



New Delhi Visa Office, Embassy of Ireland

# Supplementary Employment Application Form

You **MUST** complete this form in full. If there are significant omissions your application may be returned to you **WITHOUT** a decision, or **REFUSED** for failing to supply sufficient information.  
If there is insufficient space in any section please attach a separate sheet.

Declaration			
Surname		Given Name	
Passport Number		Visa Ref. No.	
Passport expiry date *		Place of birth	
Date of Birth		Nationality	

**\*If your passport expires within 12 months of making your visa application, you will need to apply for a new passport before making your visa application. Your passport must be valid for 12 months from the date that you arrive in Ireland.**

I hereby apply for a visa to work in Ireland. In signing this declaration I am undertaking that:  
I understand the questions and content of this form. The information I have given is true and correct. All documentation I am submitting with my application is authentic and does not contain any false or misleading information. Where any documents are not in English I have included a notarised translation.

I understand that providing false and misleading documents or information may lead to my application being refused without the right to an appeal and I confirm I will observe the conditions of my visa (if granted). I will only work for the employer named on the employment permit. Should I need to leave the State for any period of time, I will inform the Department of Business, Enterprise and Innovation, and the Irish Naturalisation and Immigration Service before I leave the State. I will not attempt to enter Northern Ireland, the United Kingdom, or any other State without obtaining the necessary visas from the relevant authorities and I will leave Ireland on the expiry of my permit, unless my permission has been renewed.

I understand that any breach of these conditions may lead to my removal from the State.

Signed		Date	
--------	--	------	--

For Office Use Only	Date received	SEAF Completed	Previous Employment	Qualifications	PCC	Med Ins	Work Permit or ATWS	Employment offer letter & contract	Start date	Documents submitted	Interview required & completed	Immigration checks

## Personal and Family Details

1. Personal Contact Details				
Mobile		Landline		
Drivers licence no		Voter card no		
Your TIN No (if applicable)		Your GST No (if applicable)		
Valid Email Address				
Current Address				
2. Immediate Family Members Details ( Parents, Siblings, Spouse & Dependent Children)				
Full Name	Relationship	Occupation	Phone & Email Address	Permanent/current address
3. Do you have any family members living in Ireland? If yes, provide details				
Full Name	Relationship	Occupation	Phone & Email Address	GNIB No/IRP
4. Do you have family members living in any other country? If yes, provide details below				
Full Name	Relationship	Occupation	Phone & Email Address	Permanent/current address

**5. If you have EVER been refused a visa for any country provide details below.**

Country	Application reference	Date and place of application	Visa Type and main refusal reason: (enclose a copy of the refusal letter)

*Failure to provide full details may result in delays in your application whilst details are verified.*

**6. If you have EVER been refused entry to, or required to leave any country provide details below**

Country	Date	Details

**Education / Employment**

**7. Provide details of your education and qualifications listing from most recent qualifications first**

Name of School/College/university	Dates from/to	Qualification obtained, graduation date & Name of Education Board	Contact Details Address/Email/Tel/Website

**8. Provide details of your employment history since completing your formal education**

Name of Employer	Dates from/to	Position and salary	Contact Details Address/Email/Tel/Website

**9. Provide details of your current employment or if currently unemployed your last employer, of if self - employed, details of that employment**

Name of Employer	Dates from/to	Position and salary	Name & Title of contact person & their telephone/mobile number and email address
Employer's address	Employer's website	Employer's TIN No (if applicable)	Employer's GST No (if applicable)
Provide details of all your tasks and responsibilities in your current role	Have you submitted your salary slips or ITRs and 6 months of bank statements	Have you ever visited, lived, studied or worked in Ireland – provide details	Who is responsible for the cost of your flights to Ireland

**10. Provide details of where you intend to work in Ireland**

Name of employer	Position	Salary details
Start Date	Permit Holder/ATWS ID/Researcher No	Employment Permit Class
Employment Permit /ATWS No	Duration of permit	Employer's address
Employment Sector	Place of Employment	Qualifications & experience required for position

## Family Details

*All applicants must complete this section*

11. Self <i>*insert N/A if they don't apply to you</i>			
Name		Married or Single	
Spouse's name		Spouse's Date of Birth	
How many children do you have?		How many children are dependent on you	
Occupation		Spouse's Occupation	
Will your family be accompanying you to Ireland, if yes, provide their names		Spouse's monthly salary	
Applicant's bank name	Is this an online internet bank account?	Applicant's ITR Pan No & ITR E-Acknowledgement number	
Sponsor's date of birth (if applicable)	Sponsor's bank name – is this an online internet bank account?	Sponsor's ITR Pan No & ITR E-Acknowledgement number	

## Irish Employment Details

12. Employer in Ireland			
Name		Relationship	
Company Registration No		Expiry date	
Mobile		Email	
Where was the job advertised in Ireland and when?			
How were you recruited for the position?			
Date you were interviewed for position		Was a recruitment agency used	
13. If you are using the services of an Agent please complete here			
Company Name			
Contact Name			
Email		Landline	



## New Delhi Visa Office, Embassy of Ireland Supplementary Employment Form Guidance

You **MUST** complete this form in full. . This form will also be used by VFS if you avail of the VFS Check & Verify Service to verify your application. If there are significant omissions your application may be returned to you **WITHOUT** a decision, or **REFUSED** for failing to supply sufficient information.

If there is insufficient space in any section please attach a separate sheet.

You must submit all the relevant documentation with your application for verification purposes. The Visa Office will not contact you if there are missing documents and this may lead to a refusal if the application cannot be verified.

**THIS APPLICATION FORM IS TO BE COMPLETED IF YOU INTEND TO VISIT IRELAND IF YOU INTEND TO PARTICIPATE OR ATTEND A TOURNAMENT, PERFORMANCE, EVENT OR FOR ANY OTHER REASON**

The 1<sup>st</sup> page must be fully completed, signed and dated by the applicant. The For Office Use Only box at the bottom of the form is to be left blank for the New Delhi Visa Office to complete.

### Page 2:

- A valid mobile number must be provided for the visa office to contact you.
- Use an additional page if this is required for part 2, 3 and 4.
- If you have a drivers licence, voter card, TIN or GST number these must be provided and a copy submitted to the Visa Office

### Page 3:

- You must provide full disclosure of any adverse immigration history in part 5 and 6. Failure to do so will result in your application being refused and a five year ban preventing you from making an Irish visa for five years.
- All your education details should be completed in part 7 if you are a student.
- All your employment details need to be completed in part 8 if you are working.

### Page 4:

- Complete the Employment details

### Page 5:

- Complete the family details and sponsor details.
- Complete the Sponsor details if the sponsor's details are being verified by VFS Check & Verify Service.
- If you used an agent to apply for an Irish visa and submit your application, then you must provide all these details on page 5.



## Visa for Ireland - India

### How to present your documents to the New Delhi Visa Office

You must tab your application from 1 to 11 in the following order (with 1 being the top document and 11 being the last document) when you are submitting your application to VFS/Consulate or the New Delhi Visa Office in order for the Visa office to be able to consider your application in an efficient manner. If it is not tabbed in the order outlined below, it may take longer to process your application.

1.	<b>Application Summary</b>	Avats Summary Sheet	Signed avats summary sheet
		VFS cover sheets	Signed Visa Ireland Cover sheet
		VFS Check and Verify documents	Signed C&V Forms
			C&V reports
		Supplementary application form	Fully completed
		Police Clearance Certificates	If applicable
		Immigration Documents	Previous refusal letters, immigration letters, residence cards from the applicant
2.	<b>Host in Ireland Documents</b>	Invitation letter from host	Any documentation relating to the visit from the host in Ireland
		Immigration Documents	Passport copy of host. Current and previous immigration letters & residence card of host if they are not an EEA citizen
		Accommodation details	If the person is going to Ireland as a tourist
3	<b>English language test result</b>	If applicable	Required for students and some employment visas
4.	<b>Insurance cover</b>	Travel insurance	For short stay applications
		Medical insurance	For long stay applications
5.	<b>Applicant's cover letter</b>	Applicants letter	Required for all applications
		Agent/legal letter	Signed authorised letter from applicant is required stating the applicant is using an agent or legal rep
6.	<b>Financial documents</b>	Required for all applicants	Financial documents from Applicant
			Financial documents from sponsor/host if the sponsor or host is providing financial support for this trip
7.	<b>Employment Documents</b>	Required for all applicant who are working	Employment letter, payslips, tax certs from applicant
			Employment letter, payslips, tax certs from sponsor/host if the sponsor or host is providing financial support for this trip
8.	<b>Educational documents</b>	Required for student and some employment applications	All educational documents from the applicant
9.	<b>Applicant's passport</b>	Copies of all passport pages	Current and previous passports
10.	<b>Miscellaneous</b>	All other documents submitted	Any other documents which do not come under any of the above headings.