

# Welcome Pack for Immigrants in Clare Employment



Compiled by Clare Immigrant Support Centre



# EMPLOYMENT

## Your information

Name	
Address	
Phone	
GNIB registration number	
Passport number	
PPS number	
<b>Important documents</b>	
Passport	<input type="checkbox"/>
GNIB registration certificate	<input type="checkbox"/>
Birth certificate	<input type="checkbox"/>
P45 form – from your employer when you leave a job	<input type="checkbox"/>
P60 – from your employer (shows your earnings in the last year)	<input type="checkbox"/>
Your birth certificate	<input type="checkbox"/>
Your children's birth certificates	<input type="checkbox"/>
Your medical card (if you have one)	<input type="checkbox"/>

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# Coming to work in Ireland

**Your right to work as an employee, to be self-employed or set up a business in Ireland depends on your immigration status. Many people are free to work in Ireland without a work permit or visa.**

**Employees in Ireland have a legal right to join a trade union. Trade unions negotiate with employers on behalf of their members.**

### Immigration status

Any non-EU/EEA national wishing to stay in Ireland for more than three months must register with the Garda National Immigration Bureau (GNIB) to obtain a GNIB Registration Card. In Ireland, the police force is called the 'Garda Síochána', the 'Garda' or the 'Gardai'. The fee for registering with the Garda for GNIB card is currently €00. Registration can be done in your local Garda station in Ennis or through your local immigration officer. For more details about your rights and entitlements contact your local Citizens Information Centre, Garda stations or Clare Immigrant Support Centre.

To register you must bring:

- your passport; and
- evidence of permission to reside in the country, for example: a copy of your work permit; or
- a college or school registration and proof that you have paid the fees.

You will receive a GNIB registration certificate with a plastic card, and a stamp in your passport. There are a number of different residency stamps:

### What is the EEA?

The European Economic Area (EEA) unites the 25 EU Member States and the three EEA EFTA States (Iceland, Liechtenstein, and Norway) into an internal market governed by the same basic rules.

**Stamp 1** shows that you are entitled to work if you have a valid work permit.

**Stamp 2** shows that you are a student and may be entitled to work up to 20 hours a week part time.

**Stamp 2A** shows that you are a student but are not allowed to enter paid employment.

**Stamp 3** is a limited stamp which shows that you cannot work or study full time in Ireland. This is usually given to visitors or spouse's dependants.

**Stamp 4** shows that you are entitled to work without a work permit. It is issued to people on work visas or work authorisations, and also to, for example:

# EMPLOYMENT PERMITS

- spouses of Irish and EU citizens;
- refugees;
- people with Irish Born Child residency; and
- people with long-term residency status.

**Stamp A** refers to medical practitioners who are entitled to work.

**Stamp 6** means you have permission to stay for as long as you want.

## Visas

Citizens of certain countries need a visa in order to come to Ireland. You may apply for an Irish visa at your nearest Irish embassy or consulate. A visa does not give you any automatic right to live or work in Ireland.

## Employment permit

EU/EEA/Swiss nationals: have the right to live, work or set up a business in Ireland. You do not need an employment permit unless you are from Romania or Bulgaria. People from Romania and Bulgaria are entitled to be self-employed or to set up a business in Ireland. You are entitled to be treated in the same way as Irish workers. You are entitled to have family members come with you to Ireland.

New rules about obtaining Irish work permits for non-EEA workers who are first-time entrants to the labour market came into force on June 1 2009. Permits will not be granted for jobs paying less than €30,000 per annum. Permits will also not be given for a number of professions including domestic workers and HGV drivers. See [www.entemp.ie](http://www.entemp.ie) (go directly to the relevant page at <http://tinyurl.com/cgs64r>).

## You must register with the Garda National Immigration Bureau

**Other countries:** If you are from outside the EU/EEA or Switzerland you may need a visa in order to come here. You need an employment permit in order to work or to set up a business here. Your entitlement to have family members come to join you in Ireland depends on the type of employment permit you have.

In general, non-EEA nationals must have a permit to work in Ireland. Under the Employment Permits Act 2003 and the Employment Permits Act 2006 there are four types of employment permits:

- work permits;
- Green Card permits;
- spousal/dependant work permits (work permits for spouses or dependants); and
- intra-company transfer permits.

Generally, either the prospective employee or prospective employer may apply for the permit. The cost for a work permit is more than €1,000.

## How to look for a job

Jobs are advertised in local newspapers, recruitment agencies, in shop windows, through the FAS employment service, Clare Supported Employment Services for People with disabilities at phone (065) 684 4007 and on the Clare Focus e-newsletter [www.clarefocus.ie](http://www.clarefocus.ie)

# STARTING WORK

## You need a 'CV'

When applying for a job make sure you have written an up-to-date history and profile of your work and educational experience. In Ireland the common name for this is CV (Curriculum Vitae). For every job you apply for write a dedicated letter for that particular job.

## Vehicle tax

If you are using a vehicle for your work make sure you have the correct licence.

## What if I'm refused a permit?

If you are refused an employment permit, you may ask for an internal review. You should ask for a review within 21 days of being notified of a refusal.

Get more information about employment permits and how to apply for them

**To receive any social welfare benefits you must qualify under the rules for each scheme**

from the Citizens Information Centre website, [www.citizensinformation.ie](http://www.citizensinformation.ie) and follow the links; or go directly to the relevant web page at <http://tinyurl.com/2m2hmo>.

## Protection for migrants

Non-Irish nationals who are legally working in Ireland have exactly the same rights under employment legislation as Irish people working here.

You will be sent the original copy of your work permit and your employer will be sent a certified copy. Your work permit states what your rights and entitlements are. This includes information about:

- when and how you may change employment;
- details of your pay;
- rights under the national minimum wage legislation; and
- any deductions which can be taken from your pay, for example, for accommodation, should be small and adhere to the guidelines on your permit.

# When you start work

## Your rights at work

There is a wide range of legislation that guarantees minimum rights and protection for both full-time and part-time workers.

It covers:

- terms and conditions
- wages and entitlements
- working and rest times;
- Sunday working;
- holidays for full and part-time workers;
- minimum notice an employer can give you if they terminate your job;
- sick pay (see page 12 – 'What if I am temporarily too ill to work?');
- leave to care for someone ('carer's leave'); and
- protection against discrimination.

## You must have a PPS number

Your Personal Public Service Number (PPS No.) is a unique reference number that helps you gain access to social welfare benefits, public services and information in Ireland.

You can apply for a PPS number at your local Social Welfare Office at: Government Buildings, Kilrush Road, Ennis, Co Clare, (065) 682 9899. It is open Monday-Friday 9.30-12.00 and 2.00-4.00.

You can use your PPS for:

- all social welfare services;
- the free travel pass;
- pupil ID;
- public health services, including the medical card and the drugs payment scheme;
- child immunisation;
- schemes run by the Revenue Commissioners, such as mortgage interest relief;
- housing grants; and
- driver theory testing and driver licences.

PPS numbers are printed on:

- social services card;
- drugs payment card ;
- P60 (the annual statement of pay, tax and social insurance contributions from your employer);
- P45 (the statement of tax and pay to date issued by employer when you leave employment);
- Tax Assessment forms;

**Employers are not allowed to deduct expenses associated with recruitment from your pay and are not allowed to keep any of your personal documents**

### What is PRSI?

Pay Related Social Insurance (PRSI) is your social insurance contribution to the Irish state. If you have an employer, PRSI is deducted automatically from your pay. The amount you pay depends on your earnings and the type of work you do. This is very important so check with your employer to make sure that they are paying PRSI for you.

- PAYE 'Notice of Tax Credits'; and
- 'Temporary Payment Card'.

### How do I get a PPS number?

Only people living in Ireland can apply for a PPS Number. To receive a number, you must fill out an application form and provide proof of your identity.

You will need different documents depending on your nationality. See the complete list of documents required at [www.citizensinformation.ie](http://www.citizensinformation.ie) or [www.welfare.ie](http://www.welfare.ie)

People who are not Irish need to produce the following documents:

- passport or national identity card; or
- immigration card; and
- evidence of your address, such as a household bill (for example, ESB, phone or gas) in your name.

If you are unsure about whether or not a particular organisation, person or agent is entitled to ask you for your PPS number, you should contact your local Social Welfare Officer in Kilrush.

## Your rights at work

### You need to know what to do if you lose your job

#### Dismissal and redundancy

**I**t is widely recognised that losing your job can be one of the most difficult times of your life. If you lose your job you may have been made redundant or you may have been dismissed.

If it is a redundancy situation you may qualify for a redundancy payment. If you have been let go from your job, you should check that your employer had fair grounds for your dismissal.

When you lose your job you are entitled to notice and you may also be entitled to payment in lieu of wages and for holidays.

If you are being let go from your job in Ireland you must be given a P45 form and you may have certain entitlements including notice and pay for annual leave earned but not taken.

#### You need a P45

**A** P45 is a statement of your pay and the tax and PRSI to date deducted by your employer. It is a very important document.

When you leave your job your employer

must give you a P45. You need a P45 if:

- you are starting a new job – to give to your new employer in order to avoid paying emergency tax;
- you are unemployed – to claim a tax refund; and
- to claim social welfare benefits.

If your employer does not give you a P45 you should ask for it. From 2009 you will also be given an Income Levy Certificate for your own records.

Your employer is responsible for giving you your proper notice. If you have difficulty in securing your entitlement you should contact your local Citizens Information Centre.

#### Tax office can help

**I**f you are not given a P45 when you leave your job you should first ask your employer for it. If the employer does not supply it you should contact your local tax office. Revenue (the tax office in Ireland is called the 'Revenue') will contact the employer and obtain your P45 for you.

If you have started a new job, Revenue

#### Do you have problems with your employer?

**C**ontact your local Citizens Information Centre who will provide information, advice and advocacy to you in relation to your employment issues. You can also contact them if you feel you have been unfairly dismissed or have other problems with your employer.

**Your Citizens Information Centre**

- Bindon Lane, Ennis, Co Clare.  
Phone (065) 684 1221

will send you a new tax credit certificate so you will not have to pay emergency tax.

**Redundancy**

**I**n general a redundancy means an employee's position no longer exists and the employee is not replaced.

An employee with 104 weeks continuous service, aged over 16 whose

employment has been terminated because of a redundancy is entitled to redundancy payment.

**Dismissal**

**Y**our employer may dismiss you without notice for serious misconduct, although you can contest whether your employer was justified in such action. Your employer must give you your proper notice.

If you have difficulty in securing your entitlement you should consult with your trade union (if any) or you may refer your case to the Employment Appeals Tribunal by completing Form T-1A.

**What happens when I retire?**

**T**here is no single retirement age in Ireland, although 65 is generally regarded as the age most people retire at and is the retirement age in most contracts of employment.

If you decide to retire before 65, you may need to take various steps to ensure that you keep your entitlement to social welfare pensions.

If you retire early, for whatever reason, you may be entitled to Jobseeker's Benefit and subsequently, to Jobseeker's Allowance. You may also be eligible for a range of back-to-work and back-to-education schemes.

**Pensions**

You may have contributed to a pension scheme during your working life, in which

case you will get an occupational pension; or have a personal pension arrangement.

If you made sufficient PRSI contributions (social insurance) during your working life and you retire at 65 you may be entitled to the State Pension ('Transition'). At 66, you may be entitled to the State Pension ('Contributory').

If you have not made sufficient PRSI contributions, you can apply for a State Pension (Non-contributory), which is means-tested.

You may also be entitled to Free Travel and to the Household Benefits Package

At your Citizens Information Centre you can get a book 'Entitlement for the over 60s' which is a comprehensive guide to all services available.

For more information on retirement and pensions see [www.citizensinformation.ie](http://www.citizensinformation.ie)

## The Irish taxation system

Most employees in Ireland pay tax through the PAYE (Pay As You Earn) system. This means that your employer deducts the tax you owe directly from your wages, and pays this tax directly to the Revenue Commissioners.

The Revenue Commissioners collect taxes from citizens on behalf of the Irish Government.

To make sure that your tax is properly dealt with from the start and that your employer deducts the right amount of tax from your pay, you should do the following:

Give your employer your PPS No. (Personal Public Service Number) and ask for your Employer's Registered Number. Your employer will then let your tax office know that you have started work and that they are your employers.

### Form 12A application

You will also need to complete an application form called Form 12A Application for a Certificate of Tax Credits and Standard Rate Cut-Off Point. Form 12A is available:

- from Ennis Revenue Office, Government Buildings, Kilrush Road, Ennis. Phone (065) 684 9000;
- online at [www.revenue.ie](http://www.revenue.ie);
- the Revenue Forms and Leaflets section at LoCall 1890 306706; or

- your local Citizens Information Centre.

The tax office will send you a notice of your tax credits and standard rate cut-off point to both you and your employer. You will have to pay 'emergency tax' (much higher rate than normal) if your employer has not received either:

- a certificate of tax credits from the tax office; or
- Form P45 (parts 2 and 3) from you, in respect of your previous employment.

### 'Tax credits'

Your tax is calculated depending on your income. 'Tax credits' are then deducted from the gross tax. Tax credits are the portion of your income on which you do not have to pay tax. For more information contact the Revenue Commissioners in Ennis at (065) 684 9000 or visit [www.revenue.ie](http://www.revenue.ie).

### Register online for tax

If you register online at [www.revenue.ie](http://www.revenue.ie) (a quick link to the relevant website page is <http://tinyurl.com/clq99c>) you can sort out your tax affairs online.

### Payslips

You are entitled to get a pay slip every time you are paid. It will show the gross wage and details of all deductions like tax and PRSI.

# JOBSEEKER'S BENEFIT



A pay slip is essentially a statement in writing from the employer to the employee that outlines the total pay before tax and all details of any deductions from pay.

For more information go to the Citizens Information Website [www.citizensinformation.ie](http://www.citizensinformation.ie) (or you can go straight to the relevant page by using this link <http://tinyurl.com/djh92p>)

## What if I have no job?

If you are unemployed you may be entitled to receive money called Jobseeker's Benefit (sometimes called 'unemployment benefit') from the state. To receive this benefit you must:

- have a substantial loss of employment and as a result be unemployed for at least three days in six;
- be under 66 years of age;
- have enough social insurance (PRSI) contributions;
- be capable of work; and
- be available for and genuinely seeking work.

## Jobseeker's Benefit

To apply for Jobseeker's Benefit you should contact your **Local Social Welfare Office** (see back page).

To apply you need to bring:

- your Personal Public Service Number (PPS No.);

- details of your availability for work;
- details of your income;
- details of your spouse or partner's income (if any);
- details of your dependent children;
- your P45 and P60 (forms from your last employer);
- proof of your identity; and
- proof of address (a utility bill such as electricity – a mobile phone bill is not regarded as proof of address).

## Other benefits

Other social welfare payments that may be available to people who are unemployed include the following.

**Jobseekers Allowance:** you may qualify for Jobseeker's Allowance (JA) which is based on your weekly means.

**Back to Work Enterprise Allowance (Self-Employed):** If you would like to become self-employed, you may qualify for the Back to Work Enterprise Allowance. It lets you keep a portion of your social welfare payment for two years.

## Your Citizens Information Centre

- Bindon Lane, Ennis, Co Clare.  
Phone (065) 684 1221

## ILLNESS BENEFIT

### What if I am temporarily too ill to work?

You may be entitled to 'Illness Benefit' if you cannot work because you are ill. You must be under 66 years of age and covered by a certain number of (PRSI) social insurance contributions to get Illness Benefit. If you do not have enough contributions, you should contact the Community Welfare Officer at your Local HSE (Health Service Executive) Health Office in the Sandfield Centre, Highfield Park, Ennis. Phone: (065) 686 8090. They may give you a Supplementary Welfare Allowance.

You must apply for Illness Benefit within seven days of becoming ill. No payment is made for the first three days of illness. The length of time Illness Benefit is paid depends on the number of PRSI contributions you have made. There are certain

forms you must submit to your local Social Welfare Office in order to receive payment. The first one is known as 'MC1'. You can get this from your family doctor (GP) or hospital doctor.

If you are ill for a longer period, you must send in an 'MC2' form each week. Your doctor will also give you this form.

You must get a final medical certificate from your family doctor before you go back to work. If you are out sick for more than three consecutive days you are usually required to provide your employer with a medical certificate (from your GP or family doctor). This shows your employer that you were unfit to work.

You can get more information at your Social Welfare Office or Citizens Information Centre.

### What if I have a long-term illness?

Invalidity Pension is a weekly payment to people who cannot work because of a long-term illness or disability and who are covered by social insurance (PRSI). Normally, you must be getting Illness Benefit for at least 12 months before you claim Invalidity Pension. Otherwise you may claim Disability Allowance, which is means tested. This means that all of the income of the household will be taken into account.

To get Invalidity Pension you must have at least:

- 260 (five years') paid PRSI contributions

- since entering social insurance; and
- 48 contributions paid or credited in the last complete tax year before the date of your claim.

To apply, fill in an Invalidity Pension application form which you can get online at [www.welfare.ie](http://www.welfare.ie); at your local Social Welfare Office; or Citizens Information Centre.

#### Your Citizens Information Centre

- Bindon Lane, Ennis, Co Clare.  
Phone (065) 684 1221

## What if I am injured at work?

If you are injured at work or on your way to or from work you may qualify for Injury Benefit and the Medical Care Scheme. The Injury Benefit is a weekly payment while you cannot work.

To apply for this you must complete an Injury Benefit Form and return it to your local Social Welfare Office or post it to: The Injury Benefit Section, Department of Social and Family Affairs, PO Box 1650, Dublin 1.

### Occupational Injuries Scheme

The Occupational Injuries Benefit Scheme provides a range of benefits for people injured or incapacitated by an accident at work or while travelling directly to or from work.

For more information contact your Social Welfare Local Office or at the Occupational Injuries Benefit Section:

### Reporting injuries

By law, employers must report workplace accidents to the Health and Safety Authority, as soon as possible. Your employer should submit Incident Reports (IR1 form) and where appropriate Construction Reports (AF2 Form). You are entitled to a copy of this report from your employer. For more information contact the Health and Safety Authority, Head Office, The Metropolitan Building, James Joyce Street, Dublin 1. LoCall 1890 289 389, 01 614 7000, [www.hse.ie](http://www.hse.ie)

Occupational Injuries Benefit Section,  
Department of Social and Family Affairs,  
Áras Mhic Dhiarmada, Store Street, Dublin  
1. Phone: (01) 704 3018 or (01) 704 3020

## Maternity and parental leave

Maternity Benefit is a payment made to women who are on leave from work while having a baby. You need to have made a certain number of PRSI (social insurance) payments to qualify for this benefit. You should apply for the payment six weeks before you intend to go on maternity leave (12 weeks if you are self-employed). The amount of money paid to you depends on your earnings. If you are already on certain social welfare payments then you will get half-rate Maternity Benefit.

Maternity Benefit is a tax-free payment and is paid for 26 weeks.

To apply fill in a Maternity Benefit application form, available from the Citizens Information Centre or your local Social Welfare Office, and send it to the Maternity Benefit Section of the Department of Social and Family Affairs, Social Welfare Services Office, St. Oliver Plunkett Road, Letterkenny, County Donegal. Phone: (01) 704 3000. LoCall: 1890 690 690. Email: [maternityben@welfare.ie](mailto:maternityben@welfare.ie)

# EMPLOYMENT CONTACTS

Category	Organisation	Phone, email website
<b>Qualifications</b>	See if you can have your qualifications recognised at: Qualifications Recognition Ireland the National Qualifications Authority of Ireland.	(01) 887 1500 info@qualificationsrecognition.ie www.qualificationsrecognition.ie
<b>Training and employment</b>	FAS Ireland, Training and Employment Authority	www.fas.ie
<b>Recruitment agencies in Ireland</b>	www.irishjobs.ie www.monster.ie www.hays.ie www.activelink.ie	www.jobfinder.ie www.irelandhiring.ie www.loadzajobs.ie
<b>Taxation</b>	Revenue Ireland, Tax and Customs  Revenue guide to PAYE (tax for employees)	For a free leaflet LoCall 1890 306 706  www.revenue.ie (go directly to the relevant page by using this link <a href="http://tinyurl.com/clq99c">http://tinyurl.com/clq99c</a> )
<b>Employment rights and permits</b>	Department of Enterprise, Trade and Employment  Crosscare Migrant Project, 1 Cathedral St, Dublin 1	LoCall 1890 201 615 www.entemp.ie  (01) 873 2844 migrantproject@crosscare.ie www.migrantproject.ie

# EMPLOYMENT CONTACTS

Category	Organisation	Phone, email website
<b>Problems or grievances with your employer</b>	Migrant Rights Centre Ireland, 55 Parnell Square West, Dublin 1	(01) 889 7570 info@mrci.ie www.mrci.ie
<b>Unfair dismissal</b> If you think you have been dismissed unfairly	Employment Appeals Tribunal, Davitt House, 65a Adelaide Road, Dublin 2	(01) 631 3006 LoCall: 1890 220 222 Fax: (01) 631 3266 eat@entemp.ie www.eatribunal.ie
<b>Trade unions in Clare</b> Employees in Ireland have a legal right to join a trade union.	Irish Congress of Trade Unions, Congress Information and Opportunity Centre, Elevation Business Park, Clonroad, Ennis, Co Clare	(065) 684 1009 coordinator.clare@congresscentres.net
<b>Employment protection legislation</b>	National Employment Rights Authority, Information Services, Government Buildings, O'Brien Road, Carlow.	(059) 917 8990 LoCall: 1890 808 090 info@employmentrights.ie. www.employmentrights.ie
<b>Discrimination</b> If you feel you have been less well treated than others, by your employer you can make a complaint to the Equality Tribunal	Equality Tribunal, 3 Clonmel Street, Dublin 2  The Equality Authority, 2 Clonmel St, Dublin 2	(01) 477 4100 LoCall: 1890 344 424 info@equalitytribunal.ie www.equalitytribunal.ie  (01) 417 3333 LoCall: 1890 245 545 info@equality.ie www.equality.ie

# Useful contacts

## Citizens Information Centres

Citizens Information Centres provide comprehensive information on all aspects of public services and entitlements for people in Ireland. You can also call into a Citizens Information Centre near you where you will get free and confidential advice.

Citizens Information Centres, LoCall: 1890 777 121, Monday to Friday, 9am-9pm Website: [www.citizensinformation.ie](http://www.citizensinformation.ie)

### Ennis Citizens Information Centre

- Bindon Lane, Ennis, Co Clare. Phone (065) 684 1221

### Clare Immigrant Support Centre

Unit 13 Carmody Street Business Park, Ennis, Co Clare.  
Phone (065) 682 2026

## Local Social Welfare Offices

All except Tulla are wheelchair accessible

Location	Address	Opening hours	Phone
Ennistymon	Parliament Street, Ennistymon, Co. Clare	Monday-Friday 10.00-12.00 and 2.00-4.00	(065) 707 2528
Tulla	Main Street, Tulla, Co. Clare	Monday-Friday 10.00-12.00 and 2.00-4.00	(065) 683 1908
Kilrush	45 Moore Street, Kilrush, Co Clare	Friday 10.00-1.00	(065) 908 0030
Ennis	Government Buildings, Kilrush Road, Ennis, Co Clare	Monday-Friday 9.30-12.00 and 2.00-4.00.	(065) 686 7800