e) in respect of an application by a connected person, documentary evidence of the connection(s) between the connected person and the foreign employer(s), and
- (f) in respect of an application by an EEA contractor, information and documentary evidence in relation to the contract service agreement(s) under which it is proposed that employees will be providing services.

Part 3

GENERAL PROVISIONS FOR APPLICATIONS BY TRUSTED PARTNER FOR EMPLOYMENT PERMIT

Fees

7. The fees prescribed in Regulation 4 of the Principal Regulations, for the purposes of section 5(2) of the Principal Act, are applicable to applications by a Trusted Partner for the grant or renewal of an employment permit.

Application for grant of employment permit

8. (1) Notwithstanding Regulation 5(1) of the Principal Regulations, Forms A to I in Schedule 2 are prescribed for the purposes of applications by a Trusted Partner for the grant of the employment permits named therein.

(2) Notwithstanding Regulation 5(2) of the Principal Regulations, and subject to compliance with the requirements of Part 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 by a Trusted Partner 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) in the case of an application for employment in a profession listed in Part A of Schedule 2 to the Principal Regulations, 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,
- (e) in the case of an application for employment in a profession listed in Part B of Schedule 2 to the Principal Regulations, 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,
- (f) 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 to the Principal Regulations 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,
- (g) in the case of an application for employment in a restaurant or fast food outlet—
 - (I) copies of any certified qualifications of the foreign national in respect of whom the application is made, and
 - (II) in the case of an application for a Critical Skills Employment Permit, General Employment Permit, Sport and Cultural Employment Permit or Intra-Company Transfer Employment Permit, in respect of an 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

foreign national in respect of whom the application is made shall be employed in an establishment other than a fast food outlet.

Application for renewal of employment permit

9. (1) Notwithstanding Regulation 6(1) of the Principal Regulations, Forms J to O in Schedule 2 are prescribed for the purposes of applications by a Trusted Partner for the renewal of the employment permits named therein.

(2) Notwithstanding Regulation 6(2) of the Principal Regulations, and subject to compliance with the requirements of Part 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 by a Trusted Partner 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 3 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 to the Principal Regulations, 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 to the Principal Regulations, 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, and
- (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.

Declarations

10. 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 Schedules 1 and 2, or in such other form as may be provided or required for that purpose by the Minister.

Part 4

ADDITIONAL INFORMATION AND DOCUMENTS REQUIRED FOR SPECIFIC EMPLOYMENT
PERMIT TYPES

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

11. (1) In addition to the information and documents prescribed under Regulation 8(2) for the purpose of section 6(g)(i) of the Principal Act, the documents prescribed under Regulation 21(1) of the Principal Regulations shall be provided with an application by a Trusted Partner for the grant of a Dependant/Partner/Spouse Employment Permit to a foreign national referred to in section 3C(2) of the Principal Act.

(2) In addition to the information and documents prescribed under Regulation 8(2) for the purpose of section 6(g)(i) of the Principal Act, the documents prescribed in Regulation 21(2) of the Principal Regulations shall be provided with an application by a Trusted Partner for the grant of a Dependant/Partner/Spouse Employment Permit to a foreign national referred to in section 3C(3) of the Principal Act.

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

12. (1) In addition to the information, documents and evidence prescribed under Regulation 9(2) for the purpose of section 20(4A) of the Principal Act, an application by a Trusted Partner for the renewal of a Dependant/Partner/Spouse Employment Permit granted to a foreign national referred to in section 3C(2) of the Principal Act shall be accompanied by the documents referred to in Regulation 22(1) of the Principal Regulations.

(2) In addition to the information, documents and evidence prescribed under Regulation 9(2) for the purpose of section 20(4A) of the Principal Act, an application by a Trusted Partner 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 the documents referred to in Regulation 22(2) of the Principal Regulations.

Documentation and information required for grant of General Employment Permit

13. 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 8(2) for the purpose of section 6(g)(i) of the Principal Act, the information and documents referred

to in Regulation 28 of the Principal Regulations shall be provided with an application by a Trusted Partner for the grant of a General Employment Permit.

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

14. In addition to the information, documents and evidence prescribed in Regulation 9(2), the documentation referred to in Regulation 36 of the Principal Regulations shall be provided with an application by a Trusted Partner for the renewal of an Intra-Company Transfer Employment Permit.

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

15. 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 8(2) for the purpose of section 6(g)(i) of the Principal Act, the information and documents referred to in Regulation 41(b) of the Principal Regulations shall be provided with an application by a Trusted Partner for the grant of a Contract for Services Employment Permit.

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

16. In addition to the information, documents and evidence prescribed under Regulation 9(2), the documentation referred to in Regulation 44 of the Principal Regulations shall be provided with an application by a Trusted Partner for the renewal of a Contract for Services Employment Permit.

Documentation required for grant of Reactivation Employment Permit

17. In addition to the information and documents prescribed under Regulation 8(2), an application by a Trusted Partner for the grant of a Reactivation Employment Permit shall be accompanied by the evidence referred to in Regulation 49 of the Principal Regulations.

Documentation required for grant of Exchange Agreement Employment Permit

18. In addition to the information and documents prescribed under Regulation 8(2), an application by a Trusted Partner for the grant of an Exchange Agreement Employment Permit shall be accompanied by the documentation referred to in Regulation 54 of the Principal Regulations.

Documentation required for grant of Internship Employment Permit

19. In addition to the information and documents prescribed under Regulation 8(2), an application by a Trusted Partner for the grant of an Internship Employment Permit shall be accompanied by the documentation referred to in Regulation 62 of the Principal Regulations.

Schedule 1

Forms — Trusted Partner Registration

10. Registered name of Company/Business:	BLOCK CAPITALS	
11. Trading name of business (if different):	BLOCK CAPITALS	
12. Nature of business:	BLOCK CAPITALS	
	BLOCK CAPITALS	
	BLOCK CAPITALS	
	BLOCK CAPITALS	
13. Company/Business Registered Address:		
Address 1:	BLOCK CAPITALS	
Address 2:	BLOCK CAPITALS	
Town:	BLOCK CAPITALS	
County:	BLOCK CAPITALS	
Country:	BLOCK CAPITALS	
14. Telephone Number:		15. Fax:
16. Mobile Phone Number:		
17. E-mail:		
18. Website:		
19. Number of EEA* and/or Swiss nationals (including Irish) currently employed by the Person who will make the offer of employment/Employer/Connected Person/EEA Contractor:	<input type="text"/>	20. Number of non-EEA nationals currently employed by the Person who will make the offer of employment/Employer/Connected Person/EEA Contractor:
<small>* The EEA comprises the Member States of the European Union together with Iceland, Norway and Liechtenstein</small>		
21. Please provide details of a person, within the company who is authorised to deal with any queries arising from this application and future applications for Employment Permits (person must be employed within the company, agent details to be provided elsewhere):		
Title:	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>
	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>
	Other (please state) <input type="text"/>	
Name (in BLOCK CAPITALS):	BLOCK CAPITALS	
Position Held in company:	BLOCK CAPITALS	
Telephone Number:		Mobile Phone Number:
E-mail:		
22. Please provide details of the directors and secretary of the company in the space provided below:		
Director's Name	Address	
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	BLOCK CAPITALS	
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	BLOCK CAPITALS	

Director's Name BLOCK CAPITALS	Address BLOCK CAPITALS BLOCK CAPITALS BLOCK CAPITALS BLOCK CAPITALS
Director's Name BLOCK CAPITALS	Address BLOCK CAPITALS BLOCK CAPITALS BLOCK CAPITALS BLOCK CAPITALS
Director's Name BLOCK CAPITALS	Address BLOCK CAPITALS BLOCK CAPITALS BLOCK CAPITALS BLOCK CAPITALS
Secretary's Name BLOCK CAPITALS	Address BLOCK CAPITALS BLOCK CAPITALS BLOCK CAPITALS BLOCK CAPITALS
23. If the company, or business owner, has other business locations in Ireland operating under the Employer's Registered Number detailed above, please detail each in the space provided below:	
Business Name BLOCK CAPITALS	Business Address BLOCK CAPITALS BLOCK CAPITALS BLOCK CAPITALS BLOCK CAPITALS
Business Name BLOCK CAPITALS	Business Address BLOCK CAPITALS BLOCK CAPITALS BLOCK CAPITALS BLOCK CAPITALS
Business Name BLOCK CAPITALS	Business Address BLOCK CAPITALS BLOCK CAPITALS BLOCK CAPITALS BLOCK CAPITALS

Business Name <input style="width: 90%; height: 20px;" type="text" value="BLOCK CAPITALS"/>	Business Address <input style="width: 90%; height: 20px;" type="text" value="BLOCK CAPITALS"/> <input style="width: 90%; height: 20px;" type="text" value="BLOCK CAPITALS"/> <input style="width: 90%; height: 20px;" type="text" value="BLOCK CAPITALS"/> <input style="width: 90%; height: 20px;" type="text" value="BLOCK CAPITALS"/>
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You must now attach the documents outlined in Requirement for Supporting Documentation under "(A) Requirements for Person who will make the offer of employment/Employer/Connected Person / EEA Contractor

Part Two Details of Connections between the Connected Person and Foreign Employers

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, 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.

1. For the purposes of future Intra-Company Transfer Employment Permit applications please provide details of relevant connections below:

Company/Business Name <input style="width: 90%; height: 20px;" type="text" value="BLOCK CAPITALS"/>	Registered Address <input style="width: 90%; height: 20px;" type="text" value="BLOCK CAPITALS"/> <input style="width: 90%; height: 20px;" type="text" value="BLOCK CAPITALS"/> <input style="width: 90%; height: 20px;" type="text" value="BLOCK CAPITALS"/> <input style="width: 90%; height: 20px;" type="text" value="BLOCK CAPITALS"/>
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Nature of the link:

Company/Business Name <input style="width: 90%; height: 20px;" type="text" value="BLOCK CAPITALS"/>	Registered Address <input style="width: 90%; height: 20px;" type="text" value="BLOCK CAPITALS"/> <input style="width: 90%; height: 20px;" type="text" value="BLOCK CAPITALS"/> <input style="width: 90%; height: 20px;" type="text" value="BLOCK CAPITALS"/> <input style="width: 90%; height: 20px;" type="text" value="BLOCK CAPITALS"/>
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Nature of the link:

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Company/Business Name	BLOCK CAPITALS	Registered Address	BLOCK CAPITALS
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Company/Business Name	Registered Address
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Nature of the link:	BLOCK CAPITALS

You must now attach the documents outlined in Requirement for Supporting Documentation under "(B) Requirements for Connected Person"

Part Three Details of Contract Service Agreements between the EEA Contractor and Relevant Persons

In order to be eligible for a Contract for Services Employment Permit there must be a contract service agreement in place with an Irish entity (Relevant Person).

1. For the purposes of future Contract for Services Employment Permit applications please provide details of relevant contract service agreements below:

Name of Relevant Person	Address of Relevant Person (Irish Entity): (Place at which the employment concerned, in respect of the Contract Service Agreement, is to be carried out)
BLOCK CAPITALS	BLOCK CAPITALS
	BLOCK CAPITALS
	BLOCK CAPITALS
	BLOCK CAPITALS
Start Date of Contract: DDMMYY	End Date of Contract: DDMMYY
Description of Contract Service Agreement:	BLOCK CAPITALS
Name of Relevant Person	Address of Relevant Person (Irish Entity): (Place at which the employment concerned, in respect of the Contract Service Agreement, is to be carried out)
BLOCK CAPITALS	BLOCK CAPITALS
	BLOCK CAPITALS
	BLOCK CAPITALS
	BLOCK CAPITALS
Start Date of Contract: DDMMYY	End Date of Contract: DDMMYY

Description of Contract Service Agreement:

BLOCK CAPITALS

Name of Relevant Person

BLOCK CAPITALS

Address of Relevant Person (Irish Entity):
(Place at which the employment concerned, in respect of the Contract Service Agreement, is to be carried out)

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BLOCK CAPITALS
BLOCK CAPITALS
BLOCK CAPITALS

Start Date of Contract:

Q D M M Y Y

End Date of Contract:

D D M M Y Y

Description of Contract Service Agreement:

BLOCK CAPITALS

Name of Relevant Person

BLOCK CAPITALS

Address of Relevant Person (Irish Entity):
(Place at which the employment concerned, in respect of the Contract Service Agreement, is to be carried out)

BLOCK CAPITALS
BLOCK CAPITALS
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BLOCK CAPITALS

Start Date of Contract:

Q D M M Y Y

End Date of Contract:

D D M M Y Y

Description of Contract Service Agreement:

BLOCK CAPITALS

Name of Relevant Person		Address of Relevant Person (Irish Entity): (Place at which the employment concerned, in respect of the Contract Service Agreement, is to be carried out)	
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		BLOCK CAPITALS	
		BLOCK CAPITALS	
		BLOCK CAPITALS	
Start Date of Contract:	D D M M Y Y	End Date of Contract:	D D M M Y Y
Description of Contract Service Agreement:		BLOCK CAPITALS	
Name of Relevant Person		Address of Relevant Person (Irish Entity): (Place at which the employment concerned, in respect of the Contract Service Agreement, is to be carried out)	
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		BLOCK CAPITALS	
		BLOCK CAPITALS	
		BLOCK CAPITALS	
Start Date of Contract:	D D M M Y Y	End Date of Contract:	D D M M Y Y
Description of Contract Service Agreement:		BLOCK CAPITALS	

You must now attach the documents outlined in Requirement for Supporting Documentation under "(C) Requirements for EEA Contractor"

Part Four**Acceptance of Terms & Conditions*****Declaration of Person who will make the offer of employment / Employer / Connected Person / EEA Contractor***

I, _____, hereby apply to the Department of Jobs, Enterprise and Innovation to become a Trusted Partner for the purposes of applying for Employment Permits. I declare that all of the particulars and information given in this application form are true and accurate and relate to my company/business. I understand the importance of being a Trusted Partner of the Department of Jobs, Enterprise and Innovation and accept that if I do not comply fully with the declarations declared below, that the status of Trusted Partner will be removed.

I understand that, in accordance with Section 25 of the Employment Permits Act 2006 as amended, a person who furnishes to the Minister, on an application under section 4 or 20 of the Employment Permits Act 2006 as amended, 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.

I, hereby solemnly declare that the Person who will make the offer of employment/Employer/Connected Person/EEA Contractor:

- has not been convicted of an offence under the Employment Permits Acts, the Immigration Act 2004 or any of the Employment Rights Legislation specified in Schedule 1 of the Employment Permits Act 2006 as amended in the last 5 years;
- will be fully compliant with Employment Permits Legislation;
- will bestow the full benefit of all the relevant Irish Employment Rights Legislation to all employees employed in the State, carrying out duties or providing a service in the State, including those who hold an Employment Permit, as required;
- will abide by the terms and conditions of the Protection of Young Persons (Employment) Act, 1996 in respect of all employees employed in the State, carrying out duties or providing a service in the State and being under the age of 18, including those who hold an employment permit;
- will undertake to notify the Department of Jobs, Enterprise and Innovation immediately of any changes which may occur to the company/business, including changes to the structure, during the period of registration;
- will undertake to notify the Department of Jobs, Enterprise and Innovation if any changes to the terms and conditions of an Employment Permit holder's employment occur, including remuneration; and
- if granted Trusted Partner status, will undertake to keep the Trusted Partner Unique Identifier Registration Number granted to me secure at all times and take all reasonable steps to ensure no fraudulent use of it occurs.

I, further solemnly declare that in any future applications for employment permits the Person who has made the offer of employment/Employer/Connected Person/EEA Contractor:

- will take such reasonable steps to satisfy themselves that:
 - the qualifications, skills and experience attained by the foreign national who is the subject of the employment permit application are true and that they correspond with and are relevant to the position on offer;
 - the foreign national who is the subject of the employment permit applications is a fully accredited member of the relevant professional body for the position on offer (if applicable);
- will ensure that a job offer has been made to the foreign national who is the subject of an employment permit application within 90 days of the date of that employment permit application;
- will ensure that information provided on an employment permit application in respect of employees made redundant from the specific employment within the last 6 months is true and accurate;
- will ensure that the holders of Employment Permits will be paid, at a minimum, the annual remuneration stated on the Employment Permit;
- where I am the Person who has made the offer of employment/Employer in respect of employment permit applications:
 - will guarantee that the appropriate deductions under the PAYE system will be made from all payments (including benefits-in-kind) made to all employees, including employment permit holders, and that all such deductions will be paid to the Revenue Commissioners;
 - where the application is in respect of a Critical Skills Employment Permit that a job offer of 2 years, or more, has been made to the foreign national who is the subject of the employment permit application;
 - the foreign national who is the subject of the employment permit application will be employed, salaried and paid under an employment contract governed by the laws of the State by me;
 - if the application is in respect of an employment as 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.
- where I am the Connected Person and the application is in respect of an Intra-Company Transfer Employment Permit:
 - the foreign national who is the subject of the employment permit application has been employed by the Foreign Employer named on the employment permit application for a minimum period of six months;
 - the Foreign National who is the subject of the employment permit application will continue to be employed, salaried and paid under an employment contract outside the State by the Foreign Employer named on the employment permit application;
 - the Foreign National who is the subject of the employment permit application will be performing duties or undergoing training in the State that arise out of the intra-Company Transfer arrangement between the Foreign Employer named on the employment permit application 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;
 - In cases where I am assuming responsibility for the provision of board and accommodation (or either of

them) and health insurance in respect of the Foreign National that:

- appropriate board and accommodation (or either of them) will be provided for the Foreign National while he or she is in the State to carry out duties for, or participate in a training programme provided by me,
 - appropriate Health Insurance will be provided in respect of the Foreign National should he or she require medical treatment for illness or injury during the period for which he or she will be in the State pursuant to the employment permit; and
 - where a person outside the State provides insurance for medical treatment in respect of the Foreign National, the health insurance has the same, or similar, effect as the health insurance provided by a health insurer entered in the Register of Health Benefits Undertakings referred to in section 14 of the Health Insurance Act 1994;
- where I am the EEA Contractor and the application is in respect of a Contract for Services Employment Permit:
 - the Foreign National the subject of the employment permit application has been employed by me for a minimum of six months prior to the application;
 - where the foreign salary, currently paid to the Foreign National who is the subject of the employment permit application, 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 make an additional payment to achieve at least 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 the subject of the employment permit application will continue to be employed, salaried and paid under an employment contract outside the State by me, the EEA Contractor, as stated in Part 1 of this application form;
 - the Foreign National the subject of the employment permit application will be fully tax compliant in the State for the duration of the Foreign National's stay in Ireland;
 - appropriate board and accommodation (or either of them) will be provided for the Foreign National while he or she is in the State to carry out the duties as part of the contract service agreement,
 - appropriate Health Insurance will be provided in respect of the Foreign National should he or she require medical treatment for illness or injury during the period for which he or she will be in the State pursuant to the employment permit; and
 - where the insurance for medical treatment in respect of the Foreign National is provided by a health insurance provider outside the State, the health insurance has the same, or similar, effect as the health insurance provided by a health insurer entered in the Register of Health Benefits Undertakings referred to in section 14 of the Health Insurance Act 1994;
 - 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 understand and accept that:

- in accordance with Section 23 of the Employment Permits Act 2006, as amended, I may not make any deductions from the remuneration of, or seek to recover from, the holder of any employment permit any charge, fee or expense arising out of or concerning one or more of the following:
 - the application for the employment permit or the renewal of the permit or any matter relating to or concerning such an application or the grant or renewal of the permit;
 - the recruitment of the holder for the employment in respect of which the application was made, if applicable; 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, if applicable;
- in accordance with Section 24 (1) of the Employment Permits Act 2006, as amended, should the employment in the State of any employment permit holders cease, the permits and any copies thereof will be returned immediately to the Department of Jobs, Enterprise and Innovation;
- neither I, nor a person acting on the company's/business' behalf, shall keep any personal document belonging to a holder of an employment permit.

Signature of Person who will make the offer of employment / Employer / Connected Person / EEA Contractor:
(Original signature required*)

Name (in BLOCK CAPITALS):

Date:

D	D	M	M	Y	Y
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**For limited companies the signature must be that of the Company Secretary.*

For an Irish branch of a foreign company the signature must be that of a Person of Process or Person of Compliance.

For Sole Traders, Partnerships, etc. the signature must be that of one of the business owners.

Applications from recruitment agencies, agents, intermediaries or companies who intend to outsource or subcontract the employee to work in another company will not be accepted.

Nomination of Agent

If the Person who will make the offer of employment/Employer/Connected Person/EEA Contractor does not wish to nominate an agent then this section can be left blank.

If you (the Person who will make the offer of employment/Employer/Connected Person/EEA Contractor) wish a third party (agent) to act on your behalf in future employment permit applications please ensure the following details are completed.

Agent Name
(in BLOCK CAPITALS):

Agent's Signature:
(Original signature required)

Date:

D	D	M	M	Y	Y
---	---	---	---	---	---

Agent's Address for Correspondence:

Address 1:

Address 2:

Town:

County:

Country:

E-mail address:

Telephone number:

I, the Person who will make the offer of employment/Employer/Connected Person/EEA Contractor, have instructed the above named agent of the terms and conditions it must comply with on my behalf and I permit the agent to act on my behalf in respect of future Employment Permit applications.

Signature of Person who will
make the offer of employment /
Employer / Connected Person /
EEA Contractor:
(Original signature required*)

Date:

D	D	M	M	Y	Y
---	---	---	---	---	---

**For limited companies the signature must be that of the Company Secretary.*

For an Irish branch of a foreign company the signature must be that of a Person of Process or Person of Compliance.

For Sole Traders, Partnerships, etc. the signature must be that of one of the business owners.

Requirements for Supporting Documentation

(A) Requirements for Person who will make the offer of employment/Employer/Connected Person/EEA Contractor

All applicants **MUST** submit clear copies of the following documentation:

- Copy of P30 returned to the Revenue Commissioners within the 3 months preceding this application or a receipt for such return whether issued through ROS (Revenue Online Service) or otherwise, or
- If the Person who will make the offer of employment/Employer/Connected Person/EEA Contractor is a start-up Company or a Person who 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).
- A copy of an official letter from the Revenue Commissioners confirming charitable status of the Person who will make the offer of employment/Employer/Connected Person, if requesting a waiver of the fee for future employment permit applications on the basis of your charitable status.

Business Permission

If the Person who will make the offer of employment/Employer/Connected Person 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.

If the Person who will make the offer of employment, Employer or the Connected Person is operating a business of a restaurant, or a fast food outlet

If the application is in respect of a Person who will make an offer of employment, Employer or a Connected Person who is operating a restaurant or a fast food outlet the following additional information 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, Employer or Connected Person to the Revenue Commissioners,
- an up-to-date tax clearance certificate in respect of the Person who has made the offer of employment, Employer or Connected Person,
- copies of utility bills for the establishment's premises dated within the period of 2 months prior to the application, and
- a letter from the relevant Local Health Authority confirming that the Person who has made the offer of employment, Employer, Connected Person has been granted permission to operate a restaurant at the premises.

Additional documentation

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

(B) Requirements for Connected Person

All Connected Persons **MUST** submit the following documentation:

- Evidence of the connections between the Connected Person and the listed Foreign Employers.

(C) Requirements for EEA Contractor

All EEA Contractors **MUST** submit the following documentation:

- Evidence of the contract service agreement(s) between the EEA Contractor and the listed Relevant Persons.

(D) Declaration

Data Sharing and Data Protection

The Employment Permits Section may undertake verification of all data submitted on this application form. The Person who will make the offer of employment/Employer/Connected Person/EEA Contractor is 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 all successful applicants for Trusted Partner Registration may be applicable to an inspection by the National Employment Rights Authority (NERA) during their period of registration. Relevant documents will have to be provided as part of this inspection. Under Section 16 (d) of the Employment Permits Act 2006, as amended, 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 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, 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.

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.

Part One Person who will make the offer of employment/Employer/Connected Person/EEA Contractor Details: Complete all questions

Persons who will make the offer of employment/Employers/Connected Persons/EEA Contractors should include copies of:

- Completed P30/ROS Online.
- Letter from Revenue Commissioners confirming registration as an employer.
- A copy of an official letter from the Revenue Commissioners confirming charitable status of the Person who will make the offer of employment/Employer/Connected Person, if applicable.
- 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, if the Person who will make the offer of employment/Employer/Connected Person is a non-EEA national operating a business in the State.
- Copies of the following documentation if the application is in respect of a Person who will make an offer of employment, Employer or a Connected Person who is operating 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, Employer or Connected Person to the Revenue Commissioners,
 - an up-to-date tax clearance certificate in respect of the Person who has made the offer of employment, Employer or Connected Person,
 - 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, and
 - a letter from the relevant Local Health Authority confirming that the Person who has made the offer of employment, Employer or Connected Person has been granted permission to operate a restaurant at the premises.

Part Two Details of Connections between the Connected Person and Foreign Employers

Connected Persons should include copies of:

- Evidence of the connections between the Connected Person and the listed Foreign Employers.

Part Three Details of Contract Service Agreements between the EEA Contractor and Relevant Persons

EEA Contractors should include copies of:

- Evidence of the contract service agreements between the EEA Contractor and the listed Relevant Persons.

Part Four Acceptance of Terms & Conditions: Sign and date the appropriate declarations - original signatures required

EMPLOYMENT PERMITS SECTION

Contact Details

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's website.

9. If the Person who will make the offer of employment/Employer/Connected Person is not an EEA citizen, do they hold appropriate permission to operate a business in the State?

Yes
 No
 Not Applicable
 If Yes, please specify:

If yes, you must enclose copies of supporting documentation from the Minister for Justice and Equality confirming your permission to operate a business in the State or your application will be returned (see Requirements for Supporting Documentation).

10. Registered name of Company/Business:

11. Trading name of business (if different):

12. Nature of business:

<input type="text" value="BLOCK CAPITALS"/>
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<input type="text" value="BLOCK CAPITALS"/>
<input type="text" value="BLOCK CAPITALS"/>

13. Company/Business Registered Address:

Address 1:

Address 2:

Town:

County:

Country:

14. Telephone Number: 15. Fax:

16. Mobile Phone Number:

17. E-mail:

18. Website:

19. Number of EEA* and/or Swiss nationals (including Irish) currently employed by the Person who will make the offer of employment/Employer/Connected Person/EEA Contractor:

20. Number of non-EEA nationals currently employed by the Person who will make the offer of employment/Employer/Connected Person/EEA Contractor:

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

21. Please provide details of a person, within the company who is authorised to deal with any queries arising from this application and future applications for Employment Permits (person must be employed within the company, agent details to be provided elsewhere):

Title: Mr Mrs Miss Ms Other (please state)

Name (in BLOCK CAPITALS):

Position Held in company:

Telephone Number: Mobile Phone Number:

E-mail:

22. Please provide details of the directors and secretary of the company in the space provided below:

Director's Name

BLOCK CAPITALS

Address

BLOCK CAPITALS
 BLOCK CAPITALS
 BLOCK CAPITALS
 BLOCK CAPITALS

Director's Name

BLOCK CAPITALS

Address

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Director's Name

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Address

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 BLOCK CAPITALS

Director's Name

BLOCK CAPITALS

Address

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 BLOCK CAPITALS
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 BLOCK CAPITALS

Secretary's Name

BLOCK CAPITALS

Address

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23. If the company, or business owner, has other business locations in Ireland operating under the Employer's Registered Number detailed above, please detail each in the space provided below:

Business Name

BLOCK CAPITALS

Business Address

BLOCK CAPITALS
 BLOCK CAPITALS
 BLOCK CAPITALS
 BLOCK CAPITALS

Business Name

BLOCK CAPITALS

Business Address

BLOCK CAPITALS
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Business Name BLOCK CAPITALS	Business Address BLOCK CAPITALS BLOCK CAPITALS BLOCK CAPITALS BLOCK CAPITALS
Business Name BLOCK CAPITALS	Business Address BLOCK CAPITALS BLOCK CAPITALS BLOCK CAPITALS BLOCK CAPITALS

You must now attach the documents outlined in Requirement for Supporting Documentation under "(A) Requirements for Person who will make the offer of employment/Employer/Connected Person / EEA Contractor

Part Two Details of Connections between the Connected Person and Foreign Employers

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, 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.

1. For the purposes of future Intra-Company Transfer Employment Permit applications please provide details of relevant connections below:

Company/Business Name BLOCK CAPITALS	Registered Address BLOCK CAPITALS BLOCK CAPITALS BLOCK CAPITALS BLOCK CAPITALS
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Nature of the link: BLOCK CAPITALS

Company/Business Name BLOCK CAPITALS	Registered Address BLOCK CAPITALS BLOCK CAPITALS BLOCK CAPITALS BLOCK CAPITALS
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Nature of the link: BLOCK CAPITALS

Company/Business Name	Registered Address
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Nature of the link:	BLOCK CAPITALS
Company/Business Name	Registered Address
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Company/Business Name	Registered Address
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Company/Business Name	Registered Address
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Nature of the link:	BLOCK CAPITALS
Company/Business Name	Registered Address
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Company/Business Name	Registered Address
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	BLOCK CAPITALS
	BLOCK CAPITALS
	BLOCK CAPITALS
Nature of the link:	BLOCK CAPITALS

Nature of the link:

Company/Business Name:

Registered Address:

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<input type="text" value="BLOCK CAPITALS"/>
<input type="text" value="BLOCK CAPITALS"/>

Nature of the link:

You must now attach the documents outlined in Requirement for Supporting Documentation under "(B) Requirements for Connected Person"

Part Three Details of Contract Service Agreements between the EEA Contractor and Relevant Persons

In order to be eligible for a Contract for Services Employment Permit there must be a contract service agreement in place with an Irish entity (Relevant Person).

1. For the purposes of future Contract for Services Employment Permit applications please provide details of relevant contract service agreements below:

Name of Relevant Person:

Address of Relevant Person (Irish Entity):
(Place at which the employment concerned, in respect of the Contract Service Agreement, is to be carried out)

<input type="text" value="BLOCK CAPITALS"/>
<input type="text" value="BLOCK CAPITALS"/>
<input type="text" value="BLOCK CAPITALS"/>
<input type="text" value="BLOCK CAPITALS"/>

Start Date of Contract: End Date of Contract:

Description of Contract Service Agreement:

Name of Relevant Person	Address of Relevant Person (Irish Entity): (Place at which the employment concerned, in respect of the Contract Service Agreement, is to be carried out)		
BLOCK CAPITALS	BLOCK CAPITALS		
	BLOCK CAPITALS		
	BLOCK CAPITALS		
	BLOCK CAPITALS		
Start Date of Contract:	D D M M Y Y	End Date of Contract:	D D M M Y Y
Description of Contract Service Agreement:	BLOCK CAPITALS		
Name of Relevant Person	Address of Relevant Person (Irish Entity): (Place at which the employment concerned, in respect of the Contract Service Agreement, is to be carried out)		
BLOCK CAPITALS	BLOCK CAPITALS		
	BLOCK CAPITALS		
	BLOCK CAPITALS		
	BLOCK CAPITALS		
Start Date of Contract:	D D M M Y Y	End Date of Contract:	D D M M Y Y
Description of Contract Service Agreement:	BLOCK CAPITALS		

Name of Relevant Person

BLOCK CAPITALS

Address of Relevant Person (Irish Entity):
(Place at which the employment concerned, in respect of
the Contract Service Agreement, is to be carried out)

BLOCK CAPITALS
BLOCK CAPITALS
BLOCK CAPITALS
BLOCK CAPITALS

Start Date of Contract:

D D M M Y Y

End Date of Contract:

D D M M Y Y

Description of Contract Service Agreement:

BLOCK CAPITALS

Name of Relevant Person

BLOCK CAPITALS

Address of Relevant Person (Irish Entity):
(Place at which the employment concerned, in respect of
the Contract Service Agreement, is to be carried out)

BLOCK CAPITALS
BLOCK CAPITALS
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BLOCK CAPITALS

Start Date of Contract:

D D M M Y Y

End Date of Contract:

D D M M Y Y

Description of Contract Service Agreement:

BLOCK CAPITALS

Name of Relevant Person	Address of Relevant Person (Irish Entity): (Place at which the employment concerned, in respect of the Contract Service Agreement, is to be carried out)		
BLOCK CAPITALS	BLOCK CAPITALS		
	BLOCK CAPITALS		
	BLOCK CAPITALS		
	BLOCK CAPITALS		
Start Date of Contract:	D D M M Y Y	End Date of Contract:	D D M M Y Y
Description of Contract Service Agreement:	BLOCK CAPITALS		

You must now attach the documents outlined in Requirement for Supporting Documentation under "(C) Requirements for EEA Contractor"

Part Four

Acceptance of Terms & Conditions

Declaration of Person who will make the offer of employment / Employer / Connected Person / EEA Contractor

I, _____, hereby apply to the Department of Jobs, Enterprise and Innovation to renew my Trusted Partner status for the purposes of applying for Employment Permits. I declare that all of the particulars and information given in this application form are true and accurate and relate to my company/business. I understand the importance of being a Trusted Partner of the Department of Jobs, Enterprise and Innovation and accept that if I do not comply fully with the declarations declared below, that the status of Trusted Partner will be removed.

I understand that, in accordance with Section 25 of the Employment Permits Act 2006 as amended, a person who furnishes to the Minister, on an application under section 4 or 20 of the Employment Permits Act 2006 as amended, 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.

I, hereby solemnly declare that the Person who will make the offer of employment/Employer/Connected Person/EEA Contractor:

- has not been convicted of an offence under the Employment Permits Acts, the Immigration Act 2004 or any of the Employment Rights Legislation specified in Schedule 1 of the Employment Permits Act 2006 as amended in the last 5 years;
- will be fully compliant with Employment Permits Legislation;
- will bestow the full benefit of all the relevant Irish Employment Rights Legislation to all employees employed in the State, carrying out duties or providing a service in the State, including those who hold an Employment Permit, as required;
- will abide by the terms and conditions of the Protection of Young Persons (Employment) Act, 1996 in respect of all employees employed in the State, carrying out duties or providing a service in the State and being under the age of 18, including those who hold an employment permit;
- will undertake to notify the Department of Jobs, Enterprise and Innovation immediately of any changes which may occur to the company/business, including changes to the structure, during the period of registration;
- will undertake to notify the Department of Jobs, Enterprise and Innovation if any changes to the terms and conditions of an Employment Permit holder's employment occur, including remuneration; and
- if granted Trusted Partner status, will undertake to keep the Trusted Partner Unique Identifier Registration Number granted to me secure at all times and take all reasonable steps to ensure no fraudulent use of it occurs.

I, further solemnly declare that in any future applications for employment permits the Person who has made the offer of employment/Employer/Connected Person/EEA Contractor:

- will take such reasonable steps to satisfy themselves that:
 - the qualifications, skills and experience attained by the foreign national who is the subject of the employment permit application are true and that they correspond with and are relevant to the position on offer;
 - the foreign national who is the subject of the employment permit applications is a fully accredited member of the relevant professional body for the position on offer (if applicable);
- will ensure that a job offer has been made to the foreign national who is the subject of an employment permit application within 90 days of the date of that employment permit application;
- will ensure that information provided on an employment permit application in respect of employees made redundant from the specific employment within the last 6 months is true and accurate;
- will ensure that the holders of Employment Permits will be paid, at a minimum, the annual remuneration stated on the Employment Permit;
- where I am the Person who has made the offer of employment/Employer in respect of employment permit applications:
 - will guarantee that the appropriate deductions under the PAYE system will be made from all payments (including benefits-in-kind) made to all employees, including employment permit holders, and that all such deductions will be paid to the Revenue Commissioners;
 - where the application is in respect of a Critical Skills Employment Permit that a job offer of 2 years, or more, has been made to the foreign national who is the subject of the employment permit application;
 - the foreign national who is the subject of the employment permit application will be employed, salaried and paid under an employment contract governed by the laws of the State by me;
 - if the application is in respect of an employment as 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.
- where I am the Connected Person and the application is in respect of an Intra-Company Transfer Employment Permit:
 - the foreign national who is the subject of the employment permit application has been employed by the Foreign Employer named on the employment permit application for a minimum period of six months;
 - the Foreign National who is the subject of the employment permit application will continue to be employed, salaried and paid under an employment contract outside the State by the Foreign Employer named on the employment permit application;
 - the Foreign National who is the subject of the employment permit application will be performing duties or undergoing training in the State that arise out of the intra-Company Transfer arrangement between the Foreign Employer named on the employment permit application 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;
 - in cases where I am assuming responsibility for the provision of board and accommodation (or either of them) and health insurance in respect of the Foreign National that:

- appropriate board and accommodation (or either of them) will be provided for the Foreign National while he or she is in the State to carry out duties for, or participate in a training programme provided by me,
- appropriate Health Insurance will be provided in respect of the Foreign National should he or she require medical treatment for illness or injury during the period for which he or she will be in the State pursuant to the employment permit; and
- where a person outside the State provides insurance for medical treatment in respect of the Foreign National, the health insurance has the same, or similar, effect as the health insurance provided by a health insurer entered in the Register of Health Benefits Undertakings referred to in section 14 of the Health Insurance Act 1994;
- where I am the EEA Contractor and the application is in respect of a Contract for Services Employment Permit:
 - the Foreign National the subject of the employment permit application has been employed by me for a minimum of six months prior to the application;
 - where the foreign salary, currently paid to the Foreign National who is the subject of the employment permit application, 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 make an additional payment to achieve at least 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 the subject of the employment permit application will continue to be employed, salaried and paid under an employment contract outside the State by me, the EEA Contractor, as stated in Part 1 of this application form;
 - the Foreign National the subject of the employment permit application will be fully tax compliant in the State for the duration of the Foreign National's stay in Ireland;
 - appropriate board and accommodation (or either of them) will be provided for the Foreign National while he or she is in the State to carry out the duties as part of the contract service agreement,
 - appropriate Health Insurance will be provided in respect of the Foreign National should he or she require medical treatment for illness or injury during the period for which he or she will be in the State pursuant to the employment permit; and
 - where the insurance for medical treatment in respect of the Foreign National is provided by a health insurance provider outside the State, the health insurance has the same, or similar, effect as the health insurance provided by a health insurer entered in the Register of Health Benefits Undertakings referred to in section 14 of the Health Insurance Act 1994;
 - 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 understand and accept that:

- in accordance with Section 23 of the Employment Permits Act 2006, as amended, I may not make any deductions from the remuneration of, or seek to recover from, the holder of any employment permit any charge, fee or expense arising out of or concerning one or more of the following:
 - the application for the employment permit or the renewal of the permit or any matter relating to or concerning such an application or the grant or renewal of the permit;
 - the recruitment of the holder for the employment in respect of which the application was made, if applicable; 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, if applicable;
- in accordance with Section 24 (1) of the Employment Permits Act 2006, as amended, should the employment in the State of any employment permit holders cease, the permits and any copies thereof will be returned immediately to the Department of Jobs, Enterprise and Innovation;
- neither I, nor a person acting on the company's/business' behalf, shall keep any personal document belonging to a holder of an employment permit.

Signature of Person who will make the offer of employment / Employer / Connected Person / EEA Contractor:
(Original signature required*)

Name (in BLOCK CAPITALS):

Date:

D	D	M	M	Y	Y
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**For limited companies the signature must be that of the Company Secretary.*

For an Irish branch of a foreign company the signature must be that of a Person of Process or Person of Compliance.

For Sole Traders, Partnerships, etc. the signature must be that of one of the business owners.

Applications from recruitment agencies, agents, intermediaries or companies who intend to outsource or subcontract the employee to work in another company will not be accepted.

Nomination of Agent

If the Person who will make the offer of employment/Employer/Connected Person/EEA Contractor does not wish to nominate an agent then this section can be left blank.

If you (the Person who will make the offer of employment/Employer/Connected Person/EEA Contractor) wish a third party (agent) to act on your behalf in future employment permit applications please ensure the following details are completed.

Agent Name
(in BLOCK CAPITALS):

Agent's Signature:
(Original signature required)

Date:

Agent's Address for Correspondence:

Address 1:

Address 2:

Town:

County:

Country:

E-mail address:

Telephone number:

I, the Person who will make the offer of employment/Employer/Connected Person/EEA Contractor, have instructed the above named agent of the terms and conditions it must comply with on my behalf and I permit the agent to act on my behalf in respect of future Employment Permit applications.

Signature of Person who will
make the offer of employment /
Employer / Connected Person /
EEA Contractor:
(Original signature required*)

Date:

**For limited companies the signature must be that of the Company Secretary.
For an Irish branch of a foreign company the signature must be that of a Person of Process or Person of Compliance.
For Sole Traders, Partnerships, etc. the signature must be that of one of the business owners.*

Requirements for Supporting Documentation

(A) Requirements for Person who will make the offer of employment/Employer/Connected Person/EEA Contractor

All applicants **MUST** submit clear copies of the following documentation:

- Copy of P30 returned to the Revenue Commissioners within the 3 months preceding this application or a receipt for such return whether issued through ROS (Revenue Online Service) or otherwise, and
- A copy of an official letter from the Revenue Commissioners confirming charitable status of the Person who will make the offer of employment/Employer/Connected Person, if requesting a waiver of the fee for future employment permit applications on the basis of your charitable status.

Business Permission

If the Person who will make the offer of employment/Employer/Connected Person 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.

If the Person who will make the offer of employment, Employer or the Connected Person is operating a business of a restaurant, or a fast food outlet

If the application is in respect of a Person who will make an offer of employment, Employer or a Connected Person who is operating a restaurant or a fast food outlet the following additional information is required:

- an up-to-date tax clearance certificate in respect of the Person who has made the offer of employment, Employer or Connected Person.

Additional documentation

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

(B) Requirements for Connected Person

All Connected Persons **MUST** submit the following documentation:

- Evidence of the connections between the Connected Person and the listed Foreign Employers.

(C) Requirements for EEA Contractor

All EEA Contractors **MUST** submit the following documentation:

- Evidence of the contract service agreement(s) between the EEA Contractor and the listed Relevant Persons.

(D) Declaration

Data Sharing and Data Protection

The Employment Permits Section may undertake verification of all data submitted on this application form. The Person who will make the offer of employment/Employer/Connected Person/EEA Contractor is 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 all successful applicants for Trusted Partner Registration may be applicable to an inspection by the National Employment Rights Authority (NERA) during their period of registration. Relevant documents will have to be provided as part of this inspection. Under Section 16 (d) of the Employment Permits Act 2006, as amended, 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 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, 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.

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.

Part One Person who will make the offer of employment/Employer/Connected Person/EEA Contractor Details: Complete all questions

Persons who will make the offer of employment/Employers/Connected Persons/EEA Contractors should include copies of:

- Completed P30/ROS Online
- A copy of an official letter from the Revenue Commissioners confirming charitable status of the Person who will make the offer of employment/Employer/Connected Person, if applicable.
- 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, if the Person who will make the offer of employment/Employer/Connected Person is a non-EEA national operating a business in the State.

Copies of the following documentation if the application is in respect of a Person who will make an offer of employment, Employer or a Connected Person who is operating 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, Employer or Connected Person.

Part Two Details of Connections between the Connected Person and Foreign Employers

Connected Persons should include copies of:

- Evidence of the connections between the Connected Person and the listed Foreign Employers.

Part Three Details of Contract Service Agreements between the EEA Contractor and Relevant Persons

EEA Contractors should include copies of:

- Evidence of the contract service agreements between the EEA Contractor and the listed Relevant Persons.

Part Four Acceptance of Terms & Conditions: Sign and date the appropriate declarations - original signatures required

EMPLOYMENT PERMITS SECTION

Contact Details

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's website.

Schedule 2

Forms — Trusted Partner Employment Permit Applications

Form A

Application form for grant of Critical Skills Employment Permit



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

TPCSEP001/15

Application by Trusted Partner for a Critical Skills Employment Permit Application

This form should be used where the Person who has made the offer of employment has been granted Trusted Partner status by the Department of Jobs, Enterprise and Innovation and has been issued with a Trusted Partner Registration Number and where they 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 Principal Regulations, or
- 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 Principal 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 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).

Recent Passport Photograph X1

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

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

The Person who has made the offer of employment must be the applicant for an employment permit under the Trusted Partner Initiative.

Health Professional

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

Part One Trusted Partner Details

1. Registered name of Company/ Business:

2. Employer Registered Number:
(obtained from the Revenue Commissioners)

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3. Trusted Partner Registration Number:
(obtained from the Department of Jobs, Enterprise and Innovation)

9	5	0																	
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4. Number of EEA* and/or Swiss nationals (including Irish) currently employed by the Person who has made the offer of employment:

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

6. Is all of the information provided by the Person who has made the offer of employment in their application for Trusted Partner Registration still valid and in-date?

Yes.

No.

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

Requirement for Supporting Documentation under "(A) Requirements for Person who has made the offer of employment"

Part Two Details of Foreign National

1. Passport Number:	<input type="text"/>	Enter these details exactly as they appear on the Foreign National's passport.
2. Expiry Date:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
3. Nationality:	<input type="text"/> BLOCK CAPITALS	
4. First Name:	<input type="text"/> BLOCK CAPITALS	
5. Middle Name(s):	<input type="text"/> BLOCK CAPITALS	
6. Family Name:	<input type="text"/> BLOCK CAPITALS	
7. Date of Birth:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	8. Male: <input type="checkbox"/>
		9. Female: <input type="checkbox"/>
10. Current Address (foreign address required if residing outside the State):		
Address 1:	<input type="text"/> BLOCK CAPITALS	
Address 2:	<input type="text"/> BLOCK CAPITALS	
Town:	<input type="text"/> BLOCK CAPITALS	
County:	<input type="text"/> BLOCK CAPITALS	
Country:	<input type="text"/> BLOCK CAPITALS	
11. Telephone No.:	<input type="text"/>	12. Mobile Phone No.: <input type="text"/>
13. Please provide the Foreign National's PPS Number, if available:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
14. E-mail address:	<input type="text"/>	
15. Is the Foreign National currently in the State?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If 'Yes' on what basis are they currently in the State, please describe, and complete GNIB card details, as requested, below:		<input type="text"/> BLOCK CAPITALS
<input type="text"/> BLOCK CAPITALS		
<i>Enter below details exactly as they appear on the Foreign National's GNIB card*.</i>		
<input type="text"/>	Dept. No.	<input type="text"/>
<p><i>*If the Foreign National is in the State but does not have a GNIB personal identification number then please supply a copy of the current immigration stamps and visa.</i></p> <p><i>If the Foreign National has held consecutive employment permits for an uninterrupted period of 5 years and has been working lawfully during this time, s/he may be eligible to apply for a Stamp 4 permission to remain from the Irish Naturalisation and Immigration Service. However, if the Foreign National is unable to obtain a Stamp 4, an employment permit will be required.</i></p> <p><i>If this is the case, by submitting this application the Foreign National confirms that s/he has considered the available options and believes that an employment permit is still required.</i></p> <p><i>Enter education details of the Foreign National below, which are relevant to the Job Offer as stated in Part 4 of the application form</i></p>		
16. Highest level of Qualification relevant to the employment: e.g. Certificate, Diploma, Degree, etc.	<input type="text"/> BLOCK CAPITALS	17. Date of Completion: <input type="text"/>
18. Title of Course:	<input type="text"/> BLOCK CAPITALS	

19. Final Subjects Taken:

20. Result Achieved:

21. Has the Foreign National previously made an application for asylum in the State? Yes No

22. Has the Foreign National sought permission to land in the State on a previous ? Yes No

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

23. Has the Foreign National been in the State on a previous occasion without permission? Yes No

24. Is the Foreign National currently employed in the State? Yes No

If 'Yes' please describe on what permission they have to be employed:

25. Has the Foreign National been employed in the State previously? Yes No

If 'Yes' please describe on what permission they had to be employed:

26. 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?

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 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 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.

Part Four Details of Employment

1. Title of Job:

NOTE: Questions 2 and 3 to be completed by Health Professionals and Security Personnel who are listed in Part A and Part B of Schedule 2 in the Principal Regulations.

2. Regulatory Body:

3. Registration/Pin/
Licence No.:

If the application is in respect of Registered Doctors, Nurses or Security Personnel listed in Part A of Schedule 2 in the Principal Regulations please provide your registration details above. Documentary evidence will not be required.

Applications for other Health Professionals listed in Part B of Schedule 2 in the Principal Regulations must provide a copy of their registration with the appropriate medical body or recognition of their qualifications from the Department of Health.

4. Place(s) at which the employment concerned is to be carried out:

5. Proposed Period of Employment Permit (2 years)

6. Proposed Start Date*:

**We recommend all Employment Permit applications be submitted to the Department at least 12 weeks before the proposed start date of employment.*

7. Gross Annual Remuneration* € (Gross remuneration excludes overtime or premium payments)

8. Gross Annual Salary: (if different from above) €

9. Gross Weekly Salary: €

10. Hourly Rate of Pay: €

11. Deductions from Gross Weekly Salary: €

Please specify purpose of deductions:

12. Health Insurance*: €

Please specify name of Health Insurance Provider:

** All amounts which make up the basic salary must appear as payments on the payslips. If 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.*

** Health Insurance can only be considered if the provider of the health insurance is a person entered in the Register of Health Benefits Undertakings referred to in section 14 of the Health Insurance Act, 1994.*

13. Number of hours of work per week*:

** Please note that for the purposes of Employment Permit Applications, the standard working week is 39 hours per week.*

14. What are the main functions of this job:

15. Please detail the qualifications, skills, knowledge and experience required for this job:

16. Please detail the relevant qualifications, skills, knowledge and experience of the Foreign National:

BLOCK CAPITALS
BLOCK CAPITALS
BLOCK CAPITALS
BLOCK CAPITALS

17. Did you use an Agent/Recruitment Agency to recruit the Foreign National? Yes No

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

BLOCK CAPITALS
BLOCK CAPITALS
BLOCK CAPITALS

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

BLOCK CAPITALS
BLOCK CAPITALS

You must now attach the documents outlined in Requirement for Supporting Documentation under "(C) Application Requirements" (if applicable)

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 applicable?

The Person who made the offer of employment is the applicant and has charitable status with the Revenue 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 DiFinance 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) – an e-mail address to request payment must be provided at Question 8. They should also complete Payment Details (Questions 9 and 11) and Payers Declaration below and the relevant 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 making the payment:

Person who has made the offer of employment

Foreign National

Other

2. Title:

Mr

Mrs

Miss

Ms

Other (please state)

3. Name:

4. Company (if applicable):

5. Telephone Number:

6. Fax Number:

7. Mobile Phone Number:

8. E-mail:

Payment Details

9. Method of Payment:

Electronic Funds Transfer

Cheque

Bank Draft

Postal Order

10. Cheque No.

11. Payment enclosed / Amount of Payment Due:

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, 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 required)

Date:

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.

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 Principal 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, 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):

Date:

D	D	M	M	Y	Y
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Original of Employment Permit

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 the Agent who was authorised to deal with employment permit applications as part of the Trusted Partner Registration.

**Agent authorised by the
Trusted Partner to deal with
employment permit
applications**

To ensure privacy of data is respected, the foreign national must be in agreement with the nomination of an agent and must sign below. Agents will be copied any correspondence regarding this application.

Agent Name (in BLOCK CAPITALS): Title:

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

Signature of Agent: Date:

Address 2:
 Town:
 County:
 Country:

E-mail address:

Telephone number:

I, the Foreign National, permit the above named agent to act on my behalf in respect of this application.

Signature of Foreign National: Date:

Certified Copy of Employment Permit
 The certified copy of the employment permit will normally be posted to the Person who has made the offer of employment at the registered company/business address provided as part of the Trusted Partner Registration

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

Tick this box if you want the certified copy of the employment permit to be posted to you the Agent who was authorised to deal with employment permit applications as part of the Trusted Partner Registration.

Requirements for Supporting Documentation

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

Additional documentation

The Minister may at times request information that 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 Principal 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:

- copies of any certified qualifications in respect of the foreign national in respect of whom the application is made, and
- 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.

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 Principal 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 Principal Regulations for the purposes of section 5(2) of the Employment Permits Act 2006 (as amended). The current fees applicable are available on the Department's website.

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.
- 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, 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 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 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, 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, 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, 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.

(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 Person who has made the offer of employment's Trusted Partner Registration: Complete <u>all</u> questions
<p>Part Two – Details of Foreign National: Complete <u>all</u> questions Please supply clear copies (preferably in colour) of the following:</p> <ul style="list-style-type: none"> • 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). <p>Original documents should not be submitted.</p>
<p>Part Three – Details of Redundancy: Complete <u>all</u> questions, as applicable</p> <ul style="list-style-type: none"> • Please complete in relation to any redundancies within the last 6 months in the employment that is the subject of the Employment Permit application.
<p>Part Four – Details of Employment: Complete <u>all</u> questions (unless otherwise specified)</p> <p>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:</p> <ul style="list-style-type: none"> • A copy of registration with the appropriate regulatory body or recognition of qualifications pursuant to Schedule 2 in the Principal Regulations made under section 14 of the Employment Permits Act 2006, as amended. <p>Please supply the following in the case of an employment in a restaurant or a fast food outlet:</p> <ul style="list-style-type: none"> • copies of any certified qualifications in respect of the foreign national in respect of whom the application is made, and • 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. <p>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:</p> <ul style="list-style-type: none"> • 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 Principal 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.
<p>Part Five - Details of Payment: Complete <u>all</u> questions</p> <ul style="list-style-type: none"> • Include the appropriate fee if required (the current fees applicable are available on the Department's website). • 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.
<p>Part Six - Acceptance of Terms & Conditions</p> <ul style="list-style-type: none"> • Sign and date the appropriate declarations - original signatures required.

EMPLOYMENT PERMITS SECTION**Contact Details**

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's website.

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 B

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



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

TPDPSEP001/15

Application by Trusted Partner for a Dependant/Partner/Spouse Employment Permit New Application

This form should be used where the Person who has made the offer of employment has been granted Trusted Partner status by the Department of Jobs, Enterprise and Innovation and has been issued with a Trusted Partner Registration Number and where they 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 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).

Recent Passport
Photograph
X1

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

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

The Person who has made the offer of employment must be the applicant for an employment permit under the Trusted Partner Initiative.

Health Professional

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

Part One Trusted Partner Details

1. Registered name of Company/ Business:			
2. Employer Registered Number: <small>(obtained from the Revenue Commissioners)</small>			
3. Trusted Partner Registration Number: <small>(obtained from the Department of Jobs, Enterprise and Innovation)</small>	9	5	0
4. Number of EEA* and/or Swiss nationals (including Irish) currently employed by the Person who has made the offer of employment:		5. Number of non-EEA nationals currently employed by the Person who has made the offer of employment:	
6. Is all of the information provided by the Person who has made the offer of employment in their application for Trusted Partner Registration still valid and in-date?	Yes.	No.	

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

Requirement for Supporting Documentation under "(A) Requirements for Person who has made the offer of employment"

Part Two Details of Foreign National

1. Passport Number:	<input type="text"/>	<p>Enter these details exactly as they appear on the Foreign National's passport.</p>
2. Expiry Date:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
3. Nationality:	<input type="text"/>	
4. First Name:	<input type="text"/>	
5. Middle Name(s):	<input type="text"/>	
6. Family Name:	<input type="text"/>	
7. Date of Birth:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
	8. Male: <input type="checkbox"/>	9. Female: <input type="checkbox"/>
10. Current Address (<i>foreign address required if residing outside the State</i>):		
Address 1:	<input type="text"/>	
Address 2:	<input type="text"/>	
Town:	<input type="text"/>	
County:	<input type="text"/>	
Country:	<input type="text"/>	
11. Telephone No.:	<input type="text"/>	12. Mobile Phone No.: <input type="text"/>
13. Please provide the Foreign National's PPS Number if available:	<input type="text"/>	
14. E-mail address:	<input type="text"/>	
15. Is the Foreign National currently in the State?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If 'Yes' on what basis are they currently in the State, please describe, and complete GNIB card details, as requested, below:		<input type="text"/>
<input type="text"/>		
<i>Enter below details exactly as they appear on the Foreign National's GNIB card*.</i>		
GNIB Pin No.	<input type="text"/>	Dept. No. <input type="text"/>
<p><i>*If the Foreign National is in the State but does not have a GNIB personal identification number then please supply a copy of the current immigration stamps and visa.</i></p> <p><i>If the Foreign National has held consecutive employment permits for an uninterrupted period of 5 years and has been working lawfully during this time, s/he may be eligible to apply for a Stamp 4 permission to remain from the Irish Naturalisation and Immigration Service. However, if the Foreign National is unable to obtain a Stamp 4, an employment permit will be required.</i></p> <p><i>If this is the case, by submitting this application the Foreign National confirms that s/he has considered the available options and believes that an employment permit is still required.</i></p>		
<i>Enter education details of the Foreign National below, which are relevant to the Job Offer as stated in Part 4 of the application form</i>		
16. Highest level of Qualification relevant to the employment: e.g. Certificate, Diploma, Degree, etc.	<input type="text"/>	17. Date of Completion: <input type="text"/>

18. Title of Course:

19. Final Subjects Taken:

20. Result Achieved:
e.g. 2.1

21. Has the Foreign National previously made an application for asylum in the State? Yes No

22. Has the Foreign National sought permission to land in the State on a previous occasion? Yes No
If 'Yes' please describe on what basis the permission was sought and indicate whether or not permission was granted:

23. Has the Foreign National been in the State on a previous occasion without permission? Yes No

24. Is the Foreign National currently employed in the State? Yes No
If 'Yes' please describe on what permission they have to be employed:

25. Has the Foreign National been employed in the State previously? Yes No
If 'Yes' please describe on what permission they had to be employed:

26. 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?

27. Is the Foreign National the spouse, civil partner or the dependant of, the holder of an Employment Permit or to 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 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.

Part Four Details of Employment

1. Title of Job:

NOTE: Questions 2 and 3 to be completed by Health Professionals and Security Personnel who are listed in Part A and Part B of Schedule 2 in the Principal Regulations.

2. Regulatory Body:

3. Registration/Pin/
Licence No.:

If the application is in respect of Registered Doctors, Nurses or Security Personnel listed in Part A of Schedule 2 in the Principal Regulations please provide your registration details above. Documentary evidence will not be required.

Applications for other Health Professionals listed in Part B of Schedule 2 in the Principal Regulations must provide a copy of their registration with the appropriate medical body or recognition of their qualifications from the Department of Health.

4. Place(s) at which the employment concerned is to be carried out:

5. Proposed Period of Employment Permit (maximum period of 2 years)

6. Proposed Start Date*:

** We recommend all Employment Permit applications be submitted to the Department at least 12 weeks before the proposed start date of employment.*

7. Gross Annual Remuneration* (Gross remuneration excludes overtime or premium payments)

8. Gross Annual Salary: (if different from above)

9. Gross Weekly Salary:

10. Hourly Rate of Pay:

11. Deductions from Gross Weekly Salary:

Please specify purpose of deductions:

12. Health Insurance*:

Please specify name of Health Insurance Provider:

** All amounts which make up the basic salary must appear as payments on the payslips. If 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.*

** Health Insurance can only be considered if the provider of the health insurance is a person entered in the Register of Health Benefits Undertakings referred to in section 14 of the Health Insurance Act, 1994.*

13. Number of hours of work per week*:

** Please note that for the purposes of Employment Permit Applications, the standard working week is 39 hours per week.*

14. What are the main functions of this job:

15. Please detail the qualifications, skills, knowledge and experience required for this job:

16. Please detail the relevant qualifications, skills, knowledge and experience of the Foreign National:

BLOCK CAPITALS
BLOCK CAPITALS
BLOCK CAPITALS
BLOCK CAPITALS

17. Did you use an Agent/Recruitment Agency to recruit the Foreign National? Yes No

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

BLOCK CAPITALS
BLOCK CAPITALS
BLOCK CAPITALS

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

BLOCK CAPITALS
BLOCK CAPITALS

Part Four A

Details of Primary Permit Holder/ Researcher

1. Passport Number:

2. Expiry Date:

3. Nationality:

4. First Name:

5. Middle Name(s):

6. Family Name:

7. Date of Birth:

Enter these details exactly as they appear on the Primary Permit Holder's or Researcher's passport.

8. Male: 9. Female:

10. Primary Permit Holder's/Researcher's immigration details

Enter below details exactly as they appear on the Primary Permit Holder's/Researcher's GNIB card*.

GNIB Pin No.

Dept. No.

* If the Primary Permit Holder/Researcher is in the State but does not have a GNIB personal identification number then please supply a copy of their current immigration stamps and visa.

11. Please enter the Hosting Agreement number for the Researcher (if applicable):

You must now attach the documents outlined in Requirement for Supporting Documentation under "(C) Application Requirements" (if applicable)

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 applicable?

The Person who made the offer of employment is the applicant and has charitable status with the Revenue 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) – an e-mail address to request payment must be provided at Question 8. They should also complete Payment Details (Questions 9 and 11) and Payers Declaration below and the relevant 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 making the payment:

Person who has made the offer of employment

Foreign National

Other

2. Title:

Mr

Mrs

Miss

Ms

Other (please state)

3. Name

4. Company (if applicable):

5. Telephone Number:

6. Fax Number:

7. Mobile Phone Number:

8. E-mail:

Payment Details

9. Method of Payment:

Electronic Funds Transfer

Cheque

Bank Draft

Postal Order

10. Cheque No.

11. Payment enclosed / Amount of Payment Due:

€

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 required)

Date:

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.

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 Principal 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, 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):

Date:

D	D	M	M	Y	Y
---	---	---	---	---	---

Original of Employment Permit

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 the Agent who was authorised to deal with employment permit applications as part of the Trusted Partner Registration.

**Agent authorised by the
Trusted Partner to deal with
employment permit
applications**

To ensure privacy of data is respected, the foreign national must be in agreement with the nomination of an agent and must sign below. Agents will be copied any correspondence regarding this application.

Agent Name (in BLOCK CAPITALS): Title:

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

Signature of Agent: (Original signature required) Date:

Agent's Address for Correspondence:

Address 1:
Address 2:
Town:
County:
Country:

E-mail address:

Telephone number:

I, the Foreign National, permit the above named agent to act on my behalf in respect of this application.

Signature of Foreign National: (Original signature required) Date:

Certified Copy of Employment Permit
The certified copy of the employment permit will normally be posted to the Person who has made the offer of employment at the registered company/business address provided as part of the Trusted Partner Registration

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

Tick this box if you want the certified copy of the employment permit to be posted to you the Agent who was authorised to deal with employment permit applications as part of the Trusted Partner Registration.

Requirements for Supporting Documentation

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

Additional documentation

The Minister may at times request information that 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 Principal 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 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:

- copies of any certified qualifications of the Foreign National in respect of whom the application is made.

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 Principal 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 Principal Regulations for the purposes of section 5(2) of the Employments Permits Act 2006 (as amended). The current fees applicable are available on the Department's website.

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 DiFinance 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)(d) of the Employment Permits Act 2006, as amended.
- 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, 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 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 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, 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, 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, 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.

(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 Person who has made the offer of employment's Trusted Partner Registration: Complete <u>all</u> questions
<p>Part Two – Details of Foreign National: Complete <u>all</u> questions Please supply clear copies (preferably in colour) of the following:</p> <ul style="list-style-type: none"> • 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). <p>Original documents should not be submitted.</p>
<p>Part Three – Details of Redundancy: Complete <u>all</u> questions, as applicable</p> <ul style="list-style-type: none"> • Please complete in relation to any redundancies within the last 6 months in the employment that is the subject of the Employment Permit application.
<p>Part Four – Details of Employment: Complete <u>all</u> questions (unless otherwise specified) Please supply clear copies (preferably in colour) of the following in respect of the primary permit holder or researcher.</p> <ul style="list-style-type: none"> • 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. <p>Original documents should not be submitted</p> <p>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:</p> <ul style="list-style-type: none"> • A copy of registration with the appropriate regulatory body or recognition of qualifications pursuant to Schedule 2 in the Principal Regulations. <p>Please supply the following in the case of an employment in a restaurant or a fast food outlet:</p> <ul style="list-style-type: none"> • copies of any certified qualifications of the Foreign National in respect of whom the application is made. <p>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:</p> <ul style="list-style-type: none"> • 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 Principal 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.
<p>Part Five – Details of Payment: Complete <u>all</u> questions</p> <ul style="list-style-type: none"> • Include the appropriate fee if required (the current fees applicable are available on the Department's website). • 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.
<p>Part Six - Acceptance of Terms & Conditions</p> <ul style="list-style-type: none"> • Sign and date the appropriate declarations - original signatures required

EMPLOYMENT PERMITS SECTION**Contact Details**

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's website.

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 C

Application form for grant of General Employment Permit



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

TPGEP001/15

Application by Trusted Partner for a General Employment Permit New Application

This form should be used where the Person who has made the offer of employment has been granted Trusted Partner status by the Department of Jobs, Enterprise and Innovation and has been issued with a Trusted Partner Registration Number and where they 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 of the Principal 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 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).

Recent Passport Photograph X1

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

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

The Person who has made the offer of employment must be the applicant for an employment permit under the Trusted Partner Initiative.

Health Professional

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

Part One Trusted Partner Details

1. Registered name of Company/ Business:	<input type="text"/>			
2. Employer Registered Number: (obtained from the Revenue Commissioners)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3. Trusted Partner Registration Number: (obtained from the Department of Jobs, Enterprise and Innovation)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4. Number of EEA* and/or Swiss nationals (including Irish) currently employed by the Person who has made the offer of employment:	<input type="text"/>	5. Number of non-EEA nationals currently employed by the Person who has made the offer of employment:	<input type="text"/>	<input type="text"/>
6. Is all of the information provided by the Person who has made the offer of employment in their application for Trusted Partner Registration still valid and in-date?	Yes.	<input type="text"/>	No.	<input type="text"/>

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

Requirement for Supporting Documentation under "(A) Requirements for Person who has made the offer of employment"

Part Two Details of Foreign National

1. Passport Number:

2. Expiry Date:

D	D	M	M	Y	Y
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3. Nationality:

4. First Name:

5. Middle Name(s):

6. Family Name:

7. Date of Birth:

D	D	M	M	Y	Y
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8. Male:

9. Female:

Enter these details exactly as they appear on the Foreign National's passport.

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

Address 1:

Address 2:

Town:

County:

Country:

11. Telephone No.:

12. Mobile Phone No.:

13. Please provide the Foreign National's PPS Number if available:

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14. E-mail address:

15. 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 requested, below:

Enter below details exactly as they appear on the Foreign National's GNIB card*.

GNIB Pin No.

Dept. No.

*If the Foreign National is in the State but does not have a GNIB personal identification number then please supply a copy of the current immigration stamps and visa.

If the Foreign National has held consecutive employment permits for an uninterrupted period of 5 years and has been working lawfully during this time, s/he may be eligible to apply for a Stamp 4 permission to remain from the Irish Naturalisation and Immigration Service. However, if the Foreign National is unable to obtain a Stamp 4, an employment permit will be required.

If this is the case, by submitting this application the Foreign National confirms that s/he has considered the available options and believes that an employment permit is still required.

Enter education details of the Foreign National below, which are relevant to the Job Offer as stated in Part 4 of the application form

16. Highest level of Qualification relevant to the employment e.g. Certificate, Diploma, Degree, etc.

17. Date of Completion:

18. Title of Course:

19. Final Subjects Taken:

20. Result Achieved:
e.g. 2.1

21. Has the Foreign National previously made an application for asylum in the State? Yes No

22. Has the Foreign National sought permission to land in the State on a previous occasion? Yes No

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

23. Has the Foreign National been in the State on a previous occasion without permission? Yes No

24. Is the Foreign National currently employed in the State? Yes No

If 'Yes' please describe on what permission they have to be employed:

25. Has the Foreign National been employed in the State previously? Yes No

If 'Yes' please describe on what permission they had to be employed:

26. 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?

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 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 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.

Part Four Details of Employment

1. Title of Job:

NOTE: Questions 2 and 3 to be completed by Health Professionals and Security Personnel who are listed in Part A and Part B of Schedule 2 in the Principal Regulations.

2. Regulatory Body:

3. Registration/Pin/
Licence No.:

If the application is in respect of Registered Doctors, Nurses or Security Personnel listed in Part A of Schedule 2 in the Principal Regulations, please provide your registration details above. Documentary evidence will not be required.

Applications for other Health Professionals listed in Part B of Schedule 2 in the Principal Regulations, must provide a copy of their registration with the appropriate medical body or recognition of their qualifications from the Department of Health.

4. Place(s) at which the employment concerned is to be carried out:

5. Proposed Period of Employment Permit (maximum of 2 years)

6. Proposed Start Date*:

**We recommend all Employment Permit applications be submitted to the Department at least 12 weeks before the proposed start date of employment.*

7. Gross Annual Remuneration* (Gross remuneration excludes overtime or premium payments)

8. Gross Annual Salary: (if different from above)

9. Gross Weekly Salary:

10. Hourly Rate of Pay:

11. Deductions from Gross Weekly Salary:

Please specify purpose of deductions:

12. Health Insurance*:

Please specify name of Health Insurance Provider:

** All amounts which make up the basic salary must appear as payments on the payslips. If Health Insurance is being included in the Gross Annual Remuneration this must be verifiable by way of supporting documentation at renewal stage; such documentation may also be required in the event of a National Employment Rights Authority (NERA) inspection.*

** Health Insurance can only be considered if the provider of the health insurance is a person entered in the Register of Health Benefits Undertakings referred to in section 14 of the Health Insurance Act, 1994.*

13. Number of hours of work per week*:

** Please note that for the purposes of Employment Permit Applications, the standard working week is 39 hours per week.*

14. What are the main functions of this job:

15. Please detail the qualifications, skills, knowledge and experience required for this job:

16. Please detail the relevant qualifications, skills, knowledge and experience of the Foreign National:

	BLOCK CAPITALS
	BLOCK CAPITALS
	BLOCK CAPITALS
	BLOCK CAPITALS

17. Did you use an Agent/Recruitment Agency to recruit the Foreign National?

Yes No

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

	BLOCK CAPITALS
	BLOCK CAPITALS
	BLOCK CAPITALS

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

	BLOCK CAPITALS
	BLOCK CAPITALS

You must now attach the documents outlined in Requirement for Supporting Documentation under "(C) Application Requirements" (if applicable)

Part Four A Details of Advertisement

The Person who has made the offer of employment in the case of a General Employment Permit application is required in all cases, other than the exemptions provided below, to offer the employment that is the subject of the General 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 of the Principal 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 of the Principal Regulations,
- applications that are supported by a State Enterprise Agency,
- applications in respect of foreign nationals who were previously the holder of a Work Permit/General Employment Permit and who have been made redundant within 6 months of the date of application and where section 20B of the Employment Permits Act 2006, as amended applies, and
- applications in respect of a Carer in a private home who is caring for a person with exceptional medical needs and where the non-EEA national is already providing care to that person and that person has developed a high level of dependence on that non-EEA national.

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

- advertised with the Department of Social Protection Employment Services/EURES employment network for a period of at least two 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 General 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):

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See Requirement for Supporting Documentation "(C) Application Requirements" for further information on advertising the job vacancy and further documentary requirements.

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 applicable?

The Person who made the offer of employment is the applicant and has charitable status with the Revenue 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 DiFinance 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) – an e-mail address to request payment must be provided at Question 8. They should also complete Payment Details (Questions 9 and 11) and Payers Declaration below and the relevant 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 making the payment:

Person who has made the offer of employment

Foreign National

Other

2. Title:

Mr

Mrs

Miss

Ms

Other (please state)

3. Name:

4. Company (if applicable):

5. Telephone Number:

6. Fax Number:

7. Mobile Phone Number:

8. E-mail:

Payment Details

9. Method of Payment:

Electronic Funds Transfer

Cheque

Bank Draft

Postal Order

10. Cheque No.

11. Payment enclosed / Amount of Payment Due:

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, 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 required)

Date:

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.

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 Principal 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, 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):

Date:

D	D	M	M	Y	Y
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Original of Employment Permit

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 the Agent who was authorised to deal with employment permit applications as part of the Trusted Partner Registration.

**Agent authorised by the
Trusted Partner to deal with
employment permit
applications**

To ensure privacy of data is respected, the foreign national must be in agreement with the nomination of an agent and must sign below. Agents will be copied any correspondence regarding this application.

Agent Name
(in BLOCK CAPITALS):

Title:

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

Signature of Agent:
(Original signature required)

Date:

Agent's Address for Correspondence:

Address 1:

Address 2:

Town:

County:

Country:

E-mail address:

Telephone number:

I, the Foreign National, permit the above named agent to act on my behalf in respect of this application.

Signature of Foreign National:
(Original signature required)

Date:

Certified Copy of Employment Permit

The certified copy of the employment permit will normally be posted to the Person who has made the offer of employment at the registered company/business address provided as part of the Trusted Partner Registration

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

Tick this box if you want the certified copy of the employment permit to be posted to you the Agent who was authorised to deal with employment permit applications as part of the Trusted Partner Registration.

Requirements for Supporting Documentation

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

Additional documentation

The Minister may at times request information that 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 Principal 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:

- copies of any certified qualifications in respect of the foreign national in respect of whom the application is made, and
- 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.

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 Principal 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 Principal Regulations for the purposes of section 5(2) of the Employments Permits Act 2006 (as amended). The current fees applicable are available on the Department's website.

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)(d) of the Employment Permits Act 2006, as amended.
- 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, 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, 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 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) 866 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, 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, 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, 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,
- (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.

(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 Person who has made the offer of employment's Trusted Partner Registration: Complete <u>all</u> questions
<p>Part Two – Details of Foreign National: Complete <u>all</u> questions Please supply clear copies (preferably in colour) of the following:</p> <ul style="list-style-type: none"> • 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). <p>Original documents should not be submitted.</p>
<p>Part Three – Details of Redundancy: Complete <u>all</u> questions, as applicable</p> <ul style="list-style-type: none"> • Please complete in relation to any redundancies within the last 6 months in the employment that is the subject of the Employment Permit application.
<p>Part Four – Details of Employment: Complete <u>all</u> questions (unless otherwise specified)</p> <p>Please provide copies of newspaper and website advertisements which show clearly the dates of publication of such advertisements.</p> <p>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:</p> <ul style="list-style-type: none"> • A copy of registration with the appropriate regulatory body or recognition of qualifications pursuant to Schedule 2 in the Principal Regulations made under section 14 of the Employment Permits Act 2006, as amended. <p>Please supply the following in the case of an employment in a restaurant or a fast food outlet:</p> <ul style="list-style-type: none"> • copies of any certified qualifications in respect of the foreign national in respect of whom the application is made, and • 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. <p>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:</p> <ul style="list-style-type: none"> • 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 Principal 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.
<p>– Details of Payment: Complete <u>all</u> questions</p> <ul style="list-style-type: none"> • Include the appropriate fee if required (see (The current fees applicable are available on the Department's website). • 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.
<p>Part Six - Acceptance of Terms & Conditions</p> <ul style="list-style-type: none"> • Sign and date the appropriate declarations - original signatures required.

EMPLOYMENT PERMITS SECTION

Contact Details

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's website.

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

TPICTEP001/15

Application by Trusted Partner for an Intra-Company Transfer Employment Permit NEW Application

This form should be used where the Connected Person has been granted Trusted Partner status by the Department of Jobs, Enterprise and Innovation and has been issued with a Trusted Partner Registration Number and where they wish 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 Principal 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. Complete ALL parts of this form as required in BLOCK CAPITALS. The Foreign 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).

Passport Photograph

X1

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

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

In accordance with the Employment Permits Act 2006, as amended, the Connected Person (Irish Entity) must be the applicant in respect of all Intra-Company Transfer Employment Permit applications.

Part One	Trusted Partner Details													
1. Registered name of Company/ Business:	<input style="width: 100%;" type="text"/>													
2. Employer Registered Number: <small>(obtained from the Revenue Commissioners)</small>	<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> </tr> </table>													
3. Trusted Partner Registration Number: <small>(obtained from the Department of Jobs, Enterprise and Innovation)</small>	<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 12.5%; text-align: center;">9</td> <td style="width: 12.5%; text-align: center;">5</td> <td style="width: 12.5%; text-align: center;">0</td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> </tr> </table>				9	5	0							
9	5	0												
4. Number of EEA* and/or Swiss nationals (including Irish) currently employed by the Connected Person:	<input style="width: 90%;" type="text"/>	5. Number of non-EEA nationals currently employed by the Connected Person:		<input style="width: 90%;" type="text"/>										
6. Is all of the information provided by the Connected Person in their application for Trusted Partner Registration still valid and in-date?	Yes.	<input style="width: 90%;" type="text"/>	No.	<input style="width: 90%;" type="text"/>										
<small>*The EEA comprises the Member States of the European Union together with Iceland, Norway & Liechtenstein.</small>														

Part One B Details of the Foreign Employer

1. Name of Foreign Employer:

BLOCK CAPITALS

2. Address of Foreign Employer:

BLOCK CAPITALS

BLOCK CAPITALS

BLOCK CAPITALS

BLOCK CAPITALS

Requirement for Supporting Documentation under "(A) Requirements for Connected Person"

Part Two Details of Foreign National

1. Passport Number:

BLOCK CAPITALS

2. Expiry Date:

D D M M Y Y

3. Nationality:

BLOCK CAPITALS

Enter these details exactly as they appear on the Foreign National's passport.

4. First Name:

BLOCK CAPITALS

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

Address 1:

BLOCK CAPITALS

Address 2:

BLOCK CAPITALS

Town:

BLOCK CAPITALS

County:

BLOCK CAPITALS

Country:

BLOCK CAPITALS

11. Telephone No.:

BLOCK CAPITALS

12. Mobile Phone No.:

BLOCK CAPITALS

13. Please provide the Foreign National's PPS Number if available:

BLOCK CAPITALS

14. E-mail address:

BLOCK CAPITALS

15. 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 requested, below:

BLOCK CAPITALS

BLOCK CAPITALS

Enter below details exactly as they appear on the Foreign National's GNIB card*.

GNIB Pin No.

BLOCK CAPITALS

Dept. No.

BLOCK CAPITALS

*If the Foreign National is in the State but does not have a GNIB personal identification number then please supply a copy of the current immigration stamps and visa.

Enter education details of the Foreign National below, which are relevant to the Job Offer as stated in Part 5 of the application form

16. Highest level of Qualification relevant to the employment e.g. Certificate, Diploma, Degree, etc.:

BLOCK CAPITALS

17. Date of Completion:

18. Title of Course:

BLOCK CAPITALS

19. 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

21. Has the Foreign National previously made an application for asylum in the State?

Yes No

22. Has the Foreign National sought permission to land in the State on a previous occasion?

Yes No

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

BLOCK CAPITALS

23. Has the Foreign National been in the State on a previous occasion without permission?

Yes No

24. 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

25. 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

26. 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

27. Is the Foreign National married to or the dependant of, the holder of an Employment Permit or to 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) Requirements for Foreign National."

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 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

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.

Part Four Details of Intra-Company Transfer

1. Current Position of Foreign National:

2. Length of time that Foreign National had been with Foreign Employer prior to transfer:
(The Foreign National must be employed by the Foreign Employer for 6 months or more*)

* Documentary evidence in the form of pay slips may be requested.

3. Please outline, in detail, the reason for the transfer. This should include a description of the functions that will be undertaken by the Foreign National and why the transfer is required. Please continue on a separate sheet if required and append it to the application form.

Part Five Details of Employment

1. Please indicate the category of employment this Intra-Company Transfer Employment Permit application is in respect of:

Senior Management

Key Personnel

Trainee

2. Proposed Position of Foreign National with Connected :

BLOCK CAPITALS

NOTE: Questions 3 and 4 to be completed by Health Professionals only.

3. Regulatory Body:

BLOCK CAPITALS

4. Registration/Pin No.:

If the application is in respect of Registered Doctors or Nurses listed in Part A of Schedule 2 in the Principal Regulations please provide your registration details above. Documentary evidence will not be required.

Applications for other Health Professionals listed in Part B of Schedule 2 in the Principal Regulations must provide a copy of their registration with the appropriate medical body or recognition of their qualifications from the Department of Health.

5. Duration of Transfer (definite start and end dates to a maximum of 2 years)*:

D D M M Y Y

D D M M Y Y

* We recommend all Employment Permit applications should be submitted to this Department at least 12 weeks before the Foreign National is due to take up duties for or undergo training with the Connected Person.

6. Place(s) at which the duties/training concerned is to be carried out:

BLOCK CAPITALS

BLOCK CAPITALS

7. Calculation of Remuneration*:

* Basic Salary, Payments in respect of Board and Accommodation (or its monetary value) and Health Insurance can be included. If the current basic hourly rate of pay is below the Irish National Minimum Wage hourly rate or an hourly rate of pay fixed under or pursuant to any other enactment, the additional payment to bring it up to or over the hourly minimum wage level should be shown separately below. The amount reckonable for this purpose must be an amount that is deemed allowable under Schedule One of the Minimum Wage Act, 2000.

	Annual Salary (Foreign Currency)	Hourly Rate (Foreign Currency)	Annual Salary (in euro)	Hourly Rate (in euro)	Exchange Rate Used
(a) Current Basic Annual Salary			€	€	
(b) Additional Payment up to bring Basic Annual Salary up to or over the Irish National Minimum Wage (if applicable)			€	€	
(c) Deductions from either (a) or (b) above (if applicable)			€		
(d) Total Basic Annual Salary less deductions at (c) (if applicable)			€		
Board and Accommodation	Payments in respect of (if applicable)		€		
	Monetary Value of (if applicable)		€		
Payments in respect of Health Insurance (if applicable)			€		
Total Remuneration			€	€	

All amounts which make up the basic salary, including any additional 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.

9. Please detail the qualifications, skills, knowledge or experience required for this job:

BLOCK CAPITALS

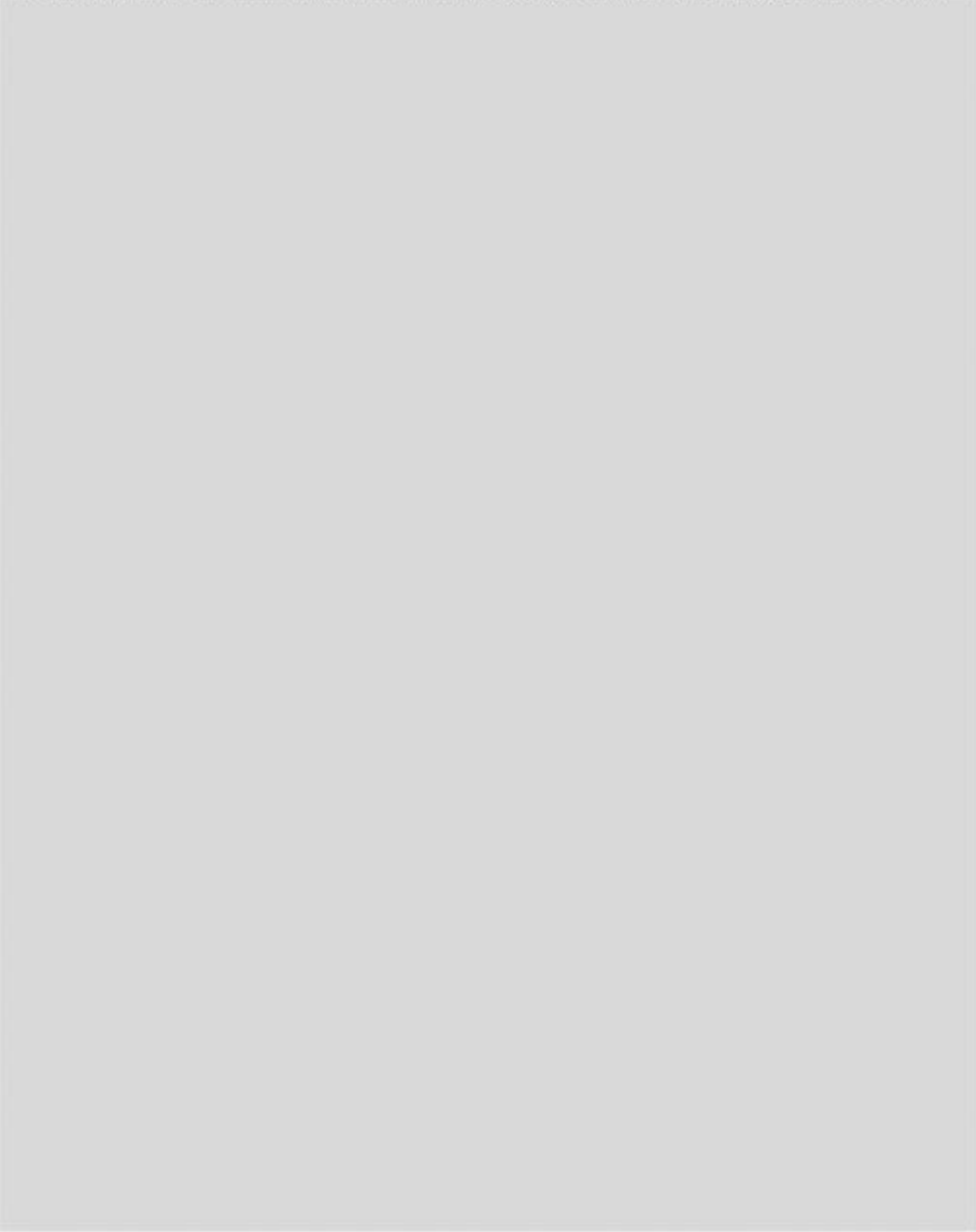
BLOCK CAPITALS

BLOCK CAPITALS

10. Please detail the relevant qualifications, skills, knowledge and experience of the Foreign National:

	BLOCK CAPITALS
	BLOCK CAPITALS
	BLOCK CAPITALS
	BLOCK CAPITALS

You must now attach the documents outlined in Requirement for Supporting Documentation under "(C) Application Requirements."



Part Six Requirement for Payment

Is a fee payable for this Employment Permit application?

Yes

No

If No, please indicate on what basis no fee is applicable?

The Connected Person has charitable status with the Revenue Commissioners

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 Seven.

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) – an e-mail address to request payment must be provided at Question 8. They should also complete Payment Details (Questions 9 and 11) and Payers Declaration below and the relevant 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 making the payment:

Connected Person

Other

2. Title:

Mr

Mrs

Miss

Ms

Other (please state)

3. Name:

4. Company (if applicable):

5. Telephone Number:

6. Fax Number:

7. Mobile Phone Number:

8. E-mail:

Payment Details

9. Method of Payment:

Electronic Funds Transfer

Cheque

Bank Draft

Postal Order

10. Cheque No.

11. Payment enclosed / Amount of Payment Due:

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, 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 required)

Date:

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.

Part Seven Acceptance of Terms & Conditions

Declaration of Foreign National

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 Principal 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 in the State.

Furthermore, I understand and accept that in accordance with Section 25 of the Employment Permits Act 2006, as amended, 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):

Date:

D	D	M	M	Y	Y
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Original of Employment Permit

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 Connected Person as stated in Part 1 of this Form.

Tick this box if you want your permit to be posted to the Agent who was authorised to deal with employment permit applications as part of the Trusted Partner Registration.

Declaration of Foreign Employer

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 Principal 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 an additional payment to achieve at least 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;
- in cases where I am assuming responsibility for the provision of board and accommodation (or either of them) and health insurance in respect of the Foreign National that:
 - appropriate board and accommodation (or either of them) will be provided for the Foreign National while he or she is in the State to carry out duties for, or participate in a training programme provided by the Connected Person,
 - appropriate Health Insurance will be provided in respect of the Foreign National should he or she require medical treatment for illness or injury during the period for which he or she will be in the State pursuant to the employment permit; and
 - where a person outside the State provides insurance for medical treatment in respect of the Foreign National, the health insurance has the same, or similar, effect as the health insurance provided by a health insurer entered in the Register of Health Benefits Undertakings referred to in section 14 of the Health Insurance Act 1994.

I understand and accept that:

- in accordance with Section 23 of the Employment Permits Act 2006, as amended, 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,
- 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):

Title:

Position Held:

Date:

D	D	M	M	Y	Y
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**Agent authorised by the
Trusted Partner to deal with
employment permit
applications**

To ensure privacy of data is respected, the foreign national and the foreign employer must be in agreement with the nomination of an agent and must sign below. Agents will be copied any correspondence regarding this application.

Agent Name (in BLOCK CAPITALS): Title:

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

Signature of Agent: Date:

Agent's Address for Correspondence:

Address 1:

Address 2:

Town:

County:

Country:

E-mail address:

Telephone number:

I, the Foreign National, permit the above named agent to act on my behalf in respect of this application.

Signature of Foreign National: Date:

I, the Foreign Employer, permit the above named agent to act on my behalf in respect of this application.

Signature of Foreign Employer: Date:

Certified Copy of Employment Permit
The certified copy of the employment permit will normally be posted to the Connected Person at the registered company/business address provided as part of the Trusted Partner Registration

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

Tick this box if you want the certified copy of the employment permit to be posted to you the Agent who was authorised to deal with employment permit applications as part of the Trusted Partner Registration.

Requirements for Supporting Documentation

(A) Requirements for Connected Person

Additional documentation

The Minister may at times request information that 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 Principal 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:

- copies of any certified qualifications of the Foreign National in respect of whom the application is made, and
- 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.

(D) Schedule of Fees

An application for a new employment permit shall be accompanied by the fee prescribed in the Principal Regulations for the purposes of section 5(2) of the Employments Permits Act 2006 (as amended). The current fees applicable are available on the Department's website.

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.
- C. The Foreign National remains an employee of the Foreign Employer for the duration of the transfer.
- D. The Foreign National only performs the duties or undergoes the training 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 foreign national is 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.
- H. In line with section 24 of the Employment Permits Act 2006, as amended, 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 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 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, 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, 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, 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.

(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's Trusted Partner Registration: Complete all questions

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.

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 Principal Regulations.

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

- copies of any certified qualifications of the Foreign National in respect of whom the application is made, and
- 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.

Part Six – Details of Payment: Complete all questions

- Include the appropriate fee if required (see (the current fees applicable are available on the Department's website).
- 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**

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's website.

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 E

Application form for grant of Contract for Services Employment Permit



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

TPCFSEP001/15

Application by Trusted Partner for a Contract for Services Employment Permit NEW Application

Passport Photograph

X1

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

This form should be used where an EEA Contractor has been granted Trusted Partner status by the Department of Jobs, Enterprise and Innovation and has been issued with a Trusted Partner Registration Number and where they wish to apply for:

- An Employment Permit to provide for the employment in the State of a Foreign National, who is employed by the Contractor outside the State, to perform duties in the State for an Irish entity (Relevant Person) in situations where the foreign employer (Contractor) and the Irish entity (Relevant Person) have entered into a contract service agreement.
- The Foreign National must have a minimum of 6 months continuous employment with the Contractor prior to the transfer and the duration of the transfer must be at least 90 days. For permission to work 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 the relevant permit information which is available on the Department's website. Complete ALL parts of this form as required in BLOCK CAPITALS. 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, the Contractor (foreign employer) must be the applicant in respect of all Contract for Services Employment Permit applications.

Part One

Trusted Partner Details

1. Registered name of Company/ Business:	<input type="text"/>										
2. Employer Registered Number: (obtained from the Revenue Commissioners)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
3. Trusted Partner Registration Number: (obtained from the Department of Jobs, Enterprise and Innovation)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
4. Number of EEA* and/or Swiss nationals (including Irish) currently employed by the Contractor:	<input type="text"/>	5. Number of non-EEA nationals currently employed by the Contractor:								<input type="text"/>	<input type="text"/>
6. Is all of the information provided by the Contractor in their application for Trusted Partner Registration still valid and in-date?	Yes.	<input type="text"/>	No.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

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

Part One A Details of Relevant Person

1. Name of Relevant Person (Irish Entity):

2. Address of Relevant Person (Irish Entity):
(Place at which the employment concerned, in respect of the Contract Service Agreement, is to be carried out)

3. Number of EEA* and/or Swiss nationals (including Irish) currently employed by the Relevant Person:

4. Number of non EEA nationals currently employed by the Relevant Person:

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

See Requirements for Supporting Documentation "(A) Requirements for Contractor"

Part Two Details of Foreign National

1. Job title of Foreign National:

2. Passport Number:

3. Expiry Date:

4. Nationality:

5. First Name:

6. Middle Name(s):

7. Family Name:

8. Date of Birth:

9. Male: 10. Female:

Enter these details exactly as they appear on the Foreign National's passport.

11. Current Address of Foreign National:

12. Is the Foreign National currently in the State? Yes No

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

Enter these details exactly as they appear on the Foreign National's GNIB card*

GNIB Pin No. Dept. No.

* If the Foreign National is in the State but does not have a GNIB personal identification number then please supply a copy of the current immigration stamps and visa.

Enter education details below relevant to the Job Offer as stated in Part 3 of the application form

13. Highest level of Qualification relevant to the employment:
e.g. Certificate, Diploma, Degree, etc.

BLOCK CAPITALS

14. Date of Completion:

15. Title of Course:

BLOCK CAPITALS

16. Final Subjects Taken:

BLOCK CAPITALS	BLOCK CAPITALS
BLOCK CAPITALS	BLOCK CAPITALS
BLOCK CAPITALS	BLOCK CAPITALS
BLOCK CAPITALS	BLOCK CAPITALS

17. Result Achieved:
e.g. 2.1

BLOCK CAPITALS

18. Has the Foreign National previously made an application for asylum in the State? Yes No

19. Has the Foreign National sought permission to land in the State on a previous occasion? Yes No

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

BLOCK CAPITALS

20. Has the Foreign National been in the State on a previous occasion without permission? Yes No

21. Is the Foreign National currently employed in the State? Yes No

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

BLOCK CAPITALS

If 'Yes' please provide the Foreign National's PPS Number:

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22. Has the Foreign National been employed in the State previously? Yes No

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

BLOCK CAPITALS

23. 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

24. 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

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

Page 3 TPCFSEP001/15

Part Three Details of Redundancy

To be completed by the Relevant 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 below in full.

Have any employees of the Relevant Person 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 Relevant Person:
(Original signature required)

Name (in BLOCK CAPITALS):

BLOCK CAPITALS

Title:

Position Held:

BLOCK CAPITALS

Date:

D	D	M	M	Y	Y
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Part Four Details of services to be provided as part of the Contract Service Agreement

1. Current Position of Foreign National:

BLOCK CAPITALS

2. Length of time that Foreign National had been with the Contractor prior to transfer:
(The Foreign National must be employed by the Contractor for 6 months or more*)

* Documentary evidence may be requested in the form of relevant payslips.

3. Please outline, in detail, the services to be provided as part of the Contract Service Agreement. This should include a description of the functions that will be undertaken by the Foreign National in the State.

Part Five Details of Employment

1. Title of Job:

BLOCK CAPITALS

NOTE: Questions 2 and 3 to be completed by Health Professionals only.

2. Regulatory Body:

BLOCK CAPITALS

3. Registration/Pin No.:

If the application is in respect of Registered Doctors or Nurses listed in Part A of Schedule 2 in the Principal Regulations please provide your registration details above. Documentary evidence will not be required.

Applications for other Health Professionals listed in Part B of Schedule 2 in the Principal Regulations must provide a copy of their registration with the appropriate medical body or recognition of their qualifications from the Department of Health.

4. Place(s) at which the employment concerned is to be carried out:

BLOCK CAPITALS

BLOCK CAPITALS

5. Proposed Period of Employment Permit (maximum of 2 years)

6. Proposed Start Date*:

D	D	M	M	Y	Y
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* We recommend all Employment Permit applications be submitted to the Department at least 12 weeks before the proposed start date of employment.

7. Calculation of Remuneration*:

* Basic Salary, Payments in respect of Board and Accommodation (or its monetary value) and Health Insurance can be included. If the current basic hourly rate of pay is below the Irish National Minimum Wage hourly rate or an hourly rate of pay fixed under or pursuant to any other enactment, the additional payment to bring it up to or over the applicable hourly level should be shown separately below. The amount reckonable for this purpose must be an amount that is deemed allowable under Schedule One of the Minimum Wage Act, 2000.

	Annual Salary (Foreign Currency)	Hourly Rate (Foreign Currency)	Annual Salary (in euro)	Hourly Rate (in euro)	Exchange Rate Used
(a) Current Basic Annual Salary			€	€	
(b) Additional Payment to bring Basic Annual Salary up to or over the Irish National Minimum Wage or the rate fixed under or pursuant to any other enactment (if applicable)			€	€	
(c) Deductions from either (a) or (b) above (if applicable)			€		
(d) Total Basic Annual Salary less deductions at (c) (if applicable)			€		
Board and Accommodation	Payments in respect of (if applicable)		€		
	Monetary Value of (if applicable)		€		
Payments in respect of Health Insurance (if applicable)			€		
Total Remuneration			€	€	

All amounts which make up the basic salary, including any additional 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.

9. Please detail the qualifications, skills, knowledge or experience required for this job:

BLOCK CAPITALS

BLOCK CAPITALS

BLOCK CAPITALS

10. Please detail the relevant qualifications, skills, knowledge and experience of the Foreign National:	BLOCK CAPITALS
	BLOCK CAPITALS
	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 Principal 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 Principal 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 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):

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You must now attach the documents outlined in Requirements for Supporting Documentation under "(C) Application Requirements".

Part Six**Requirement for Payment**

Is a fee payable for this Employment Permit application?

Yes

No

If No, please indicate on what basis no fee is applicable?

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 Seven.

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) – an e-mail address to request payment must be provided at Question 8. They should also complete Payment Details (Questions 9 and 11) and Payers Declaration below and the relevant 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 making the payment:

Contractor

Other

2. Title:

Mr

Mrs

Miss

Ms

Other (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 Funds Transfer

Cheque

Bank Draft

Postal Order

10. Cheque No.

11. Payment enclosed / Amount of Payment Due:

€

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, 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 required)

Date:

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.

Part Seven

Acceptance of Terms & Conditions

Declaration of Foreign National

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 Principal 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 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 in the State.

Furthermore, I understand and accept that in accordance with Section 25 of the Employment Permits Act 2006, as amended, 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):

Date:

D	D	M	M	Y	Y
---	---	---	---	---	---

Original of Employment Permit

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 Contractor as stated in Part 1 of this Form.

Tick this box if you want your permit to be posted to the Agent who was authorised to deal with employment permit applications as part of the Trusted Partner Registration.

Declaration of Relevant Person

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, 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 Relevant Person:
(Original signature required)

Name (in BLOCK CAPITALS):

Title:

Position Held:

Date:

D	D	M	M	Y	Y
---	---	---	---	---	---

**Agent authorised by the
Trusted Partner to deal with
employment permit
applications**

To ensure privacy of data is respected, the foreign national and the relevant person must be in agreement with the nomination of an agent and must sign below. Agents will be copied any correspondence regarding this application.

Agent Name
(in BLOCK CAPITALS):

BLOCK CAPITALS

Title:

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

Signature of Agent:
(Original signature required)

Date:

0 0 M M Y Y

Agent'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:

I, the Foreign National, permit the above named agent to act on my behalf in respect of this application.

Signature of Foreign National:
(Original signature required)

Date:

0 0 M M Y Y

I, the Relevant Person, assent to the above named agent acting on behalf of the Contractor in respect of this application.

Signature of Relevant Person:
(Original signature required)

Date:

0 0 M M Y Y

Certified Copy of Employment Permit

The certified copy of the employment permit will normally be posted to the Contractor at the registered company/business address provided as part of the Trusted Partner Registration

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

Tick this box if you want the certified copy of the employment permit to be posted to you the Agent who was authorised to deal with employment permit applications as part of the Trusted Partner Registration.

Requirements for Supporting Documentation

(A) Requirements for Contractor

Additional documentation

The Minister may at times request information that 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 Principal 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 Principal Regulations for the purposes of section 5(2) of the Employments Permits Act 2006 (as amended). The current fees applicable are available on the Department's website.

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)(d) of the Employment Permits Act 2006, as amended.
- C. The Foreign National remains an employee of the Foreign Employer for the duration of the transfer.
- D. The Foreign National only performs the duties 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 foreign national is 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.
- H. In line with section 24 of the Employment Permits Act 2006, as amended, 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, 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 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, 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, 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, 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.

(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's Trusted Partner Registration: Complete all questions**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 services to be provided under the Contract Service Agreement: Complete all questions.

- Please complete in relation to the details of the services to be provided as part 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 Principal Regulations.

Part Six – Details of Payment: Complete all questions

- Include the appropriate fee if required (the current fees applicable are available on the Department's website).
- 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**

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's website.

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



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

TPREP001/15

Application by Trusted Partner for a Reactivation Employment Permit New Application

This form should be used where the Person who has made the offer of employment has been granted Trusted Partner status by the Department of Jobs, Enterprise and Innovation and has been issued with a Trusted Partner Registration Number and where they wish to apply for:

- an Employment Permit to facilitate the employment of a foreign national who has received permission from the Minister for Justice and Equality to be in the State for the purposes of making an application for a Reactivation Employment Permit, and
- in respect of any employment other than that of a domestic operative.

Complete ALL parts of this form as required in BLOCK CAPITALS. 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).

Recent Passport
Photograph
X1

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

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

The Person who has made the offer of employment must be the applicant for an employment permit under the Trusted Partner Initiative.

Health Professional

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

Part One Trusted Partner Details

1. Registered name of Company/ Business:					
2. Employer Registered Number: <small>(obtained from the Revenue Commissioners)</small>					
3. Trusted Partner Registration Number: <small>(obtained from the Department of Jobs, Enterprise and Innovation)</small>	9	5	0		
4. Number of EEA* and/or Swiss nationals (including Irish) currently employed by the Person who has made the offer of employment:					
5. Number of non-EEA nationals currently employed by the Person who has made the offer of employment:					
6. Is all of the information provided by the Person who has made the offer of employment in their application for Trusted Partner Registration still valid and in-date?	Yes.		No.		

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

Requirement for Supporting Documentation under "(A) Requirements for Person who has made the offer of employment"

Part Two Details of Foreign National

1. Passport Number:	<input type="text"/>	Enter these details exactly as they appear on the Foreign National's passport.
2. Expiry Date:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
3. Nationality:	<input type="text"/>	
4. First Name:	<input type="text"/>	
5. Middle Name(s):	<input type="text"/>	
6. Family Name:	<input type="text"/>	
7. Date of Birth:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	

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

Address 1:	<input type="text"/>
Address 2:	<input type="text"/>
Town:	<input type="text"/>
County:	<input type="text"/>
Country:	<input type="text"/>

11. Telephone No.: 12. Mobile Phone No.:

13. Please provide the Foreign National's PPS Number if available:

14. E-mail address:

15. 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 requested, below:

Enter below details exactly as they appear on the Foreign National's GNIB card*.

GNIB Pin No. Dept. No.

*If the Foreign National is in the State but does not have a GNIB personal identification number then please supply a copy of the current immigration stamps and visa.

If the Foreign National has held consecutive employment permits for an uninterrupted period of 5 years and has been working lawfully during this time, s/he may be eligible to apply for a Stamp 4 permission to remain from the Irish Naturalisation and Immigration Service. However, if the Foreign National is unable to obtain a Stamp 4, an employment permit will be required.

If this is the case, by submitting this application the Foreign National confirms that s/he has considered the available options and believes that an employment permit is still required.

Enter education details of the Foreign National below, which are relevant to the Job Offer as stated in Part 4 of the application form

16. Highest level of Qualification relevant to the employment: e.g. Certificate, Diploma, Degree, etc.	<input type="text"/>	17. Date of Completion:	<input type="text"/>
18. Title of Course:	<input type="text"/>		
19. Final Subjects Taken:	<input type="text"/>	<input type="text"/>	

	BLOCK CAPITALS	BLOCK CAPITALS
	BLOCK CAPITALS	BLOCK CAPITALS
	BLOCK CAPITALS	BLOCK CAPITALS
20. Result Achieved: e.g. 2.1		
21. Has the Foreign National previously made an application for asylum in the State?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
22. Has the Foreign National sought permission to land in the State on a previous occasion?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If 'Yes' please describe on what basis the permission was sought and indicate whether or not permission was granted:	BLOCK CAPITALS	
BLOCK CAPITALS		
23. Has the Foreign National been in the State on a previous occasion without permission?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
24. Is the Foreign National currently employed in the State?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If 'Yes' please describe on what permission they have to be employed:	BLOCK CAPITALS	
BLOCK CAPITALS		
25. Has the Foreign National been employed in the State previously?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If 'Yes' please describe on what permission they had to be employed:	BLOCK CAPITALS	
BLOCK CAPITALS		
26. Is the Foreign National married to, or in a civil partnership with an Irish or EEA national?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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 in the State?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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 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.

Part Four Details of Employment

1. Title of Job:

NOTE: Questions 2 and 3 to be completed by Health Professionals and Security Personnel who are listed in Part A and Part B of Schedule 2 in the Principal Regulations.

2. Regulatory Body:

3. Registration/Pin/
Licence No.:

If the application is in respect of Registered Doctors, Nurses or Security Personnel listed in Part A of Schedule 2 in the Principal Regulations please provide your registration details above. Documentary evidence will not be required.

Applications for other Health Professionals listed in Part B of Schedule 2 in the Principal Regulations must provide a copy of their registration with the appropriate medical body or recognition of their qualifications from the Department of Health.

4. Place(s) at which the employment concerned is to be carried out:

5. Proposed Period of Employment Permit (maximum of 2 years)

6. Proposed Start Date*:

**We recommend all Employment Permit applications be submitted to the Department at least 12 weeks before the proposed start date of employment.*

7. Gross Annual Remuneration* (Gross remuneration excludes overtime or premium payments)

8. Gross Annual Salary: (if different from above)

9. Gross Weekly Salary:

10. Hourly Rate of Pay:

11. Deductions from Gross Weekly Salary:

Please specify purpose of deductions:

12. Health Insurance*:

Please specify name of Health Insurance Provider:

** All amounts which make up the basic salary must appear as payments on the payslips. If Health Insurance is being included in the Gross Annual Remuneration this must be verifiable by way of supporting documentation at renewal stage; such documentation may also be required in the event of a National Employment Rights Authority (NERA) inspection.*

** Health Insurance can only be considered if the provider of the health insurance is a person entered in the Register of Health Benefits Undertakings referred to in section 14 of the Health Insurance Act, 1994.*

13. Number of hours of work per week*:

**Please note that for the purposes of Employment Permit Applications, the standard working week is 39 hours per week.*

14. What are the main functions of this job:

15. Please detail the qualifications, skills, knowledge and experience required for this job:

16. Please detail the relevant qualifications, skills, knowledge and experience of the Foreign National:

BLOCK CAPITALS
BLOCK CAPITALS
BLOCK CAPITALS
BLOCK CAPITALS

17. Did you use an Agent/Recruitment Agency to recruit the Foreign National?

Yes No

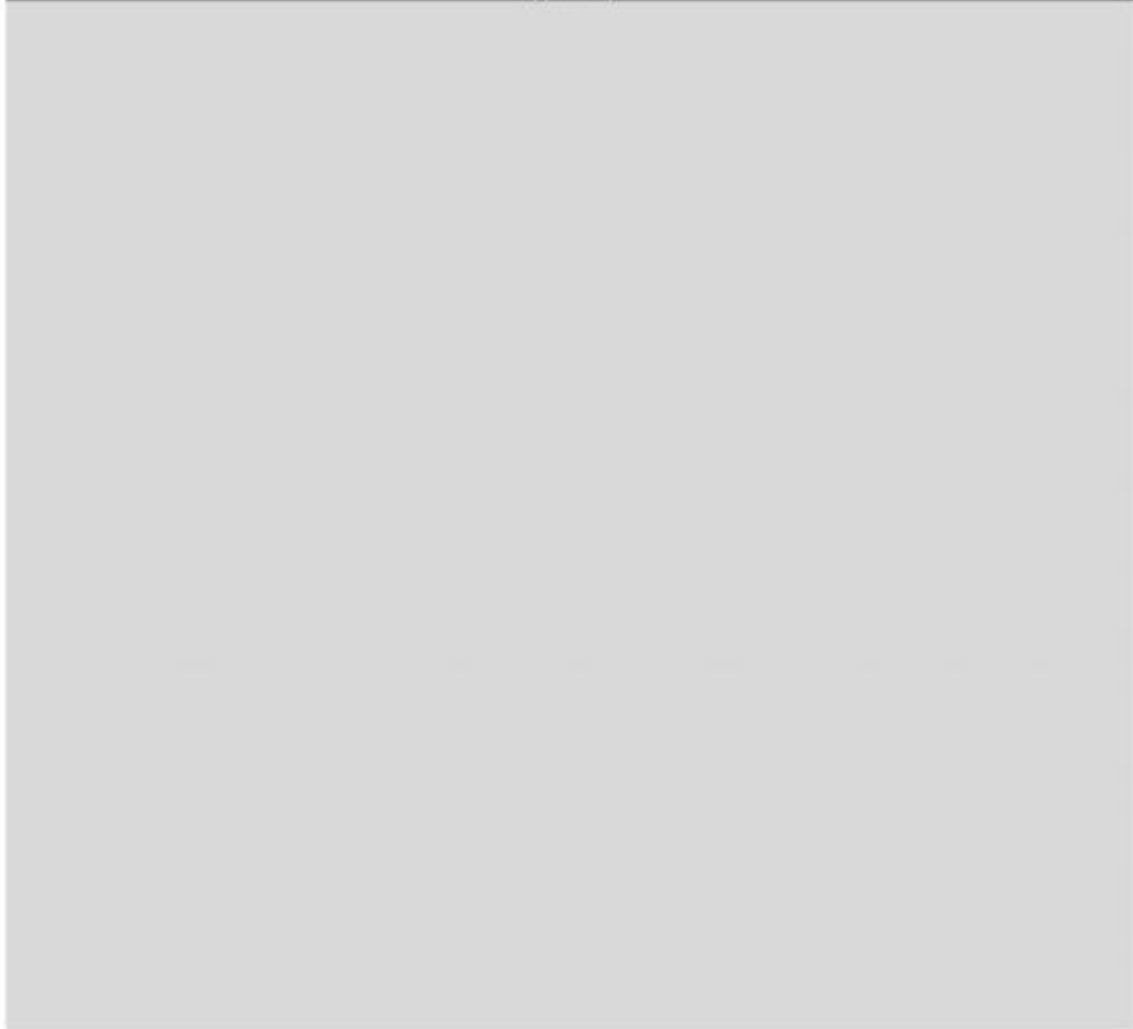
If 'Yes' please provide name and address of the Agent/Recruitment Agency:

BLOCK CAPITALS
BLOCK CAPITALS
BLOCK CAPITALS

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

BLOCK CAPITALS
BLOCK CAPITALS

You must now attach the documents outlined in Requirement for Supporting Documentation under "(C) Application Requirements" (if applicable)



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 applicable?

The Person who made the offer of employment is the applicant and has charitable status with the Revenue 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 DiFinance 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) – an e-mail address to request payment must be provided at Question 8. They should also complete Payment Details (Questions 9 and 11) and Payers Declaration below and the relevant 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 making the payment: Person who has made the offer of employment Foreign National Other

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

3. Name:

4. Company (if applicable):

5. Telephone Number: 6. Fax Number:

7. Mobile Phone Number:

8. E-mail:

Payment Details

9. Method of Payment: Electronic Funds Transfer Cheque Bank Draft Postal Order

10. Cheque No.

11. Payment enclosed / Amount of Payment Due: €

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, 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 required)

Date:

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.

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 Principal 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, 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):

Date:

O	D	M	M	Y	Y
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Original of Employment Permit

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 the Agent who was authorised to deal with employment permit applications as part of the Trusted Partner Registration.

**Agent authorised by the
Trusted Partner to deal with
employment permit
applications**

To ensure privacy of data is respected, the foreign national must be in agreement with the nomination of an agent and must sign below. Agents will be copied any correspondence regarding this application.

Agent Name (in BLOCK CAPITALS): Title:

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

Signature of Agent: Date:

Agent's Address for Correspondence:

Address 1:

Address 2:

Town:

County:

Country:

E-mail address:

Telephone number:

I, the Foreign National, permit the above named agent to act on my behalf in respect of this application.

Signature of Foreign National: Date:

Certified Copy of Employment Permit
The certified copy of the employment permit will normally be posted to the Person who has made the offer of employment at the registered company/business address provided as part of the Trusted Partner Registration

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

Tick this box if you want the certified copy of the employment permit to be posted to you the Agent who was authorised to deal with employment permit applications as part of the Trusted Partner Registration.

Requirements for Supporting Documentation

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

Additional documentation

The Minister may at times request information that 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 Principal 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:

- copies of any certified qualifications of the Foreign National in respect of whom the application is made.

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 Principal 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 Principal Regulations for the purposes of section 5(2) of the Employments Permits Act 2006 (as amended). The current fees applicable are available on the Department's website.

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.
- 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, 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 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 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, 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, 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, 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.

(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 Person who has made the offer of employment's Trusted Partner Registration: Complete <u>all</u> questions
<p>Part Two – Details of Foreign National: Complete <u>all</u> questions</p> <p>Please supply clear copies (preferably in colour) of the following:</p> <ul style="list-style-type: none"> • 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). <p>Original documents should not be submitted.</p>
<p>Part Three – Details of Redundancy: Complete <u>all</u> questions, as applicable.</p> <ul style="list-style-type: none"> • Please complete in relation to any redundancies within the last 6 months in the employment that is the subject of the Employment Permit application.
<p>Part Four – Details of Employment: Complete <u>all</u> questions (unless otherwise specified)</p> <p>Please provide a copy of the Reactivation Employment Permit letter issued to the Foreign National concerned by the Department of Justice and Equality.</p> <p>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:</p> <ul style="list-style-type: none"> • A copy of registration with the appropriate regulatory body or recognition of qualifications pursuant to Schedule 2 in the Principal Regulations. <p>Please supply the following in the case of an employment in a restaurant or a fast food outlet:</p> <ul style="list-style-type: none"> • copies of any certified qualifications of the Foreign National in respect of whom the application is made. <p>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:</p> <ul style="list-style-type: none"> • 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 Principal 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.
<p>Part Five – Details of Payment: Complete <u>all</u> questions</p> <ul style="list-style-type: none"> • Include the appropriate fee if required (the current fees applicable are available on the Department's website). • Sign Payer declaration - original signature required. • 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.
<p>Part Six - Acceptance of Terms & Conditions</p> <ul style="list-style-type: none"> • Sign and date the appropriate declarations - original signatures required.

EMPLOYMENT PERMITS SECTION

Contact Details

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's website.

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 G

Application form for grant of Exchange Agreement Employment Permit



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

TPEAEP001/15

Application by Trusted Partner for an Exchange Agreement Employment Permit Application

This form should be used where the Person who has made the offer of employment has been granted Trusted Partner status by the Department of Jobs, Enterprise and Innovation and has been issued with a Trusted Partner Registration Number and where they 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 Principal 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 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).

Recent Passport Photograph X1

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

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

The Person who has made the offer of employment must be the applicant for an employment permit under the Trusted Partner Initiative.

Health Professional

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

Part One Trusted Partner Details

1. Registered name of Company/ Business:

2. Employer Registered Number: (obtained from the Revenue Commissioners)

3. Trusted Partner Registration Number: (obtained from the Department of Jobs, Enterprise and Innovation)

4. Number of EEA* and/or Swiss nationals (including Irish) currently employed by the Person who has made the offer of employment:	<input type="text"/>	5. Number of non-EEA nationals currently employed by the Person who has made the offer of employment:	<input type="text"/>
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6. Is all of the information provided by the Person who has made the offer of employment in their application for Trusted Partner Registration still valid and in-date?	Yes.	<input type="text"/>	No.	<input type="text"/>
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*The EEA comprises the Member States of the European Union together with Iceland, Norway & Liechtenstein.

Requirement for Supporting Documentation under "(A) Requirements for Person who has made the offer of employment"

Part Two Details of Foreign National

1. Passport Number:	<input type="text"/>	Enter these details exactly as they appear on the Foreign National's passport.
2. Expiry Date:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
3. Nationality:	<input type="text"/> BLOCK CAPITALS	
4. First Name:	<input type="text"/> BLOCK CAPITALS	
5. Middle Name(s):	<input type="text"/> BLOCK CAPITALS	
6. Family Name:	<input type="text"/> BLOCK CAPITALS	
7. Date of Birth:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
	8. Male: <input type="checkbox"/>	9. Female: <input type="checkbox"/>
10. Current Address (foreign address required if residing outside the State):		
Address 1:	<input type="text"/> BLOCK CAPITALS	
Address 2:	<input type="text"/> BLOCK CAPITALS	
Town:	<input type="text"/> BLOCK CAPITALS	
County:	<input type="text"/> BLOCK CAPITALS	
Country:	<input type="text"/> BLOCK CAPITALS	
11. Telephone No.:	<input type="text"/>	12. Mobile Phone No.: <input type="text"/>
13. Please provide the Foreign National's PPS Number if available:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
14. E-mail address:	<input type="text"/>	
15. Is the Foreign National currently in the State?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If 'Yes' on what basis are they currently in the State, please describe, and complete GNIB card details, as requested, below:		<input type="text"/> BLOCK CAPITALS
<input type="text"/> BLOCK CAPITALS		
<i>Enter below details exactly as they appear on the Foreign National's GNIB card*.</i>		
GNIB Pin No.	<input type="text"/>	Dept. No. <input type="text"/>
<p><i>*If the Foreign National is in the State but does not have a GNIB personal identification number then please supply a copy of the current immigration stamps and visa.</i></p> <p><i>If the Foreign National has held consecutive employment permits for an uninterrupted period of 5 years and has been working lawfully during this time, s/he may be eligible to apply for a Stamp 4 permission to remain from the Irish Naturalisation and Immigration Service. However, if the Foreign National is unable to obtain a Stamp 4, an employment permit will be required.</i></p> <p><i>If this is the case, by submitting this application the Foreign National confirms that s/he has considered the available options and believes that an employment permit is still required.</i></p>		
<i>Enter education details of the Foreign National below, which are relevant to the Job Offer as stated in Part 4 of the application form</i>		
16. Highest level of Qualification relevant to the employment: e.g. Certificate, Diploma, Degree, etc.	<input type="text"/> BLOCK CAPITALS	17. Date of Completion: <input type="text"/>

18. Title of Course:	BLOCK CAPITALS	
19. 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	BLOCK CAPITALS	
21. Has the Foreign National previously made an application for asylum in the State?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
22. Has the Foreign National sought permission to land in the State on a previous occasion?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If 'Yes' please describe on what basis the permission was sought and indicate whether or not permission was granted:		BLOCK CAPITALS
BLOCK CAPITALS		
23. Has the Foreign National been in the State on a previous occasion without permission?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
24. Is the Foreign National currently employed in the State?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If 'Yes' please describe on what permission they have to be employed:		BLOCK CAPITALS
BLOCK CAPITALS		
25. Has the Foreign National been employed in the State previously?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If 'Yes' please describe on what permission they had to be employed:		BLOCK CAPITALS
BLOCK CAPITALS		
26. Is the Foreign National married to or in a civil partnership with an Irish or EEA national?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If 'Yes' what nationality is their spouse/partner?		BLOCK CAPITALS
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 in the State?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<p><i>You must now attach the documents outlined in Requirement for Supporting Documentation under "(B) Foreign National Requirements."</i></p>		

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 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.

Part Four Details of Employment

1. Title of Job:

NOTE: Questions 2 and 3 to be completed by Health Professionals and Security Personnel who are listed in Part A and Part B of Schedule 2 in the Principal Regulations.

2. Regulatory Body:

3. Registration/Pin/
Licence No.:

If the application is in respect of Registered Doctors, Nurses or Security Personnel listed in Part A of Schedule 2 in the Principal Regulations please provide your registration details above. Documentary evidence will not be required.

Applications for other Health Professionals listed in Part B of Schedule 2 in the Principal Regulations must provide a copy of their registration with the appropriate medical body or recognition of their qualifications from the Department of Health.

4. Place(s) at which the employment concerned is to be carried out:

5. Proposed Period of Employment Permit (maximum of 1 year)

6. Proposed Start Date*:

** We recommend all Employment Permit applications be submitted to the Department at least 12 weeks before the proposed start date of employment.*

7. Gross Annual Remuneration* €

(Gross remuneration excludes overtime or premium payments)

8. Gross Annual Salary: (if different from above) €

9. Gross Weekly Salary: €

10. Hourly Rate of Pay: €

11. Deductions from Gross Weekly Salary: €

Please specify purpose of deductions:

12. Health Insurance*: €

Please specify name of Health Insurance Provider:

** All amounts which make up the basic salary must appear as payments on the payslips. If 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.*

** Health Insurance can only be considered if the provider of the health insurance is a person entered in the Register of Health Benefits Undertakings referred to in section 14 of the Health Insurance Act, 1994.*

13. Number of hours of work per week*:

**Please note that for the purposes of Employment Permit Applications, the standard working week is 39 hours per week.*

14. What are the main functions of this job:

15. Please detail the qualifications, skills, knowledge and experience required for this job:

16. Please detail the relevant qualifications, skills, knowledge and experience of the Foreign National:

	BLOCK CAPITALS
	BLOCK CAPITALS
	BLOCK CAPITALS
	BLOCK CAPITALS

17. Did you use an Agent/Recruitment Agency to recruit the Foreign National? Yes No

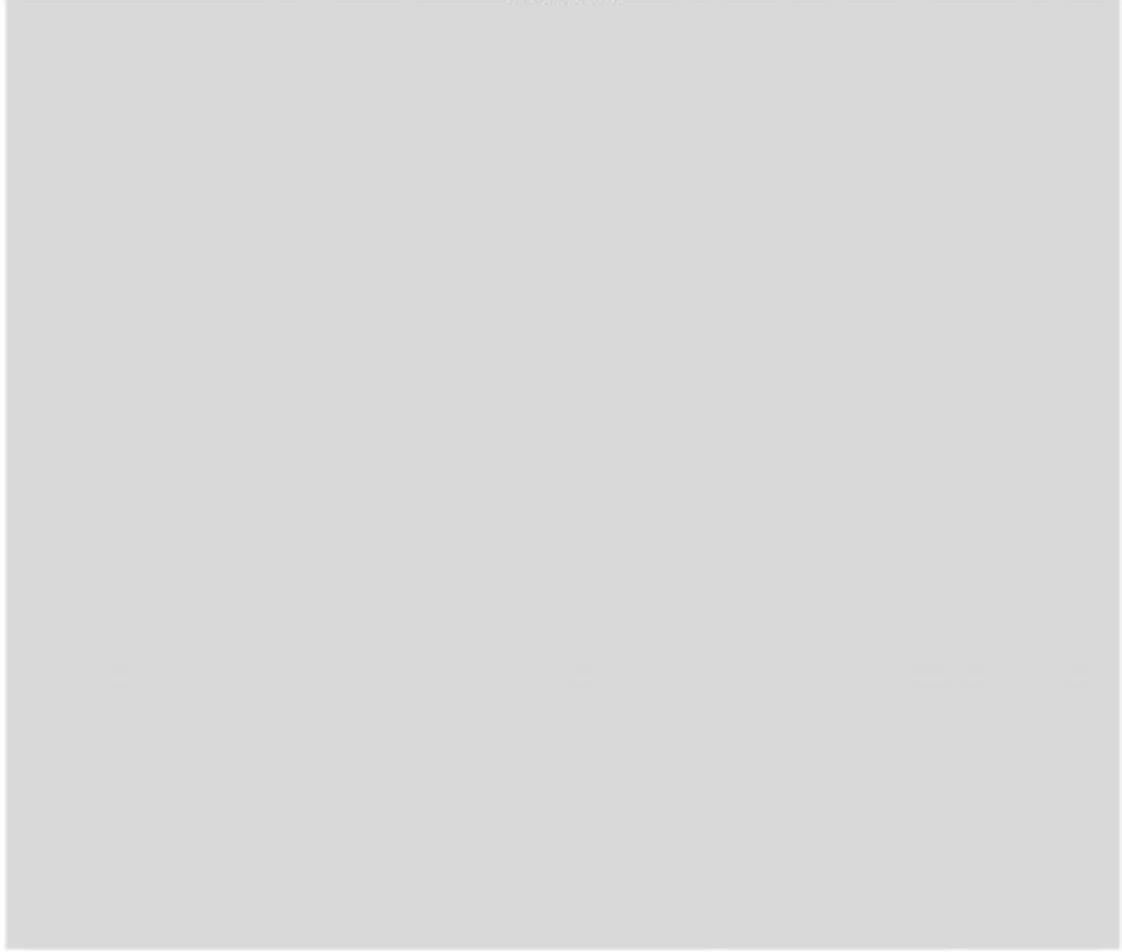
If 'Yes' please provide name and address of the Agent/Recruitment Agency:

	BLOCK CAPITALS
	BLOCK CAPITALS
	BLOCK CAPITALS

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

	BLOCK CAPITALS
	BLOCK CAPITALS

You must now attach the documents outlined in Requirement for Supporting Documentation under "(C) Application Requirements" (if applicable)



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 applicable?

The Person who made the offer of employment is the applicant and has charitable status with the Revenue 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) – an e-mail address to request payment must be provided at Question 8. They should also complete Payment Details (Questions 9 and 11) and Payers Declaration below and the relevant 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 making the payment:

Person who has made the offer of employment

Foreign National

Other

2. Title:

Mr

Mrs

Miss

Ms

Other (please state)

3. Name:

4. Company (if applicable):

5. Telephone Number:

6. Fax Number:

7. Mobile Phone Number:

8. E-mail:

Payment Details

9. Method of Payment:

Electronic Funds Transfer

Cheque

Bank Draft

Postal Order

10. Cheque No.

11. Payment enclosed / Amount of Payment Due:

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, 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 required)

Date:

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.

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 Principal 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, 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):

Date:

D	D	M	M	Y	Y
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Original of Employment Permit

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 the Agent who was authorised to deal with employment permit applications as part of the Trusted Partner Registration.

**Agent authorised by the
Trusted Partner to deal with
employment permit
applications**

To ensure privacy of data is respected, the foreign national must be in agreement with the nomination of an agent and must sign below. Agents will be copied any correspondence regarding this application.

Agent Name (in BLOCK CAPITALS): Title:

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

Signature of Agent: (Original signature required) Date:

Agent's Address for Correspondence:

Address 1:

Address 2:

Town:

County:

Country:

E-mail address:

Telephone number:

I, the Foreign National, permit the above named agent to act on my behalf in respect of this application.

Signature of Foreign National: (Original signature required) Date:

Certified Copy of Employment Permit
The certified copy of the employment permit will normally be posted to the Person who has made the offer of employment at the registered company/business address provided as part of the Trusted Partner Registration

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

Tick this box if you want the certified copy of the employment permit to be posted to you the Agent who was authorised to deal with employment permit applications as part of the Trusted Partner Registration.

Requirements for Supporting Documentation

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

Additional documentation

The Minister may at times request information that 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 Principal 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 Principal Regulations for the purposes of section 5(2) of the Employments Permits Act 2006 (as amended). The current fees applicable are available on the Department's website.

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.
- 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, 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 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 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: 1690 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, 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, 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, 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.

(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 Person who has made the offer of employment's Trusted Partner Registration: Complete <u>all</u> questions
<p>Part Two – Details of Foreign National: Complete <u>all</u> questions</p> <p>Please supply clear copies (preferably in colour) of the following:</p> <ul style="list-style-type: none"> • 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). <p>Original documents should not be submitted</p>
<p>Part Three – Details of Redundancy: Complete <u>all</u> questions, as applicable</p> <ul style="list-style-type: none"> • Please complete in relation to any redundancies within the last 6 months in the employment that is the subject of the Employment Permit application.
<p>Part Four – Details of Employment: Complete <u>all</u> questions (unless otherwise specified)</p> <p>Please supply an original letter from the organisation operating the Exchange Agreement confirming that the Exchange Agreement applies to the Foreign National concerned.</p>
<p>Part Five – Details of Payment: Complete <u>all</u> questions</p> <ul style="list-style-type: none"> • Include the appropriate fee if required (the current fees applicable are available on the Department's website). • Sign Payer declaration - original signature required. • 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.
<p>Part Six - Acceptance of Terms & Conditions</p> <ul style="list-style-type: none"> • Sign and date the appropriate declarations - original signatures required.

EMPLOYMENT PERMITS SECTION

Contact Details

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's website.

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

TPSCEP001/15

Application by Trusted Partner for a Sport and Cultural Employment Permit New Application

This form should be used where the Person who has made the offer of employment has been granted Trusted Partner status by the Department of Jobs, Enterprise and Innovation and has been issued with a Trusted Partner Registration Number and where they 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 Principal Regulations.

Complete ALL parts of this form as required in BLOCK CAPITALS. 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).

Recent Passport
Photograph
X1

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

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

The Person who has made the offer of employment must be the applicant for an employment permit under the Trusted Partner Initiative.

Health Professional

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

Part One Trusted Partner Details

1. Registered name of Company/ Business:	<input type="text"/>									
2. Employer Registered Number: (obtained from the Revenue Commissioners)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3. Trusted Partner Registration Number: (obtained from the Department of Jobs, Enterprise and Innovation)	9	5	0	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4. Number of EEA* and/or Swiss nationals (including Irish) currently employed by the Person who has made the offer of employment:	<input type="text"/>	5. Number of non-EEA nationals currently employed by the Person who has made the offer of employment:				<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
6. Is all of the information provided by the Person who has made the offer of employment in their application for Trusted Partner Registration still valid and in-date?	Yes.	<input type="text"/>	No.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

Requirement for Supporting Documentation under "(A) Requirements for Person who has made the offer of employment"

Part Two Details of Foreign National

1. Passport Number:	<input type="text"/>	Enter these details exactly as they appear on the Foreign National's passport.
2. Expiry Date:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
3. Nationality:	<input type="text"/> BLOCK CAPITALS	
4. First Name:	<input type="text"/> BLOCK CAPITALS	
5. Middle Name(s):	<input type="text"/> BLOCK CAPITALS	
6. Family Name:	<input type="text"/> BLOCK CAPITALS	
7. Date of Birth:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	8. Male: <input type="checkbox"/>
		9. Female: <input type="checkbox"/>

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

Address 1:	<input type="text"/> BLOCK CAPITALS
Address 2:	<input type="text"/> BLOCK CAPITALS
Town:	<input type="text"/> BLOCK CAPITALS
County:	<input type="text"/> BLOCK CAPITALS
Country:	<input type="text"/> BLOCK CAPITALS

11. Telephone No.:	<input type="text"/>	12. Mobile Phone No.:	<input type="text"/>
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13. Please provide the Foreign National's PPS Number if available:

14. E-mail address:

15. Is the Foreign National currently in the State? Yes No

BLOCK CAPITALS

Enter below details exactly as they appear on the Foreign National's GNIB card*.

GNIB Pin No.	<input type="text"/>	Dept. No.	<input type="text"/>
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*If the Foreign National is in the State but does not have a GNIB personal identification number then please supply a copy of the current immigration stamps and visa.

If the Foreign National has held consecutive employment permits for an uninterrupted period of 5 years and has been working lawfully during this time, s/he may be eligible to apply for a Stamp 4 permission to remain from the Irish Naturalisation and Immigration Service. However, if the Foreign National is unable to obtain a Stamp 4, an employment permit will be required.

If this is the case, by submitting this application the Foreign National confirms that s/he has considered the available options and believes that an employment permit is still required.

Enter education details of the Foreign National below, which are relevant to the Job Offer as stated in Part 4 of the application form

16. Highest level of Qualification relevant to the employment: e.g. Certificate, Diploma, Degree, etc.	<input type="text"/> BLOCK CAPITALS	17. Date of Completion:	<input type="text"/>
18. Title of Course:	<input type="text"/> BLOCK CAPITALS		

19. 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		
21. Has the Foreign National previously made an application for asylum in the State?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
22. Has the Foreign National sought permission to land in the State on a previous occasion?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If 'Yes' please describe on what basis the permission was sought and indicate whether or not permission was granted:	BLOCK CAPITALS	
	BLOCK CAPITALS	
23. Has the Foreign National been in the State on a previous occasion without permission?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
24. Is the Foreign National currently employed in the State?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If 'Yes' please describe on what permission they have to be employed:	BLOCK CAPITALS	
	BLOCK CAPITALS	
25. Has the Foreign National been employed in the State previously?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If 'Yes' please describe on what permission they had to be employed:	BLOCK CAPITALS	
	BLOCK CAPITALS	
26. Is the Foreign National married to, or in a civil partnership with an Irish or EEA national?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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 in the State?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

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 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.

Part Four Details of Employment

1. Title of Job:

NOTE: Questions 2 and 3 to be completed by Health Professionals and Security Personnel who are listed in Part A and Part B of Schedule 2 in the Principal Regulations.

2. Regulatory Body:

3. Registration/Pin/
Licence No.:

If the application is in respect of Registered Doctors, Nurses or Security Personnel listed in Part A of Schedule 2 in the Principal Regulations please provide your registration details above. Documentary evidence will not be required.

Applications for other Health Professionals listed in Part B of Schedule 2 in the Principal Regulations must provide a copy of their registration with the appropriate medical body or recognition of their qualifications from the Department of Health.

4. Place(s) at which the employment concerned is to be carried out:

5. Proposed Period of Employment Permit (maximum of 2 years)

6. Proposed Start Date*:

D	D	M	M	Y	Y
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**We recommend all Employment Permit applications be submitted to the Department at least 12 weeks before the proposed start date of employment.*

7. Gross Annual Remuneration* (Gross remuneration excludes overtime or premium payments)

8. Gross Annual Salary: (if different from above)

9. Gross Weekly Salary:

10. Hourly Rate of Pay:

11. Deductions from Gross Weekly Salary:

Please specify purpose of deductions:

12. Health Insurance*:

Please specify name of Health Insurance Provider:

** All amounts which make up the basic salary must appear as payments on the payslips. If Health Insurance is being included in the Gross Annual Remuneration this must be verifiable by way of supporting documentation at renewal stage; such documentation may also be required in the event of a National Employment Rights Authority (NERA) inspection.*

** Health Insurance can only be considered if the provider of the health insurance is a person entered in the Register of Health Benefits Undertakings referred to in section 14 of the Health Insurance Act, 1994.*

13. Number of hours of work per week*:

** Please note that for the purposes of Employment Permit Applications, the standard working week is 39 hours per week.*

14. What are the main functions of this job:

15. Please detail the qualifications, skills, knowledge and experience required for this job:

16. Please detail the relevant qualifications, skills, knowledge and experience of the Foreign National:

BLOCK CAPITALS
BLOCK CAPITALS
BLOCK CAPITALS
BLOCK CAPITALS

17. Did you use an Agent/Recruitment Agency to recruit the Foreign National? Yes No

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

BLOCK CAPITALS
BLOCK CAPITALS
BLOCK CAPITALS

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

BLOCK CAPITALS
BLOCK CAPITALS

Part Four A Details of Governing Body

In accordance with Section 3F of the Employment Permits Act 2006, as amended, 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:

29. Contact person:

31. Position Held:

32. Telephone Number:

You must now attach the documents outlined in Requirement for Supporting Documentation under "(C) Application Requirements" (if applicable)

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 applicable?

The Person who made the offer of employment is the applicant and has charitable status with the Revenue 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) – an e-mail address to request payment must be provided at Question 8. They should also complete Payment Details (Questions 9 and 11) and Payers Declaration below and the relevant 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 making the payment: Person who has made the offer of employment Foreign National Other

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

3. Name:

4. Company (if applicable):

5. Telephone Number: 6. Fax Number:

7. Mobile Phone Number:

8. E-mail:

Payment Details

9. Method of Payment: Electronic Funds Transfer Cheque Bank Draft Postal Order

10. Cheque No.

11. Payment enclosed / Amount of Payment Due: €

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, 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 required)

Date:

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.

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 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 Principal 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, 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):

O	D	M	M	Y	Y
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Original of Employment Permit

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 the Agent who was authorised to deal with employment permit applications as part of the Trusted Partner Registration.

**Agent authorised by the
Trusted Partner to deal with
employment permit
applications**

To ensure privacy of data is respected, the foreign national must be in agreement with the nomination of an agent and must sign below. Agents will be copied any correspondence regarding this application.

Agent Name
(in BLOCK CAPITALS):

BLOCK CAPITALS

Title:

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

Signature of Agent:
(Original signature required)

Date:

D D M M Y Y

Agent'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:

I, the Foreign National, permit the above named agent to act on my behalf in respect of this application.

Signature of Foreign National:
(Original signature required)

Date:

D D M M Y Y

Certified Copy of Employment Permit

The certified copy of the employment permit will normally be posted to the Person who has made the offer of employment at the registered company/business address provided as part of the Trusted Partner Registration

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

Tick this box if you want the certified copy of the employment permit to be posted to you the Agent who was authorised to deal with employment permit applications as part of the Trusted Partner Registration.

Requirements for Supporting Documentation

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

Additional documentation

The Minister may at times request information that 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 Principal 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:

- copies of any certified qualifications of the Foreign National in respect of whom the application is made, and
- 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.

(D) Schedule of Fees

An application for a new employment permit shall be accompanied by the fee prescribed in the Principal Regulations for the purposes of section 5(2) of the Employments Permits Act 2006 (as amended). The current fees applicable are available on the Department's website.

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 DIFinance 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)(d) of the Employment Permits Act 2006, as amended.
- 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, 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 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 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, 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, 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, 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,
- (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.

(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 Person who has made the offer of employment's Trusted Partner Registration: Complete <u>all</u> questions
Part Two – Details of Foreign National: Complete <u>all</u> questions Please supply clear copies (preferably in colour) of the following: <ul style="list-style-type: none"> • 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 <u>all</u> questions, as applicable. <ul style="list-style-type: none"> • Please complete in relation to any redundancies within the last 6 months in the employment that is the subject of the Employment Permit application.
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, registered nurses and security personnel who have not provided their Registration/PIN number at Part 3, Question 3: <ul style="list-style-type: none"> • A copy of registration with the appropriate regulatory body or recognition of qualifications pursuant to Schedule 2 in the Principal 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: <ul style="list-style-type: none"> • copies of any certified qualifications of the Foreign National in respect of whom the application is made, and • 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.
Part Five – Details of Payment: Complete <u>all</u> questions <ul style="list-style-type: none"> • Include the appropriate fee if required (the current fees applicable are available on the Department's website). • 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 <ul style="list-style-type: none"> • Sign and date the appropriate declarations - original signatures required.

EMPLOYMENT PERMITS SECTION**Contact Details**

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's website.

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

TPIEP001/15

Application by Trusted Partner for an Internship Employment Permit Application

This form should be used where the Person who has made the offer of employment has been granted Trusted Partner status by the Department of Jobs, Enterprise and Innovation and has been issued with a Trusted Partner Registration Number and where they 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 Principal Regulations, and
 - have an offer of an Internship with an employer in the State.

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 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).

Recent Passport Photograph X1

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

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

The Person who has made the offer of employment must be the applicant for an employment permit under the Trusted Partner Initiative.

Health Professional

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

Part One		Trusted Partner Details													
1. Registered name of Company/ Business:	<input style="width: 100%;" type="text"/>														
2. Employer Registered Number: <small>(obtained from the Revenue Commissioners)</small>	<table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> </tr> </table>														
3. Trusted Partner Registration Number: <small>(obtained from the Department of Jobs, Enterprise and Innovation)</small>	<table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 12.5%; text-align: center;">9</td> <td style="width: 12.5%; text-align: center;">5</td> <td style="width: 12.5%; text-align: center;">0</td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> </tr> </table>					9	5	0							
9	5	0													
4. Number of EEA* and/or Swiss nationals (including Irish) currently employed by the Person who has made the offer of employment:		5. Number of non-EEA nationals currently employed by the Person who has made the offer of employment:													
6. Is all of the information provided by the Person who has made the offer of employment in their application for Trusted Partner Registration still valid and in-date?	Yes.		No.												
<small>*The EEA comprises the Member States of the European Union together with Iceland, Norway & Liechtenstein.</small>															
Requirement for Supporting Documentation under "(A) Requirements for Person who has made the offer of employment"															

Part Two Details of Foreign National

1. Passport Number:	<input type="text"/>	Enter these details exactly as they appear on the Foreign National's passport.
2. Expiry Date:	<input type="text" value="D"/> <input type="text" value="D"/> <input type="text" value="M"/> <input type="text" value="M"/> <input type="text" value="Y"/> <input type="text" value="Y"/>	
3. Nationality:	<input type="text" value="BLOCK CAPITALS"/>	
4. First Name:	<input type="text" value="BLOCK CAPITALS"/>	
5. Middle Name(s):	<input type="text" value="BLOCK CAPITALS"/>	
6. Family Name:	<input type="text" value="BLOCK CAPITALS"/>	
7. Date of Birth:	<input type="text" value="D"/> <input type="text" value="D"/> <input type="text" value="M"/> <input type="text" value="M"/> <input type="text" value="Y"/> <input type="text" value="Y"/>	
	8. Male: <input type="checkbox"/>	9. Female: <input type="checkbox"/>

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

Address 1:	<input type="text" value="BLOCK CAPITALS"/>
Address 2:	<input type="text" value="BLOCK CAPITALS"/>
Town:	<input type="text" value="BLOCK CAPITALS"/>
County:	<input type="text" value="BLOCK CAPITALS"/>
Country:	<input type="text" value="BLOCK CAPITALS"/>

11. Telephone No.: 12. Mobile Phone No.:

13. Please provide the Foreign National's PPS Number if available:

14. E-mail address:

15. 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 requested, below:

Enter below details exactly as they appear on the Foreign National's GNIB card*.

GNIB Pin No. Dept. No.

**If the Foreign National is in the State but does not have a GNIB personal identification number then please supply a copy of the current immigration stamps and visa.*

If the Foreign National has held consecutive employment permits for an uninterrupted period of 5 years and has been working lawfully during this time, s/he may be eligible to apply for a Stamp 4 permission to remain from the Irish Naturalisation and Immigration Service. However, if the Foreign National is unable to obtain a Stamp 4, an employment permit will be required.

If this is the case, by submitting this application the Foreign National confirms that s/he has considered the available options and believes that an employment permit is still required.

Enter education details of the Foreign National below, which are relevant to the Job Offer as stated in Part 4 of the application form

16. Highest level of Qualification relevant to the employment: e.g. Certificate, Diploma, Degree, etc.	<input type="text" value="BLOCK CAPITALS"/>	17. Date of Completion: <input type="text"/>
18. Title of Course:	<input type="text" value="BLOCK CAPITALS"/>	

19. 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		
21. Has the Foreign National previously made an application for asylum in the State?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
22. Has the Foreign National sought permission to land in the State on a previous occasion?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If 'Yes' please describe on what basis the permission was sought and indicate whether or not permission was granted:		BLOCK CAPITALS
BLOCK CAPITALS		
23. Has the Foreign National been in the State on a previous occasion without permission?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
24. Is the Foreign National currently employed in the State?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If 'Yes' please describe on what permission they have to be employed:		BLOCK CAPITALS
BLOCK CAPITALS		
25. Has the Foreign National been employed in the State previously?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If 'Yes' please describe on what permission they had to be employed:		BLOCK CAPITALS
BLOCK CAPITALS		
26. Is the Foreign National married to, or in a civil partnership with, an Irish or EEA national?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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 in the State?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

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 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.

Part Four Details of Employment

1. Title of Job:

BLOCK CAPITALS

NOTE: Questions 2 and 3 to be completed by Health Professionals and Security Personnel who are listed in Part A and Part B of Schedule 2 in the Principal Regulations.

2. Regulatory Body:

BLOCK CAPITALS

3. Registration/Pin/
Licence No.:

If the application is in respect of Registered Doctors, Nurses or Security Personnel listed in Part A of Schedule 2 in the Principal Regulations please provide your registration details above. Documentary evidence will not be required.

Applications for other Health Professionals listed in Part B of Schedule 2 in the Principal Regulations must provide a copy of their registration with the appropriate medical body or recognition of their qualifications from the Department of Health.

4. Place(s) at which the employment concerned is to be carried out:

BLOCK CAPITALS

BLOCK CAPITALS

5. Proposed Period of Employment
Permit (maximum of 1 year)

6. Proposed Start Date*:

D	D	M	M	Y	Y
---	---	---	---	---	---

*We recommend all Employment Permit applications be submitted to the Department at least 12 weeks before the proposed start date of employment.

7. Gross Annual Remuneration*

€

(Gross remuneration excludes overtime or premium payments)

8. Gross Annual Salary:
(if different from above)

€

9. Gross Weekly Salary:

€

10. Hourly Rate of
Pay:

€

11. Deductions from Gross Weekly
Salary:

€

Please specify
purpose of
deductions:

BLOCK CAPITALS

12. Health Insurance*:

€

Please specify
name of Health
Insurance
Provider:

BLOCK CAPITALS

* All amounts which make up the basic salary must appear as payments on the payslips. If 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.

* Health Insurance can only be considered if the provider of the health insurance is a person entered in the Register of Health Benefits Undertakings referred to in section 14 of the Health Insurance Act, 1994.

13. Number of hours of work per
week*:

*Please note that for the purposes of Employment Permit Applications, the standard working week is 39 hours per week.

14. What are the main functions of this job:

BLOCK CAPITALS

15. Please detail the qualifications, skills, knowledge and
experience required for this job:

BLOCK CAPITALS

BLOCK CAPITALS

BLOCK CAPITALS

16. Please detail the relevant qualifications, skills, knowledge and experience of the Foreign National:

	BLOCK CAPITALS
	BLOCK CAPITALS
	BLOCK CAPITALS
	BLOCK CAPITALS

17. Did you use an Agent/Recruitment Agency to recruit the Foreign National? Yes No

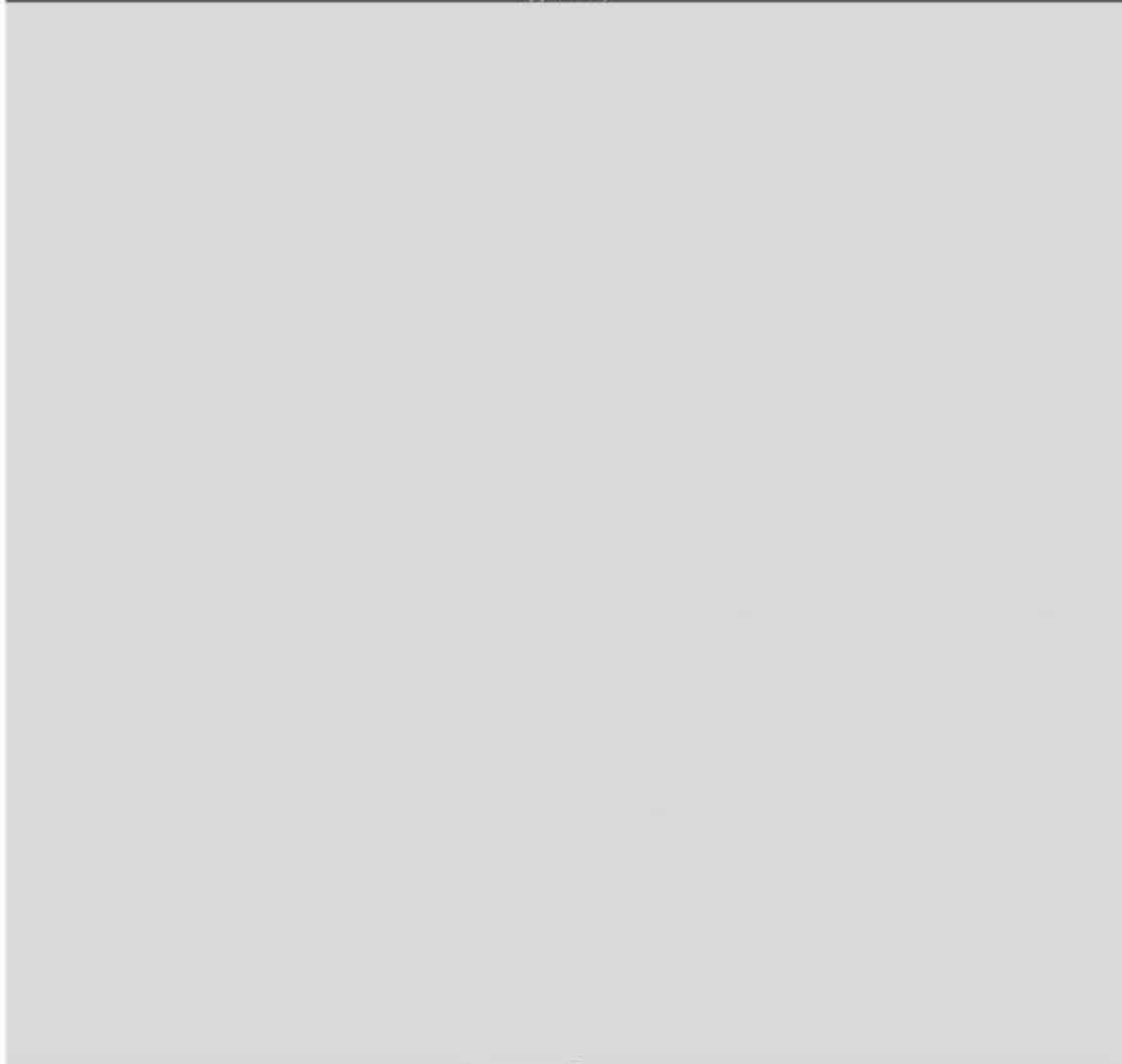
If 'Yes' please provide name and address of the Agent/Recruitment Agency:

	BLOCK CAPITALS
	BLOCK CAPITALS
	BLOCK CAPITALS

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

	BLOCK CAPITALS
	BLOCK CAPITALS

You must now attach the documents outlined in Requirement for Supporting Documentation under "(C) Application Requirements" (if applicable)



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 applicable?

The Person who made the offer of employment is the applicant and has charitable status with the Revenue 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 DiFinance 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) – an e-mail address to request payment must be provided at Question 8. They should also complete Payment Details (Questions 9 and 11) and Payers Declaration below and the relevant payment will be requested when an application is accepted in 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 making the payment: Person who has made the offer of employment Foreign National Other

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

3. Name:

4. Company (if applicable):

5. Telephone Number: 6. Fax Number:

7. Mobile Phone Number:

8. E-mail:

Payment Details

9. Method of Payment: Electronic Funds Transfer Cheque Bank Draft Postal Order

10. Cheque No.

11. Payment enclosed / Amount of Payment Due: €

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, a refund in the case of a refused or withdrawn application will consist of 90% of the total fee paid).

Payer's Signature: Date:

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.

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 Principal 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, 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):

Date:

O	D	M	M	Y	Y
---	---	---	---	---	---

Original of Employment Permit

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 the Agent who was authorised to deal with employment permit applications as part of the Trusted Partner Registration.

**Agent authorised by the
Trusted Partner to deal with
employment permit
applications**

To ensure privacy of data is respected, the foreign national must be in agreement with the nomination of an agent and must sign below. Agents will be copied any correspondence regarding this application.

Agent Name
(in BLOCK CAPITALS):

Title:

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

Signature of Agent:
(Original signature required)

Date:

Agent's Address for Correspondence:

Address 1:

Address 2:

Town:

County:

Country:

E-mail address:

Telephone number:

I, the Foreign National, permit the above named agent to act on my behalf in respect of this application.

Signature of Foreign National:
(Original signature required)

Date:

Certified Copy of Employment Permit

The certified copy of the employment permit will normally be posted to the Person who has made the offer of employment at the registered company/business address provided as part of the Trusted Partner Registration

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

Tick this box if you want the certified copy of the employment permit to be posted to you the Agent who was authorised to deal with employment permit applications as part of the Trusted Partner Registration.

Requirements for Supporting Documentation

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

Additional documentation

The Minister may at times request information that 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 Principal 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 Principal Regulations, in which the foreign national is to be employed.

(D) Schedule of Fees

An application for a new employment permit shall be accompanied by the fee prescribed in the Principal Regulations for the purposes of section 5(2) of the Employments Permits Act 2006 (as amended). The current fees applicable are available on the Department's website.

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)(d) of the Employment Permits Act 2006, as amended.
- 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, 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 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 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, 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, 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, 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.

(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 Person who has made the offer of employment's Trusted Partner Registration: Complete all questions

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.

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

Please supply an **original** 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 course of study

Please supply an **original** 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 Principal Regulations, in which the foreign national is to be employed.

Part Five – Details of Payment: Complete all questions

- Include the appropriate fee if required (the current fees applicable are available on the Department's website).
- 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

EMPLOYMENT PERMITS SECTION**Contact Details**

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's website.

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



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

TPRDPSEP001/15

Application by a Trusted Partner for a Dependant/Partner/Spouse Employment Permit RENEWAL Application

This form should be used where the Employer has been granted Trusted Partner status by the Department of Jobs, Enterprise and Innovation and has been issued with a Trusted Partner Registration Number and where they wish to apply for:

- A renewal of an existing Dependant/Partner/Spouse Employment Permit for the same employer and employment.
- A renewal application for a Dependant/Partner/Spouse Employment Permit should be made within the period of 4 months ending on the date of expiry of the existing Dependant/Partner/Spouse Employment Permit.

This form should NOT be used where an Employer 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. Complete ALL parts of this form as required in BLOCK CAPITALS. 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).

Recent Passport Photograph X1

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

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

The Employer must be the applicant for an employment permit under the Trusted Partner Initiative.

Health Professional

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

Part One Trusted Partner Details

1. Registered name of Company/ Business:		<input type="text"/>									
2. Employer Registered Number: (obtained from the Revenue Commissioners)		<input type="text"/>									
3. Trusted Partner Registration Number: (obtained from the Department of Jobs, Enterprise and Innovation)		9 5 0 <input type="text"/>									
4. Number of EEA* and/or Swiss nationals (including Irish) currently employed by the Employer:					5. Number of non-EEA nationals currently employed by the Employer:						
6. Is all of the information provided by the Employer in their application for Trusted Partner Registration still valid and in-date?		Yes.				No.					

*The EEA comprises the Member States of the European Union together with Iceland, Norway & Liechtenstein.
Requirement for Supporting Documentation under "(A) Requirements for the Employer"

Part Two Details of Foreign National (Holder of Employment Permit)

1. Passport Number:	<input type="text"/>	
2. Expiry Date:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<p>Enter these details exactly as they appear on the Foreign National's passport.</p>
3. Nationality:	<input type="text"/> BLOCK CAPITALS	
4. First Name:	<input type="text"/> BLOCK CAPITALS	
5. Middle Name(s):	<input type="text"/> BLOCK CAPITALS	
6. Family Name:	<input type="text"/> BLOCK CAPITALS	
7. Date of Birth:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
		9. Female: <input type="checkbox"/>
10. Telephone No.:	<input type="text"/>	11. Mobile Phone No.: <input type="text"/>
12. Current Address:	<input type="text"/> BLOCK CAPITALS	
	<input type="text"/> BLOCK CAPITALS	
	<input type="text"/> BLOCK CAPITALS	
	<input type="text"/> BLOCK CAPITALS	
13. Please provide the Foreign National's PPS Number:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
14. Please provide the number of the Employment Permit being renewed:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
15. E-mail:	<input type="text"/>	
16. Immigration Details <i>(Please enter the details exactly as they appear on your current GNIB card*)</i>		
GNIB Pin No.	<input type="text"/>	Dept. No. <input type="text"/>

**If the Foreign National is in the State but does not have a GNIB personal identification number then please supply a copy of their current immigration stamps and visa.*

If the proposed Foreign National has held consecutive employment permits for an uninterrupted period of 5 years and has been working lawfully during this time, s/he may be eligible to apply for a Stamp 4 permission to remain from the Irish Naturalisation and Immigration Service. However, if the proposed Foreign National is unable to obtain a Stamp 4, an employment permit will be required.

If this is the case, by submitting this application the proposed Foreign National confirms that s/he has considered the available options and believes that an employment permit is still required.

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

Part Three Details of Employment

1. Title of Job:

NOTE: Questions 2 and 3 to be completed by Health Professionals and Security Personnel who are listed in Part A and Part B of Schedule 2 in the Principal Regulations.

2. Regulatory Body:

3. Registration/Pin/
Licence No.:

If the application is in respect of Registered Doctors, Nurses or Security Personnel listed in Part A of Schedule 2 in the Principal Regulations please provide your registration details above. Documentary evidence will not be required.

Applications for other Health Professionals listed in Part B of Schedule 2 in the Principal Regulations must provide a copy of their registration with the appropriate medical body or recognition of their qualifications from the Department of Health.

4. Place(s) at which the employment concerned is to be carried out:

5. Proposed Period of Employment
Permit (maximum period of 3
years)*

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

6. Gross Annual Remuneration* (Gross remuneration excludes overtime or premium payments)

7. Gross Annual Salary:
(if different from above)

8. Gross Weekly Salary:

9. Hourly Rate of Pay:

10. Deductions from Gross Weekly Salary:

Please specify purpose of deductions:

11. Health Insurance*:

Please specify name of Health Insurance Provider:

** All amounts which make up the basic salary must appear as payments on the payslips. If Health Insurance is being included in the Gross Annual Remuneration this must be verifiable by way of supporting documentation at renewal stage; such documentation may also be required in the event of a National Employment Rights Authority (NERA) inspection.*

** Health Insurance can only be considered if the provider of the health insurance is a person entered in the Register of Health Benefits Undertakings referred to in section 14 of the Health Insurance Act, 1994.*

12. Number of hours of work per week*:

** Please note that for the purposes of Employment Permit Applications, the standard working week is 39 hours per week.*

13. What are the main functions of this job:

Part Three A

Details of Primary Permit Holder/
Researcher1. Passport
Number:

2. Expiry Date:

3. Nationality:

4. First Name:

5. Middle Name(s):

6. Family Name:

7. Date of Birth:

8. Male:

9. Female:

Enter these details
exactly as they appear on
the Primary Permit
Holder's or Researcher's
passport.

10. Primary Permit Holder's/Researcher's immigration details

Enter below details exactly as they appear on the Primary Permit Holder's/Researcher's GNIB card*.

GNIB Pin No.

Dept. No.

* If the Primary Permit Holder/Researcher is in the State but does not have a GNIB personal identification number then please supply a copy of their current immigration stamps and visa

11. Please enter the Hosting Agreement number for the Researcher (if applicable):

You must now attach the documents outlined in Requirement for Supporting Documentation under "(C) Application Requirements"
(if applicable)

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 applicable?

The Employer is the applicant and has charitable status with the Revenue 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

Unlimited General, Reactivation or Sports and Cultural 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 DiFinance 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) – an e-mail address to request payment must be provided at Question 8. They should also complete Payment Details (Questions 9 and 11) and Payers Declaration below and the relevant 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 making the payment:

Employer

Foreign National

Other

2. Title:

Mr

Mrs

Miss

Ms

Other (please state)

3. Name

4. Company (if applicable):

5. Telephone Number:

6. Fax Number:

7. Mobile Phone Number:

8. E-mail:

Payment Details

9. Method of Payment:

Electronic Funds Transfer

Cheque

Bank Draft

Postal Order

10. Cheque No.

11. Payment enclosed / Amount of Payment Due:

€

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, 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 required)

Date:

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.

Part Six 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 Principal 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, 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):

Date:

D	D	M	M	Y	Y
---	---	---	---	---	---

Original of Employment Permit

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 Employer as stated in Part 1 of this Form.

Tick this box if you want your permit to be posted to the Agent who was authorised to deal with employment permit applications as part of the Trusted Partner Registration.

**Agent authorised by the
Trusted Partner to deal with
employment permit
applications**

To ensure privacy of data is respected, the foreign national must be in agreement with the nomination of an agent and must sign below. Agents will be copied any correspondence regarding this application.

Agent Name
(in BLOCK CAPITALS): Title:

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

Signature of Agent:
(Original signature required) Date:

Agent's Address for Correspondence:

Address 1:

Address 2:

Town:

County:

Country:

E-mail address:

Telephone number:

I, the Foreign National, permit the above named agent to act on my behalf in respect of this application.

Signature of Foreign National:
(Original signature required) Date:

Certified Copy of Employment Permit
The certified copy of the employment permit will normally be posted to the Employer at the registered company/business address provided as part of the Trusted Partner Registration

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

Tick this box if you want the certified copy of the employment permit to be posted to you the Agent who was authorised to deal with employment permit applications as part of the Trusted Partner Registration.

Requirements for Supporting Documentation

(A) Requirements for the Employer

Additional documentation

The Minister may at times request information that 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 Principal 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 3 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 P80s 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 Principal Regulations for the purposes of section 5(2) of the Employment Permits Act 2006 (as amended). The current fees applicable are available on the Department's website.

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 DiFinance 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)(d) of the Employment Permits Act 2006, as amended.
- 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, 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, 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 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, 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, 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, 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.

(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 Employer's Trusted Partner Registration: Complete <u>all</u> questions
<p>Part Two – Details of Foreign National: Complete <u>all</u> questions</p> <p>Please supply clear copies (preferably in colour) of the following:</p> <ul style="list-style-type: none"> • 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). <p>Original documents should not be submitted.</p>
<p>Part Three – Details of Employment: Complete <u>all</u> questions (unless otherwise specified)</p> <p>Please supply clear copies (preferably in colour) of the following in respect of the primary permit holder or researcher:</p> <ul style="list-style-type: none"> • 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. <p>Please provide the following:</p> <ul style="list-style-type: none"> • 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. <p>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:</p> <ul style="list-style-type: none"> • A copy of registration with the appropriate regulatory body or recognition of qualifications pursuant to Schedule 2 in the Principal Regulations. <p>Please supply the following in the case of the renewal of an employment in a restaurant or a fast food outlet:</p> <ul style="list-style-type: none"> • an up-to-date tax clearance certificate in respect of the Employer.
<p>Part Four – Details of Payment: Complete <u>all</u> questions</p> <ul style="list-style-type: none"> • Include the appropriate fee if required (the current fees applicable are available on the Department's website). • Sign Payer declaration - original signature required. • 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.
<p>Part Five - Acceptance of Terms & Conditions</p> <ul style="list-style-type: none"> • Sign and date the appropriate declarations - original signatures required.

EMPLOYMENT PERMITS SECTION

Contact Details

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's website.

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

TPRGEP001/15

Application by a Trusted Partner for a General Employment Permit RENEWAL Application

This form should be used where the Employer has been granted Trusted Partner status by the Department of Jobs, Enterprise and Innovation and has been issued with a Trusted Partner Registration Number and where they 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 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. Complete ALL parts of this form as required in BLOCK CAPITALS. 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).

Recent Passport
Photograph
X1

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

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

The Employer must be the applicant for an employment permit under the Trusted Partner Initiative.

Health Professional

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

Part One Trusted Partner Details

1. Registered name of Company/ Business:

2. Employer Registered Number:
(obtained from the Revenue Commissioners)

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3. Trusted Partner Registration Number:
(obtained from the Department of Jobs, Enterprise and Innovation)

9	5	0																	
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4. Number of EEA* and/or Swiss nationals (including Irish) currently employed by the Employer:

5. Number of non-EEA nationals currently employed by the Employer:

6. Is all of the information provided by the Employer in their application for Trusted Partner Registration still valid and in-date?

Yes.

No.

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

Requirement for Supporting Documentation under "(A) Requirements for the Employer"

Part Two Details of Foreign National (Holder of Employment Permit)

1. Passport Number:

2. Expiry Date:

3. Nationality: BLOCK CAPITALS

4. First Name: BLOCK CAPITALS

5. Middle Name(s): BLOCK CAPITALS

6. Family Name: BLOCK CAPITALS

7. Date of Birth:

8. Male: 9. Female:

10. Telephone No.:

11. Mobile Phone No.:

12. Current Address: BLOCK CAPITALS
 BLOCK CAPITALS
 BLOCK CAPITALS
 BLOCK CAPITALS

13. Please provide the Foreign National's PPS Number:

14. Please provide the number of the Employment Permit being renewed:

15. E-mail:

16. Immigration Details (Please enter the details exactly as they appear on your current GNIB card*)

GNIB Pin No. Dept. No.

**If the Foreign National is in the State but does not have a GNIB personal identification number then please supply a copy of their current immigration stamps and visa.*

If the proposed Foreign National has held consecutive employment permits for an uninterrupted period of 5 years and has been working lawfully during this time, s/he may be eligible to apply for a Stamp 4 permission to remain from the Irish Naturalisation and Immigration Service. However, if the proposed Foreign National is unable to obtain a Stamp 4, an employment permit will be required.

If this is the case, by submitting this application the proposed Foreign National confirms that s/he has considered the available options and believes that an employment permit is still required.

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

Part Three Details of Employment

1. Title of Job:

NOTE: Questions 2 and 3 to be completed by Health Professionals and Security Personnel who are listed in Part A and Part B of Schedule 2 in the Principal Regulations.

2. Regulatory Body:

3. Registration/Pin/
Licence No.:

If the application is in respect of Registered Doctors, Nurses or Security Personnel listed in Part A of Schedule 2 in the Principal Regulations please provide your registration details above. Documentary evidence will not be required.

Applications for other Health Professionals listed in Part B of Schedule 2 in the Principal Regulations must provide a copy of their registration with the appropriate medical body or recognition of their qualifications from the Department of Health.

4. Place(s) at which the employment concerned is to be carried out:

5. Proposed Period of Employment Permit (maximum period of 3 years)*

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

6. Gross Annual Remuneration* (Gross remuneration excludes overtime or premium payments)

7. Gross Annual Salary:
(if different from above)

8. Gross Weekly Salary:

9. Hourly Rate of Pay:

10. Deductions from Gross Weekly Salary:

Please specify purpose of deductions:

11. Health Insurance*:

Please specify name of Health Insurance Provider:

** All amounts which make up the basic salary must appear as payments on the payslips. If Health Insurance is being included in the Gross Annual Remuneration this must be verifiable by way of supporting documentation at renewal stage; such documentation may also be required in the event of a National Employment Rights Authority (NERA) inspection.*

** Health Insurance can only be considered if the provider of the health insurance is a person entered in the Register of Health Benefits Undertakings referred to in section 14 of the Health Insurance Act, 1994.*

12. Number of hours of work per week*:

** Please note that for the purposes of Employment Permit Applications, the standard working week is 39 hours per week.*

13. What are the main functions of this job:

You must now attach the documents outlined in Requirement for Supporting Documentation under "(C) Application Requirements" (if applicable)

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 applicable?

The Employer is the applicant and has charitable status with the Revenue 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

Unlimited General, Reactivation or Sports and Cultural 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 DiFinance 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) – an e-mail address to request payment must be provided at Question 8. They should also complete Payment Details (Questions 9 and 11) and Payers Declaration below and the relevant 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 making the payment:

Employer

Foreign National

Other

2. Title:

Mr

Mrs

Miss

Ms

Other (please state)

3. Name

4. Company (if applicable):

5. Telephone Number:

6. Fax Number:

7. Mobile Phone Number:

8. E-mail:

Payment Details

9. Method of Payment:

Electronic Funds Transfer

Cheque

Bank Draft

Postal Order

10. Cheque No.

11. Payment enclosed / Amount of Payment Due:

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, 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 required)

Date:

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.

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 Principal 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, 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):

Date:

Original of Employment Permit

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 Employer as stated in Part 1 of this Form.

Tick this box if you want your permit to be posted to the Agent who was authorised to deal with employment permit applications as part of the Trusted Partner Registration.

**Agent authorised by the
Trusted Partner to deal with
employment permit
applications**

To ensure privacy of data is respected, the foreign national must be in agreement with the nomination of an agent and must sign below. Agents will be copied any correspondence regarding this application.

Agent Name
(in BLOCK CAPITALS):

BLOCK CAPITALS

Title:

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

Signature of Agent:
(Original signature required)

Date:

D D M M Y Y

Agent'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:

I, the Foreign National, permit the above named agent to act on my behalf in respect of this application.

Signature of Foreign National:
(Original signature required)

Date:

D D M M Y Y

Certified Copy of Employment Permit

The certified copy of the employment permit will normally be posted to the Employer at the registered company/business address provided as part of the Trusted Partner Registration

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

Tick this box if you want the certified copy of the employment permit to be posted to you the Agent who was authorised to deal with employment permit applications as part of the Trusted Partner Registration.

Requirements for Supporting Documentation

(A) Requirements for the Employer

Additional documentation

The Minister may at times request information that 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 Principal 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 3 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 Principal Regulations for the purposes of section 5(2) of the Employments Permits Act 2006 (as amended). The current fees applicable are available on the Department's website.

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)(d) of the Employment Permits Act 2006, as amended.
- 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, 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, 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 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, 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, 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, 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.

(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 Employer's Trusted Partner Registration: Complete <u>all</u> questions
<p>Part Two – Details of Foreign National: Complete <u>all</u> questions</p> <p>Please supply clear copies (preferably in colour) of the following:</p> <ul style="list-style-type: none"> • 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). <p>Original documents should not be submitted.</p>
<p>Part Three – Details of Employment: Complete <u>all</u> questions (unless otherwise specified)</p> <p>Please provide the following:</p> <ul style="list-style-type: none"> • 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. <p>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:</p> <ul style="list-style-type: none"> • A copy of registration with the appropriate regulatory body or recognition of qualifications pursuant to Schedule 2 in the Principal Regulations. <p>Please supply the following in the case of the renewal of an employment in a restaurant or a fast food outlet:</p> <ul style="list-style-type: none"> • an up-to-date tax clearance certificate in respect of the Employer.
<p>Part Four – Details of Payment: Complete <u>all</u> questions</p> <ul style="list-style-type: none"> • Include the appropriate fee if required (the current fees applicable are available on the Department's website). • Sign Payer declaration - original signature required. • 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.
<p>Part Five - Acceptance of Terms & Conditions</p> <ul style="list-style-type: none"> • Sign and date the appropriate declarations - original signatures required.

EMPLOYMENT PERMITS SECTION

Contact Details

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's website.

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 L

Application form for renewal of Intra-Company Transfer Employment Permit



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

TPRICTEP001/15

Application by Trusted Partner for an Intra-Company Transfer Employment Permit RENEWAL Application

This form should be used where the Connected Person has been granted Trusted Partner status by the Department of Jobs, Enterprise and Innovation and has been issued with a Trusted Partner Registration Number and where they wish to apply for:

- A renewal of an existing Intra-Company Transfer Employment Permit to provide for the Foreign National, the holder of the existing Intra-Company Transfer Employment, to continue to:
 - carry out duties for the Connected Person in the State in the same employment in senior management or employments requiring specialist knowledge, qualifications or experience essential to the Connected Person's service, research equipment, techniques or management.
- A renewal application for an Intra-Company Transfer Employment Permit should be made within the period of 4 months ending on the date of expiry of the existing Intra-Company Transfer Employment Permit.

Before completing this form, please read, and follow, the relevant permit information which is available on our website. Complete ALL parts of this form as required in BLOCK CAPITALS. The Foreign 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).

Passport Photograph

X1

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

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

In accordance with the Employment Permits Act 2006, as amended, the Connected Person (Irish Entity) must be the applicant in respect of all Intra-Company Transfer Employment Permit applications.

Part One

Trusted Partner Details

1. Registered name of Company/ Business:	<input type="text"/>									
2. Employer Registered Number: (obtained from the Revenue Commissioners)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3. Trusted Partner Registration Number: (obtained from the Department of Jobs, Enterprise and Innovation)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4. Number of EEA* and/or Swiss nationals (including Irish) currently employed by the Connected Person:	<input type="text"/>	5. Number of non-EEA nationals currently employed by the Connected Person:								<input type="text"/>
6. Is all of the information provided by the Connected Person in their application for Trusted Partner Registration still valid and in-date?	Yes.	<input type="text"/>	No.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

Part One A		Details of the Foreign Employer	
1. Name of Foreign Employer:	<input type="text" value="BLOCK CAPITALS"/>		
2. Address of Foreign Employer:	<input type="text" value="BLOCK CAPITALS"/>		
	<input type="text" value="BLOCK CAPITALS"/>		
	<input type="text" value="BLOCK CAPITALS"/>		
	<input type="text" value="BLOCK CAPITALS"/>		

Requirement for Supporting Documentation under "(A) Requirements for Connected Person"

Part Two		Details of Foreign National (Holder of Employment Permit)	
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1. Passport Number:	<input type="text"/>			
2. Expiry Date:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3. Nationality:	<input type="text" value="BLOCK CAPITALS"/>			Enter these details exactly as they appear on the Foreign National's passport.
4. First Name:	<input type="text" value="BLOCK CAPITALS"/>			
5. Middle Name(s):	<input type="text" value="BLOCK CAPITALS"/>			
6. Family Name:	<input type="text" value="BLOCK CAPITALS"/>			
7. Date of Birth:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
			8. Male:	<input type="checkbox"/>
			9. Female:	<input type="checkbox"/>
10. Current Address <i>(foreign address required if residing outside the State):</i>	Address 1: <input type="text" value="BLOCK CAPITALS"/>			
	Address 2: <input type="text" value="BLOCK CAPITALS"/>			
	Town: <input type="text" value="BLOCK CAPITALS"/>			
	County: <input type="text" value="BLOCK CAPITALS"/>			
	Country: <input type="text" value="BLOCK CAPITALS"/>			
11. Telephone No.:	<input type="text"/>			12. Mobile Phone No.:
	<input type="text"/>			<input type="text"/>
13. Please provide the Foreign National's PPS Number:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
14. Please provide the number of the Employment Permit being renewed:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
15. E-mail address:	<input type="text"/>			
16. Immigration Details <i>(Please enter the details exactly as they appear on your current GNIB card*)</i>	GNIB Pin No. <input type="text"/>			
	Dept. No. <input type="text"/>			

**If the Foreign National is in the State but does not have a GNIB personal identification number then please supply a copy of the current immigration stamps and visa*

Part Three **Details of Requirement for Renewal of Intra-Company Transfer**

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.



Part Four Details of Employment

1. Proposed Position of Foreign National with Connected Person:

NOTE: Questions 2 and 3 to be completed by Health Professionals only.

2. Regulatory Body:

3. Registration/Pin:

If the application is in respect of Registered Doctors or Nurses listed in Part A of Schedule 2 in the Principal Regulations please provide your registration details above. Documentary evidence will not be required.

Applications for other Health Professionals listed in Part B of Schedule 2 in the Principal Regulations must provide a copy of their registration with the appropriate medical body or recognition of their qualifications from the Department of Health.

4. Duration of Transfer (definite start and end dates up to a maximum of 3 years)*:

** All renewal Employment Permit applications should be submitted to this Department at least 12 weeks before the expiry date of the existing Employment Permit. It should be noted that Intra-Company Transfer Employment Permits can only be issued for a maximum period of 5 years.*

5. Place(s) at which the duties/training concerned is to be carried out:

6. Calculation of Remuneration*:

** Basic Salary, Payments in respect of Board and Accommodation (or its monetary value) and Health Insurance can be included. If the current basic hourly rate of pay is below the Irish National Minimum Wage hourly rate or a rate of pay fixed under or pursuant to any other enactment for the employment concerned, the additional payment to bring it up to or over the hourly minimum wage level should be shown separately below. The amount reckonable for this purpose must be an amount that is deemed allowable under Schedule One of the Minimum Wage Act, 2000.*

	Annual Salary (Foreign Currency)	Hourly Rate (Foreign Currency)	Annual Salary (in euro)	Hourly Rate (in euro)	Exchange Rate Used
(a) Current Basic Annual Salary			€	€	
(b) Additional Payment to bring Basic Annual Salary up to or over the Irish National Minimum Wage or the rate of pay fixed under or pursuant to any other enactment (if applicable)			€	€	
(c) Deductions from either (a) or (b) above (if applicable)			€		
(d) Total Basic Annual Salary less deductions at (c) (if applicable)			€		
Board and Accommodation	Payments in respect of (if applicable)		€		
	Monetary Value of (if applicable)		€		
Payments in respect of Health Insurance (if applicable)			€		
Total Remuneration			€	€	

All amounts which make up the basic salary, including any additional 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 at renewal stage.

7. Number of hours of work per week*:

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

8. What are the main functions of this job:

You must now attach the documents outlined in Requirement for Supporting Documentation under "(C) Application Requirements."

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 applicable?

The Connected Person has charitable status with the Revenue Commissioners

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) – an e-mail address to request payment must be provided at Question 8. They should also complete Payment Details (Questions 9 and 11) and Payers Declaration below and the relevant 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 making the payment:

Connected Person

Other

2. Title:

Mr

Mrs

Miss

Ms

Other (please state)

3. Name:

4. Company (if applicable):

5. Telephone Number:

6. Fax Number:

7. Mobile Phone Number:

8. E-mail:

Payment Details

9. Method of Payment:

Electronic Funds Transfer

Cheque

Bank Draft

Postal Order

10. Cheque No.

11. Payment enclosed / Amount of Payment Due:

€

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, 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 required)

Date:

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.

Part Six Acceptance of Terms & Conditions

Declaration of Foreign National

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 Principal 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 in the State.

Furthermore, I understand and accept that in accordance with Section 25 of the Employment Permits Act 2006, as amended, 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):

Date:

D	D	M	M	Y	Y
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Original of Employment Permit

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 Connected Person as stated in Part 1 of this Form.

Tick this box if you want your permit to be posted to the Agent who was authorised to deal with employment permit applications as part of the Trusted Partner Registration.

Declaration of Foreign Employer

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 Principal 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 an additional payment to achieve at least 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; and
- in cases where I am assuming responsibility for the provision of board and accommodation (or either of them) and health insurance in respect of the Foreign National that:
 - appropriate board and accommodation (or either of them) will be provided for the Foreign National while he or she is in the State to carry out duties for, or participate in a training programme provided by the Connected Person,
 - appropriate Health Insurance will be provided in respect of the Foreign National should he or she require medical treatment for illness or injury during the period for which he or she will be in the State pursuant to the employment permit; and
- where a person outside the State provides insurance for medical treatment in respect of the Foreign National, the health insurance has the same, or similar, effect as the health insurance provided by a health insurer entered in the Register of Health Benefits Undertakings referred to in section 14 of the Health Insurance Act 1994.

I understand and accept that:

- in accordance with Section 23 of the Employment Permits Act 2006, as amended, 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.
- 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):

Title:

Position Held:

Date:

D	D	M	M	Y	Y
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**Agent authorised by the
Trusted Partner to deal with
employment permit
applications**

To ensure privacy of data is respected, the foreign national and the foreign employer must be in agreement with the nomination of an agent and must sign below. Agents will be copied any correspondence regarding this application.

Agent Name
(in BLOCK CAPITALS):

Title:

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

Signature of Agent:
(Original signature required)

Date:

Agent's Address for Correspondence:

Address 1:

Address 2:

Town:

County:

Country:

E-mail address:

Telephone number:

I, the Foreign National, permit the above named agent to act on my behalf in respect of this application.

Signature of Foreign National:
(Original signature required)

Date:

I, 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:

Certified Copy of Employment Permit

The certified copy of the employment permit will normally be posted to the Employer at the registered company/business address provided as part of the Trusted Partner Registration

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

Tick this box if you want the certified copy of the employment permit to be posted to you the Agent who was authorised to deal with employment permit applications as part of the Trusted Partner Registration.

Requirements for Supporting Documentation

(A) Requirements for Connected Person

Additional documentation

The Minister may at times request information that 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 Principal 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 3 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.
- 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.

(D) Schedule of Fees

An application for a new employment permit shall be accompanied by the fee prescribed in the Principal Regulations for the purposes of section 5(2) of the Employment Permits Act 2006 (as amended). The current fees applicable are available on the Department's website.

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.
- C. The Foreign National remains an employee of the Foreign Employer for the duration of the transfer.
- D. 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, 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, 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 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 4600 / 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, 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, 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, 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.

(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's Trusted Partner Registration: Complete all questions**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 Principal 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.
- 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.

EMPLOYMENT PERMITS SECTION**Contact Details**

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's website.

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 M

Application form for renewal of Contract for Services Employment Permit



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

TPRCFSEP001/15

Application by Trusted Partner for a Contract for Services Employment Permit RENEWAL Application

This form should be used where an EEA Contractor has been granted Trusted Partner status by the Department of Jobs, Enterprise and Innovation and has been issued with a Trusted Partner Registration Number and where they 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. Complete ALL parts of this form as required in BLOCK CAPITALS. 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).

Passport Photograph

X1

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

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

In accordance with the Employment Permits Act 2006, as amended, the Contractor (foreign employer) must be the applicant in respect of all Contract for Services Employment Permit applications.

Part One	Trusted Partner Details										
1. Registered name of Company/ Business:	<input style="width: 100%;" type="text"/>										
2. Employer Registered Number: <small>(obtained from the Revenue Commissioners)</small>	<table border="1" style="width: 100%; height: 20px;"><tr><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td></tr></table>										
3. Trusted Partner Registration Number: <small>(obtained from the Department of Jobs, Enterprise and Innovation)</small>	<table border="1" style="width: 100%; height: 20px;"><tr><td style="width: 12.5%; text-align: center;">9</td><td style="width: 12.5%; text-align: center;">5</td><td style="width: 12.5%; text-align: center;">0</td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td></tr></table>	9	5	0							
9	5	0									
4. Number of EEA* and/or Swiss nationals (including Irish) currently employed by the Contractor:	<table border="1" style="width: 100%; height: 20px;"><tr><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td></tr></table>										
5. Number of non-EEA nationals currently employed by the Contractor:	<table border="1" style="width: 100%; height: 20px;"><tr><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td></tr></table>										
6. Is all of the information provided by the Contractor in their application for Trusted Partner Registration still valid and in-date?	<table border="1" style="width: 100%; text-align: center;"> <tr> <td style="width: 50%;">Yes.</td> <td style="width: 50%;">No.</td> </tr> <tr> <td style="width: 50%; height: 20px;"></td> <td style="width: 50%; height: 20px;"></td> </tr> </table>	Yes.	No.								
Yes.	No.										
<small>*The EEA comprises the Member States of the European Union together with Iceland, Norway & Liechtenstein.</small>											

Part One A**Details of Relevant Person**

1. Name of Relevant Person (Irish Entity):

BLOCK CAPITALS

2. Address of Relevant Person (Irish Entity):
(Primary address/location at which the employment concerned, in respect of the Contract for Services, is to be carried out)

BLOCK CAPITALS

BLOCK CAPITALS

BLOCK CAPITALS

BLOCK CAPITALS

3. Number of EEA* and/or Swiss nationals (including Irish) currently employed by the Relevant Person:

4. Number of non EEA nationals currently employed by the Relevant Person:

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

See Requirements for Supporting Documentation "(A) Requirements for Contractor."

Part Two**Details of Foreign National
(Holder of Employment Permit)**

1. Passport Number:

BLOCK CAPITALS

2. Expiry Date:

D O M M Y Y

3. Nationality:

BLOCK CAPITALS

Enter these details exactly as they appear on the Foreign National's passport.

4. First Name:

BLOCK CAPITALS

5. Middle Name(s):

BLOCK CAPITALS

6. Family Name:

BLOCK CAPITALS

7. Date of Birth:

D O M M Y Y

8. Male:

9. Female:

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

Address 1:

BLOCK CAPITALS

Address 2:

BLOCK CAPITALS

Town:

BLOCK CAPITALS

County:

BLOCK CAPITALS

Country:

BLOCK CAPITALS

11. Telephone No.:

BLOCK CAPITALS

12. Mobile Phone No.:

BLOCK CAPITALS

13. Please provide the Foreign National's PPS Number:

BLOCK CAPITALS

14. Please provide the number of the Employment Permit being renewed:

BLOCK CAPITALS

15. E-mail address:

BLOCK CAPITALS

16. Immigration Details (Please enter the details exactly as they appear on your current GNIB card*)

GNIB Pin No.

BLOCK CAPITALS

Dept. No.

BLOCK CAPITALS

*If the Foreign National is in the State but does not have a GNIB personal identification number then please supply a copy of the current immigration stamps and visa.

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

Part Three **Details of requirement for continuation of services to be provided as part of the Contract Service Agreement**

Please outline, in detail, the requirement for the continuation of services to be provided as part of the Contract Service Agreement. This should include a description of the functions that will continue to be undertaken by the Foreign National in the State.

A large, empty rectangular box with a thin black border, intended for the user to provide detailed requirements for the continuation of services. The box is currently blank.

Part Four Details of Employment

1. Title of Job:

BLOCK CAPITALS

NOTE: Questions 2 and 3 to be completed by Health Professionals only.

2. Regulatory Body:

BLOCK CAPITALS

3. Registration/Pin/Licence No.:

If the application is in respect of Registered Doctors or Nurses listed in Part A of Schedule 2 in the Principal Regulations please provide your registration details above. Documentary evidence will not be required.

Applications for other Health Professionals listed in Part B of Schedule 2 in the Principal Regulations must provide a copy of their registration with the appropriate medical body or recognition of their qualifications from the Department of Health.

4. Place(s) at which the employment concerned is to be carried out:

BLOCK CAPITALS

BLOCK CAPITALS

5. Proposed Period of Employment Permit (maximum period of 3 years)

6. Proposed Start Date*:

D	D	M	M	Y	Y
---	---	---	---	---	---

* We recommend all Employment Permit applications be submitted to the Department at least 12 weeks before the proposed start date of employment. It should be noted that Contract for Services Employment Permits can only be issued for a maximum period of 5 years.

7. Calculation of Remuneration*:

* Basic Salary, Payments in respect of Board and Accommodation (or its monetary value) and Health Insurance can be included. If the current basic hourly rate of pay is below the Irish National Minimum Wage hourly rate or an hourly rate of pay fixed under or pursuant to any other enactment, the additional payment to bring it up to or over the applicable hourly level should be shown separately below. The amount reckonable for this purpose must be an amount that is deemed allowable under Schedule One of the Minimum Wage Act, 2000.

	Annual Salary (Foreign Currency)	Hourly Rate (Foreign Currency)	Annual Salary (in euro)	Hourly Rate (in euro)	Exchange Rate Used
(a) Current Basic Annual Salary			€	€	
(b) Additional Payment to bring Basic Annual Salary up to or over the Irish National Minimum Wage or the rate fixed under or pursuant to any other enactment (if applicable)			€	€	
(c) Deductions from either (a) or (b) above (if applicable)			€		
(d) Total Basic Annual Salary less deductions at (c) (if applicable)			€		
Board and Accommodation	Payments in respect of (if applicable)		€		
	Monetary Value of (if applicable)		€		
Payments in respect of Health Insurance (if applicable)			€		
Total Remuneration			€	€	

All amounts which make up the basic salary, including any additional 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 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 39 hours per week.

9. What are the main functions of this job:

BLOCK CAPITALS

BLOCK CAPITALS

You must now attach the documents outlined in Requirements for Supporting Documentation "(C) Application Requirements".

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 applicable? 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) – an e-mail address to request payment must be provided at Question 8. They should also complete Payment Details (Questions 9 and 11) and Payers Declaration below and the relevant 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 making the payment: Contractor Other

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

3. Name:

4. Company (if applicable):

5. Telephone Number: 6. Fax Number:

7. Mobile Phone Number:

8. E-mail:

Payment Details

9. Method of Payment: Electronic Funds Transfer Cheque Bank Draft Postal Order

10. Cheque No.

11. Payment enclosed / Amount of Payment Due: €

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, 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 required) Date:

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.

Part Six**Acceptance of Terms & Conditions****Declaration of Foreign National**

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 Principal 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 in the State.

Furthermore, I understand and accept that in accordance with Section 25 of the Employment Permits Act 2006, as amended, 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):

Date:

Original of Employment Permit

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 Contractor as stated in Part 1 of this Form.

Tick this box if you want your permit to be posted to the Agent who was authorised to deal with employment permit applications as part of the Trusted Partner Registration.

Declaration of Relevant Person

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, 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)

Name (in BLOCK CAPITALS):

Title:

Position Held:

Date:

**Agent authorised by the
Trusted Partner to deal with
employment permit
applications**

To ensure privacy of data is respected, the foreign national and the relevant person must be in agreement with the nomination of an agent and must sign below. Agents will be copied any correspondence regarding this application.

Agent Name
(in BLOCK CAPITALS):

Title:

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

Signature of Agent:
(Original signature required)

Date:

Agent's Address for Correspondence:

Address 1:

Address 2:

Town:

County:

Country:

E-mail address:

Telephone number:

I, the Foreign National, permit the above named agent to act on my behalf in respect of this application.

Signature of Foreign National:
(Original signature required)

Date:

I, the Relevant Person, assent to the above named agent acting on behalf of the Contractor in respect of this application.

Signature of Relevant Person:
(Original signature required)

Date:

Certified Copy of Employment Permit

The certified copy of the employment permit will normally be posted to the Contractor at the registered company/business address provided as part of the Trusted Partner Registration

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

Tick this box if you want the certified copy of the employment permit to be posted to you the Agent who was authorised to deal with employment permit applications as part of the Trusted Partner Registration.

Requirements for Supporting Documentation

(A) Requirements for Contractor

Additional documentation

The Minister may at times request information that 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 Principal 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 3 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.
- 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.

(D) Schedule of Fees

An application for a new employment permit shall be accompanied by the fee prescribed in the Principal Regulations for the purposes of section 5(2) of the Employment Permits Act 2006 (as amended). The current fees applicable are available on the Department's website.

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.
- 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 applicable) for each Employment Permit granted.
- H. In line with section 24 of the Employment Permits Act 2006, as amended, 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, 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 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, 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, 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, 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.

(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's Trusted Partner Registration: Complete all questions**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 requirement for continuation of service.

- Please complete in relation to the requirement for renewal of Contract for Services Employment Permit.

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 5, Questions 3 and 4:

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

EMPLOYMENT PERMITS SECTION**Contact Details**

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's website.

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

TPRREP001/15

Application by a Trusted Partner for a Reactivation Employment Permit RENEWAL Application

This form should be used where the Employer has been granted Trusted Partner status by the Department of Jobs, Enterprise and Innovation and has been issued with a Trusted Partner Registration Number and where they 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 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. Complete ALL parts of this form as required in BLOCK CAPITALS. 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).

Recent Passport Photograph X1

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

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

The Employer must be the applicant for an employment permit under the Trusted Partner Initiative.

Health Professional

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

Part One Trusted Partner Details

1. Registered name of Company/ Business:	<input type="text"/>										
2. Employer Registered Number: (obtained from the Revenue Commissioners)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
3. Trusted Partner Registration Number: (obtained from the Department of Jobs, Enterprise and Innovation)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
4. Number of EEA* and/or Swiss nationals (including Irish) currently employed by the Employer:	<input type="text"/>	5. Number of non-EEA nationals currently employed by the Employer:					<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
6. Is all of the information provided by the Employer in their application for Trusted Partner Registration still valid and in-date?	Yes.	<input type="text"/>	No.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

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

Requirement for Supporting Documentation under "(A) Requirements for the Employer"

Part Two Details of Foreign National (Holder of Employment Permit)

1. Passport Number:	<input type="text"/>	
2. Expiry Date:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Enter these details exactly as they appear on the Foreign National's passport.
3. Nationality:	<input type="text"/> BLOCK CAPITALS	
4. First Name:	<input type="text"/> BLOCK CAPITALS	
5. Middle Name(s):	<input type="text"/> BLOCK CAPITALS	
6. Family Name:	<input type="text"/> BLOCK CAPITALS	
7. Date of Birth:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
		9. Female: <input type="checkbox"/>
10. Telephone No.:	<input type="text"/>	11. Mobile Phone No.: <input type="text"/>
12. Current Address:	<input type="text"/> BLOCK CAPITALS	
	<input type="text"/> BLOCK CAPITALS	
	<input type="text"/> BLOCK CAPITALS	
	<input type="text"/> BLOCK CAPITALS	
13. Please provide the Foreign National's PPS Number:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
14. Please provide the number of the Employment Permit being renewed:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
15. E-mail:	<input type="text"/>	
16. Immigration Details <i>(Please enter the details exactly as they appear on your current GNIB card*)</i>		
GNIB Pin No.	<input type="text"/>	Dept. No. <input type="text"/>

**If the Foreign National is in the State but does not have a GNIB personal identification number then please supply a copy of their current immigration stamps and visa.*

If the proposed Foreign National has held consecutive employment permits for an uninterrupted period of 5 years and has been working lawfully during this time, s/he may be eligible to apply for a Stamp 4 permission to remain from the Irish Naturalisation and Immigration Service. However, if the proposed Foreign National is unable to obtain a Stamp 4, an employment permit will be required.

If this is the case, by submitting this application the proposed Foreign National confirms that s/he has considered the available options and believes that an employment permit is still required.

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

Part Three Details of Employment

1. Title of Job:

NOTE: Questions 2 and 3 to be completed by Health Professionals and Security Personnel who are listed in Part A and Part B of Schedule 2 in the Principal Regulations.

2. Regulatory Body:

3. Registration/Pin/
Licence No.:

If the application is in respect of Registered Doctors, Nurses or Security Personnel listed in Part A of Schedule 2 in the Principal Regulations please provide your registration details above. Documentary evidence will not be required.

Applications for other Health Professionals listed in Part B of Schedule 2 in the Principal Regulations must provide a copy of their registration with the appropriate medical body or recognition of their qualifications from the Department of Health.

4. Place(s) at which the employment concerned is to be carried out:

5. Proposed Period of Employment
Permit (maximum period of 3
years)*

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

6. Gross Annual Remuneration* (Gross remuneration excludes overtime or premium payments)

7. Gross Annual Salary:
(if different from above)

8. Gross Weekly Salary:

9. Hourly Rate of Pay:

10. Deductions from Gross Weekly Salary:

Please specify purpose of deductions:

11. Health Insurance*:

Please specify name of Health Insurance Provider:

** All amounts which make up the basic salary must appear as payments on the payslips. If Health Insurance is being included in the Gross Annual Remuneration this must be verifiable by way of supporting documentation at renewal stage; such documentation may also be required in the event of a National Employment Rights Authority (NERA) inspection.*

** Health Insurance can only be considered if the provider of the health insurance is a person entered in the Register of Health Benefits Undertakings referred to in section 14 of the Health Insurance Act, 1994.*

12. Number of hours of work per week*:

** Please note that for the purposes of Employment Permit Applications, the standard working week is 39 hours per week.*

13. What are the main functions of this job:

You must now attach the documents outlined in Requirement for Supporting Documentation under "(C) Application Requirements" (if applicable)

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 applicable?

The Employer is the applicant and has charitable status with the Revenue 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

Unlimited General, Reactivation or Sports and Cultural 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 DiFinance 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) – an e-mail address to request payment must be provided at Question 8. They should also complete Payment Details (Questions 9 and 11) and Payers Declaration below and the relevant 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 making the payment:

Employer

Foreign National

Other

2. Title:

Mr

Mrs

Miss

Ms

Other
(please state)

3. Name

4. Company (if applicable):

5. Telephone Number:

6. Fax Number:

7. Mobile Phone Number:

8. E-mail:

Payment Details

9. Method of Payment:

Electronic Funds
Transfer

Cheque

Bank Draft

Postal
Order

10. Cheque No.

11. Payment enclosed /
Amount of Payment Due:

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, 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 required)

Date:

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.

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 Principal 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, 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):

Date:

D	D	M	M	Y	Y
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Original of Employment Permit

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 Employer as stated in Part 1 of this Form.

Tick this box if you want your permit to be posted to the Agent who was authorised to deal with employment permit applications as part of the Trusted Partner Registration.

**Agent authorised by the
Trusted Partner to deal with
employment permit
applications**

To ensure privacy of data is respected, the foreign national must be in agreement with the nomination of an agent and must sign below. Agents will be copied any correspondence regarding this application.

Agent Name
(in BLOCK CAPITALS):

BLOCK CAPITALS

Title:

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

Signature of Agent:
(Original signature required)

Date:

0 0 M M Y Y

Agent'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:

I, the Foreign National, permit the above named agent to act on my behalf in respect of this application.

Signature of Foreign National:
(Original signature required)

Date:

0 0 M M Y Y

Certified Copy of Employment Permit

The certified copy of the employment permit will normally be posted to the Employer at the registered company/business address provided as part of the Trusted Partner Registration

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

Tick this box if you want the certified copy of the employment permit to be posted to you the Agent who was authorised to deal with employment permit applications as part of the Trusted Partner Registration.

Requirements for Supporting Documentation

(A) Requirements for the Employer

Additional documentation

The Minister may at times request information that 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 Principal 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 3 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 Principal Regulations for the purposes of section 5(2) of the Employments Permits Act 2006 (as amended). The current fees applicable are available on the Department's website.

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)(d) of the Employment Permits Act 2006, as amended.
- 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, 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, 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 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, 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, 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, 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.

(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 Employer's Trusted Partner Registration: Complete <u>all</u> questions
<p>Part Two – Details of Foreign National: Complete <u>all</u> questions</p> <p>Please supply clear copies (preferably in colour) of the following:</p> <ul style="list-style-type: none"> • 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). <p>Original documents should not be submitted.</p>
<p>Part Three – Details of Employment: Complete <u>all</u> questions (unless otherwise specified)</p> <p>Please provide the following:</p> <ul style="list-style-type: none"> • 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. <p>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:</p> <ul style="list-style-type: none"> • A copy of registration with the appropriate regulatory body or recognition of qualifications pursuant to Schedule 2 in the Principal Regulations. <p>Please supply the following in the case of the renewal of an employment in a restaurant or a fast food outlet:</p> <ul style="list-style-type: none"> • an up-to-date tax clearance certificate in respect of the Employer.
<p>Part Four – Details of Payment: Complete <u>all</u> questions</p> <ul style="list-style-type: none"> • Include the appropriate fee if required (the current fees applicable are available on the Department's website). • Sign Payer declaration - original signature required. • 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.
<p>Part Five - Acceptance of Terms & Conditions</p> <ul style="list-style-type: none"> • Sign and date the appropriate declarations - original signatures required.

EMPLOYMENT PERMITS SECTION

Contact Details

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's website.

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.

Application form for renewal of Sport and Cultural Employment Permit



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

TPRSCEP001/15

Application by a Trusted Partner for a Sport and Cultural Employment Permit RENEWAL Application

This form should be used where the Employer has been granted Trusted Partner status by the Department of Jobs, Enterprise and Innovation and has been issued with a Trusted Partner Registration Number and where they 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 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. Complete ALL parts of this form as required in BLOCK CAPITALS. 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).

Recent Passport
Photograph
X1

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

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

The Employer must be the applicant for an employment permit under the Trusted Partner Initiative.

Health Professional

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

Part One Trusted Partner Details

1. Registered name of Company/ Business:	<input type="text"/>									
2. Employer Registered Number: (obtained from the Revenue Commissioners)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3. Trusted Partner Registration Number: (obtained from the Department of Jobs, Enterprise and Innovation)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4. Number of EEA* and/or Swiss nationals (including Irish) currently employed by the Employer:	<input type="text"/>	5. Number of non-EEA nationals currently employed by the Employer:				<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
6. Is all of the information provided by the Employer in their application for Trusted Partner Registration still valid and in-date?	Yes.	<input type="text"/>	No.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

Requirement for Supporting Documentation under "(A) Requirements for the Employer"

Part Two

Details of Foreign National
(Holder of Employment Permit)

1. Passport Number:	<input type="text"/>	
2. Expiry Date:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Enter these details exactly as they appear on the Foreign National's passport.
3. Nationality:	<input type="text"/> BLOCK CAPITALS	
4. First Name:	<input type="text"/> BLOCK CAPITALS	
5. Middle Name(s):	<input type="text"/> BLOCK CAPITALS	
6. Family Name:	<input type="text"/> BLOCK CAPITALS	
7. Date of Birth:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
		9. Female: <input type="checkbox"/>
10. Telephone No.:	<input type="text"/>	11. Mobile Phone No.:
		<input type="text"/>
12. Current Address:	<input type="text"/> BLOCK CAPITALS	
	<input type="text"/> BLOCK CAPITALS	
	<input type="text"/> BLOCK CAPITALS	
	<input type="text"/> BLOCK CAPITALS	
13. Please provide the Foreign National's PPS Number:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
14. Please provide the number of the Employment Permit being renewed:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
15. E-mail:	<input type="text"/>	
16. Immigration Details (Please enter the details exactly as they appear on your current GNIB card*)		
GNIB Pin No.	<input type="text"/>	Dept. No. <input type="text"/>

**If the Foreign National is in the State but does not have a GNIB personal identification number then please supply a copy of their current immigration stamps and visa.*

If the proposed Foreign National has held consecutive employment permits for an uninterrupted period of 5 years and has been working lawfully during this time, s/he may be eligible to apply for a Stamp 4 permission to remain from the Irish Naturalisation and Immigration Service. However, if the proposed Foreign National is unable to obtain a Stamp 4, an employment permit will be required.

If this is the case, by submitting this application the proposed Foreign National confirms that s/he has considered the available options and believes that an employment permit is still required.

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

Part Three Details of Employment

1. Title of Job:

BLOCK CAPITALS

NOTE: Questions 2 and 3 to be completed by Health Professionals and Security Personnel who are listed in Part A and Part B of Schedule 2 in the Principal Regulations.

2. Regulatory Body:

BLOCK CAPITALS

3. Registration/Pin/
Licence No.:

If the application is in respect of Registered Doctors, Nurses or Security Personnel listed in Part A of Schedule 2 in the Principal Regulations please provide your registration details above. Documentary evidence will not be required.

Applications for other Health Professionals listed in Part B of Schedule 2 in the Principal Regulations must provide a copy of their registration with the appropriate medical body or recognition of their qualifications from the Department of Health.

4. Place(s) at which the employment concerned is to be carried out:

BLOCK CAPITALS

BLOCK CAPITALS

5. Proposed Period of Employment
Permit (maximum period of 3
years)*

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

6. Gross Annual Remuneration*

€

(Gross remuneration excludes overtime or premium payments)

7. Gross Annual Salary:
(if different from above)

€

8. Gross Weekly Salary:

€

9. Hourly Rate of
Pay:

€

10. Deductions from Gross Weekly
Salary:

€

Please specify
purpose of
deductions:

BLOCK CAPITALS

11. Health Insurance*:

€

Please specify
name of Health
Insurance
Provider:

BLOCK CAPITALS

** All amounts which make up the basic salary must appear as payments on the payslips. If Health Insurance is being included in the Gross Annual Remuneration this must be verifiable by way of supporting documentation at renewal stage; such documentation may also be required in the event of a National Employment Rights Authority (NERA) inspection.*

** Health Insurance can only be considered if the provider of the health insurance is a person entered in the Register of Health Benefits Undertakings referred to in section 14 of the Health Insurance Act, 1994.*

12. Number of hours of work per
week*:

** Please note that for the purposes of Employment Permit Applications, the standard working week is 39 hours per week.*

13. What are the main functions of this job:

BLOCK CAPITALS

BLOCK CAPITALS

You must now attach the documents outlined in Requirement for Supporting Documentation under "(C) Application Requirements" (if applicable)

Part Four Requirement for Payment

<i>Is a fee payable for this Employment Permit application?</i>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<i>If No, please indicate on what basis no fee is applicable?</i>				
The Employer is the applicant and has charitable status with the Revenue Commissioners	<input type="checkbox"/>	Application is in respect of a non-EEA national married to or in a civil partnership with an EEA national		<input type="checkbox"/>
Dependant/Partner/Spouse Employment Permit	<input type="checkbox"/>	Unlimited General, Reactivation or Sports and Cultural Employment Permit		<input type="checkbox"/>

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 DiFinance 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) – an e-mail address to request payment must be provided at Question 8. They should also complete Payment Details (Questions 9 and 11) and Payers Declaration below and the relevant 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 making the payment:

Employer <input type="checkbox"/>	Foreign National <input type="checkbox"/>	Other <input type="checkbox"/>
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2. Title: Mr Mrs Miss Ms Other (please state)

3. Name:

4. Company (if applicable):

5. Telephone Number: 6. Fax Number:

7. Mobile Phone Number:

8. E-mail:

Payment Details

9. Method of Payment: Electronic Funds Transfer Cheque Bank Draft Postal Order

10. Cheque No.

11. Payment enclosed / Amount of Payment Due: €

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, 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 required)

Date:

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.

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 Principal 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, 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):

Date:

D	D	M	M	Y	Y
---	---	---	---	---	---

Original of Employment Permit

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 Employer as stated in Part 1 of this Form.

Tick this box if you want your permit to be posted to the Agent who was authorised to deal with employment permit applications as part of the Trusted Partner Registration.

**Agent authorised by the
Trusted Partner to deal with
employment permit
applications**

To ensure privacy of data is respected, the foreign national must be in agreement with the nomination of an agent and must sign below. Agents will be copied any correspondence regarding this application.

Agent Name (in BLOCK CAPITALS): Title:

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

Signature of Agent: Date:

Agent's Address for Correspondence:

Address 1:

Address 2:

Town:

County:

Country:

E-mail address:

Telephone number:

I, the Foreign National, permit the above named agent to act on my behalf in respect of this application.

Signature of Foreign National: Date:

Certified Copy of Employment Permit
The certified copy of the employment permit will normally be posted to the Employer at the registered company/business address provided as part of the Trusted Partner Registration

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

Tick this box if you want the certified copy of the employment permit to be posted to you the Agent who was authorised to deal with employment permit applications as part of the Trusted Partner Registration.

Requirements for Supporting Documentation

(A) Requirements for the Employer

Additional documentation

The Minister may at times request information that 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 Principal 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 3 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 Principal Regulations for the purposes of section 5(2) of the Employments Permits Act 2006 (as amended). The current fees applicable are available on the Department's website.

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)(d) of the Employment Permits Act 2006, as amended.
- 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, 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, 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 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, 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, 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, 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.

(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 Employer's Trusted Partner Registration: Complete <u>all</u> questions
<p>Part Two – Details of Foreign National: Complete <u>all</u> questions</p> <p>Please supply clear copies (preferably in colour) of the following:</p> <ul style="list-style-type: none"> • 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). <p>Original documents should <u>not</u> be submitted.</p>
<p>Part Three – Details of Employment: Complete <u>all</u> questions (unless otherwise specified)</p> <p>Please provide the following:</p> <ul style="list-style-type: none"> • 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. <p>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:</p> <ul style="list-style-type: none"> • A copy of registration with the appropriate regulatory body or recognition of qualifications pursuant to Schedule 2 in the Principal Regulations. <p>Please supply the following in the case of the renewal of an employment in a restaurant or a fast food outlet:</p> <ul style="list-style-type: none"> • an up-to-date tax clearance certificate in respect of the Employer.
<p>Part Four – Details of Payment: Complete <u>all</u> questions</p> <ul style="list-style-type: none"> • Include the appropriate fee if required (the current fees applicable are available on the Department's website). • 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.
<p>Part Five - Acceptance of Terms & Conditions</p> <ul style="list-style-type: none"> • Sign and date the appropriate declarations - original signatures required.

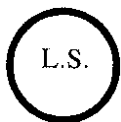
EMPLOYMENT PERMITS SECTION**Contact Details**

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's website.

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.



GIVEN under my Official Seal,
5 May 2015.

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 application process for a person who will make an offer of employment, an employer, a connected person or an EEA contractor to apply to the Minister for Trusted Partner Registration and set out prescribed forms for such applications. Furthermore, they prescribe the forms that are to be used by Trusted Partners, in cases where a person who has made an offer of employment, an employer, a connected person or an EEA contractor has Trusted Partner status, to apply for the different classes of employment permits. In addition, they set down the information and documentation which must accompany such applications.

These Regulations may be cited as the Employment Permits (Trusted Partner) Regulations 2015.

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.

DUBLIN
PUBLISHED BY THE STATIONERY OFFICE
To be purchased from
GOVERNMENT PUBLICATIONS,
52 ST. STEPHEN'S GREEN, DUBLIN 2.
(Tel: 01 - 6476834 or 1890 213434; Fax: 01 - 6476843)
or through any bookseller.

€39.62

