NEW DELHI VISA OFFICE GENERAL EMPLOYMENT VISA CHECKLIST

***Please ensure that you have all the required information below when submitting your application. Missing documents will result in a refusal. If you are applying for a vacancy in the catering industry, agricultural sector, in a company with less than 100 staff and/or a company that has been registered with CRO for less than 24 months you must complete this checklist. This is not required to be completed for any other category.**

VISA APPLICATION NUMBER _____NATIONALITY_____

GENERAL EMPLOYMENT PERMIT NUMBER _____

POSITION APPLIED FOR ON EMPLOYMENT PERMIT_____

1. Employer Details (these details can be emailed to the New Delhi Visa Office by the employer at ndvi@dfa.ie . Ensure you quote the visa reference number of the employee/applicant)

- ☐ **Company Registration Documentation from CRO providing the employer's registered number and company name and registered address.**
- ☐ **Most recent business report showing details of the type of company it is (sole trader, Limited) and the nature of the business (catering, dairy farm, etc).**
- ☐ **Number of EEA and/or Swiss nationals (including Irish) currently employed in this business.**
- ☐ **Number of non-EEA nationals currently in your employment.**
- ☐ **Employer's name, telephone number and email address.**
- ☐ **Employer's contact person for this position – their position in the company, phone number and email address.**
- ☐ **Copy of advert in national or local newspaper with the date clearly visible.**
- ☐ **Copy of Department of Social Protection Employment Services/EURES Employment Network Reference Number of the advertisement for the job.**
- ☐ **Full details of the recruitment selection process for the position.**
- ☐ **Has the employer provided any evidence that candidates in Ireland applied for the job.**
- ☐ **Was an agent and/or recruitment company used – name, address, email address and telephone number.**

2. Details of Employment

- ☐ **Copy of signed employment contract with title of job, details of the duties and responsibilities of the role, location of employment, proposed period of employment and proposed start date.**
- ☐ **Original Work permit and letter from DBEI providing full details of the employment.**
- ☐ **Details of qualifications, skills, knowledge and/or experience required for this role.**
- ☐ **Pay details – annual salary, hourly (not less than €14.79) and weekly rate (39 hour week), hours of work per week.**
- ☐ **Details of any deductions from salary and what the deductions are for.**
- ☐ **Confirm if deductions are taken for health insurance.**

3. Applicant's (employee) details

- ☐ **Applicant's passport to confirm that it is valid for at least 12 months.**
- ☐ **Does the passport number match the number on the work permit.**
- ☐ **Confirm that the applicant's bio data match the work permit details.**
- ☐ **Confirm details of qualification relevant to the role.**
- ☐ **Confirm previous work experience relevant to the role.**
- ☐ **If the employer is not paying for health insurance, has the applicant submitted a health insurance policy for 12 months.**
- ☐ **Is the applicant related to the Irish employer or any of the employees in the company in Ireland.**

Applicant's name_____

Applicants signature_____Date_____