

Key Steps to Securing a Work Permit Online

This information is designed to help guide a “**first time**” horticulture employer **online applicant** through the application process for a general work permit under the current [pilot scheme](#) .

The contents of this document do not purport to be a comprehensive and authoritative guide. The Department of Business, Enterprise and Innovation are the responsible government department and you should refer to this <https://epos.djei.ie/EPOSONlinePortal/UserGuide.pdf> step by step “User Guide” while you are completing your online application.

Action 1/3 – Advertise the vacancy:

- With the Department of Employment Affairs and Social Protection Employment Services/EURES employment network for at least 2 weeks (ad must run on EURES for 2 weeks prior to submitting application for permit) and
 - In a national newspaper for at least 3 days and also
 - In either a local newspaper or jobs website (separate to Department of Employment Affairs and Social Protection/EURES websites) for 3 days
- You must provide copies of the newspaper pages clearly showing the advertisement and date of publication.

The vacancy notice **must include** the following information:

- Description of the employment
- Name of the employer
- Annual remuneration value (which must be €22,000 or more, based on a 39 hour week)
- Location/s of employment
- Hours of work

Action 2/3 – Complete Online Application:

Log on to <https://epos.djei.ie/EPOSONlineportal#/app/welcome>. You can begin to compile an application at any time as it can be saved online (Please note the online application will only be saved for 28 days). However, you can only complete and submit the application 14 days after the vacancy has been advertised on EURES.

Step 1 Select “Help me choose Employment Permit Application Form” button

Step 2 Select “I am an Employer” button

Step 3 Select “Apply for an Employment Permit as a Standard Employer” button (Alternatively, you can choose the “Apply for Trusted Partner Registration” if you intend making a number of future applications)

Step 4 Select “Apply for New Employment Permit” button

Step 5 Begin completing the application.

Amongst the key information that you will need to hand to complete the application includes:

Employer Details

- Your employer number and Company Name Registered Number, Business Name number if trading under a different name to the company name etc
- Number of EEA and/or Swiss Nationals (including Irish), and number of non-EEA nationals currently in your employment

Employee Details

- Name, Date of birth, Sex, Nationality, Current address, Phone number, e-mail address and PPS number (if you already have one), GNIB/IRB number if resident in the State.

- Passport number and expiry date. (Passport must be valid for at least 12 months for a new employment permit and 3 months for a renewal employment permit.)

Details of Employment

- Title of Job, detailed duties and responsibilities of role, location of employment etc
- Proposed period of employment and proposed start date

Pay Details

- Total annual salary amount, Hourly and weekly rates of pay etc

Note on Pay: These Permits must have a salary of at least €22,000 based on a 39-hour week and hourly rate of pay of €10.85.

Paying for Permit First Application Fee: €1,000 up to 24 months and €500 for six months or less.

The cost of the permit must be paid for by the applicant, further information at -

<https://dbei.gov.ie/en/What-We-Do/Workplace-and-Skills/Employment-Permits/Fees/>

Amongst Other Information Required

- Copy of employee's passport clearly showing picture, details, date and signature
- A passport type photo of employee
- Copy of employee's relevant qualifications, English translations to be provided
- A copy of P30 returned to Revenue in last 3 months or a receipt of return issued through ROS or P30 SEPA monthly direct debit payments within last 3 months
- Copy of contract of employment signed by employer and employee
- Provide Department of Social Protection Employment Services/EURES Employment Network Reference Number of the advertisement for the job
- A copy of the advertisement for the job in a national newspaper for each of the 3 days
- A copy of the advertisement for the job in a local newspaper for each of the 3 days (if paper published weekly only 1 advertisement required) or copy of ad on a jobs website (separate to Department of Employment Affairs and Social Protection/EURES website) for 3 days
- An application must include a copy of a declaration (signed by the employer) stating that the employer will ensure the foreign national concerned has access to suitable accommodation and training (including language training)

The items listed above are not a comprehensive list. Please refer to this <https://dbei.gov.ie/en/publications/publication-files/checklist-for-horticultural-meat-dairy-general-employment.pdf> detailed checklist before completing your application to ensure that you have everything in order before finalising and submitting.

Further information on Employment Permits

FAQs on DBEI website <https://dbei.gov.ie/en/What-We-Do/Workplace-and-Skills/Employment-Permits/FAQs/>

Call Centre Contact Details

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

Phone: +353 1 417 5333 **LoCall:** 1890 201 616

Opening Hours - Monday to Friday - 9:30am – 5:00pm

Email: employmentpermits@dbei.gov.ie

Action 3/3 – Check whether the employee will require a visa to come to Ireland Log on to <http://www.inis.gov.ie/en/INIS/Pages/Irish%20Visa%20Information> to check visa requirements with the Department of Justice. If a visa is required make the appropriate arrangements to secure a visa.