



## Working in Ireland



### What are the requirements for working in Ireland?

If you are a citizen of a non-EEA country (which includes the 27 EU member states as well as Norway, Iceland and Liechtenstein) or a Romanian or Bulgarian citizen you may not have automatic permission to work in Ireland. You may need to obtain a Work Permit or a Green Card Permit in order to work. According to the Department of Enterprise, Trade and Employment citizens of non-EEA countries who do not require Employment Permits include:

- a non-EEA national who has obtained explicit permission from the Department of Justice, Equality and Law Reform to remain resident and employed in the State
- a non-EEA national who has been granted refugee status
- a non-EEA national who holds appropriate business permission to operate a business in the State
- a non-EEA national who is a registered student working less than 20 hours a week
- Swiss nationals.

### What else do I need to work in Ireland?

You should have a Personal Public Service (PPS) number. Your PPS number is a unique reference number which your employer uses to make the required tax and social insurance contributions on your behalf. You also use your PPS number when accessing social welfare and health benefits.

### How do I apply for a PPS Number?

You apply through the Department of Social and Family Affairs. Not all social welfare offices issue PPS numbers so you should contact your local social welfare office or the Department itself on Lo-Call: 1890 66 22 44 or go to 'Contact Us' on [www.welfare.ie](http://www.welfare.ie)

### What do I need in order to apply for a PPS number?

In order to receive a PPS number, you will need to fill out an application form and provide proof of your identity. You will need to produce the following documents:

- Your passport or immigration card
- Evidence of your address in Ireland, for example, household bill (ESB, telephone, gas) or a rental agreement in your name.

### I have qualifications obtained in a country outside of Ireland. Will these qualifications be recognised by employers in Ireland?

This will depend on the nature of the qualification and the country where it was obtained. It may be possible for you to get formal recognition of your qualification in Ireland. The National Qualifications Authority of Ireland provides a way of relating foreign qualifications to the nearest comparable qualification in Ireland. You should contact Qualifications Recognition Ireland. This service is free of charge.

Qualifications Recognition National Qualifications Authority of Ireland

5th Floor Jervis House, Jervis St. Dublin 1

Telephone: 01 8871500

Email: [info@qualificationsrecognition.ie](mailto:info@qualificationsrecognition.ie)

Website: [www.qualificationsrecognition.ie](http://www.qualificationsrecognition.ie)

### I'm looking for work. Where should I start?

- Update your CV
- Get written work references from current and previous employers
- Have details of your qualifications with an English translation and contact Qualifications Recognition Ireland to get a formal recognition of your qualifications.

### What kind of CV should I prepare?

CVs can take many formats. The most important criteria are that your CV is clear and easy to read. It should contain personal contact details, educational history, relevant skills or interests and most importantly work experience details.

Volunteering can also be a great way of gaining work experience in Ireland: [www.volunteeringireland.ie](http://www.volunteeringireland.ie)

### Where can I go to get help with my CV?

- Your Local Employment Service: [www.localemploymentservices.ie](http://www.localemploymentservices.ie)
- Your local Jobs Club: [www.fas.ie](http://www.fas.ie)

### Where can I begin looking for employment?

FÁS is the national training and employment authority. For more information you should check out their website: [www.fas.ie](http://www.fas.ie) or call in to your local FÁS office.

If you have stamp 1 and have been made redundant you can register with FÁS otherwise FÁS will only register people who have stamp 4.

You can also contact your Local Employment Service (LES).

EPIC - Employment for People from Immigrant Communities aims to assist citizens of both EU and non-EU countries (stamp 4) to find employment and/or further training and education in Ireland: [www.bitc.ie](http://www.bitc.ie)

You can check local and national newspapers: The Irish Times and The Irish Examiner (job supplement on Fridays), The Irish Independent (job supplement on Thursdays), The Sunday Independent and The Evening Herald.

Use personal contacts, for example, relatives or friends who may know of current vacancies.

You can also check the internet for details of current vacancies – here is a sample of some websites for job-seekers:

- [www.irishjobs.ie](http://www.irishjobs.ie)
- [www.jobfinder.ie](http://www.jobfinder.ie)
- [www.monster.ie](http://www.monster.ie)
- [www.irelandhiring.ie](http://www.irelandhiring.ie)
- [www.jobs.ie](http://www.jobs.ie)
- [www.loadzajobs.ie](http://www.loadzajobs.ie)
- [www.activelink.ie/ce](http://www.activelink.ie/ce)

### Can I get assistance looking for work if I have a disability?

FÁS runs a Supported Employment Programme to assist jobseekers with a disability to find employment in the open labour market.

To apply for Supported Employment, call into your local FÁS Office or Local Employment Service and register with FÁS.

### I have lost my job, am I entitled to a social welfare payment while I am looking for another job?

There are two categories of payments for unemployed people: Jobseeker's Benefit and Jobseeker's Allowance.

To qualify for either of these you must be:

- Capable of work, and
- Available for and genuinely looking for full-time work

It is important to note that you can get part-time or casual work and still be considered unemployed. So you may be eligible for a part-payment if you are in part-time or casual work.

## Jobseeker's Benefit

### How do I qualify?

This payment is based on insurance contributions paid while in employment in Ireland (PRSI) or another country covered by EC Regulations (see Social Welfare Chapter). You will qualify for Jobseeker's Benefit if:

- You are less than 66 years of age
- You have suffered a loss in employment
- You have paid enough social insurance contributions (search for 'Jobseeker's Benefit on [www.welfare.ie](http://www.welfare.ie) for more information)
- You are available for and genuinely seeking work
- You must be unemployed for at least 3 days in any period of six consecutive days

## Jobseeker's Allowance

### How do I qualify?

To qualify you must:

- Be over 18 and less than 66 years of age
- Be unemployed



- Be available for and genuinely seeking full-time employment
- Satisfy the Habitual Residence Condition (See Social Welfare Chapter)
- Satisfy a means test
- Be capable of work

### Links:

If you have lost your job [www.redundancy.ie](http://www.redundancy.ie) provides practical information in English.

Information on all social welfare payments is available at: [www.welfare.ie](http://www.welfare.ie) and [www.losingyourjob.ie](http://www.losingyourjob.ie)

Irish National Organisation for the Unemployed represents the interests and views of all unemployed people and their dependents at a national level: [www.inou.ie](http://www.inou.ie)

Araby House, 8 North Richmond Street, Dublin 1

Telephone: 01 8560090

Email: [info@inou.ie](mailto:info@inou.ie)

## Starting a business in Ireland

What are the requirements for setting up a business in Ireland?

If you are from a non-EEA country you may need business permission to start a business in Ireland depending on your immigration status.

You do not need to get business permission if you:

- Have been granted refugee status by the Minister for Justice, Equality and Law Reform (stamp 4)
- Are a dependant relative of an EEA national exercising a valid right to reside in Ireland (stamp 4 EU FAM)
- have been granted permission to remain in the State on one of the following grounds:
  - > as the spouse of an Irish national (stamp 4)
  - > as the parent of an Irish born child (stamp 4)
  - > granted temporary leave to remain in the State on humanitarian grounds, having been in the asylum process (stamp 4).

For further details see: [www.inis.gov.ie](http://www.inis.gov.ie) or contact the

Business Permission Unit:

Immigration Services Section

Irish Naturalisation and Immigration Service

1st Floor, 13/14 Burgh Quay, Dublin 2

For more about Working or Starting a Business in Ireland visit our website: [www.livinginireland.ie](http://www.livinginireland.ie)