

# Guide to Employment

Version 1 / June 2022



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# Introduction

The Irish Refugee Council provides services and supports for refugees and people seeking international protection in Ireland, and advocates for a more humane and dignified asylum system.

Through our *Integration From Day One* women's employment programme, we empower refugees and asylum seekers to gain employment through mentoring and advice.

The objective of this Employment Guide is:

- To explain the entitlements of international protection applicants and refugees (including persons with refugee status, subsidiary protection, leave to remain, family reunification beneficiaries and people with temporary protection) to work in Ireland.
- To outline other requirements you may need for employment, such as opening a bank account, getting qualifications recognised and registering with professional regulators.
- To provide guidance on financial planning and explain how employment affects your social welfare, medical card and social housing entitlement as well as the income thresholds for joint family visas.
- To give a basic overview of how much tax you can expect to pay, and to explain how to register with Revenue (the tax office).
- To provide general information on your employment rights and entitlements and how to make an employment-related complaint.
- To sign-post organisations who can assist you in preparing for and finding employment in Ireland.

This is not a definitive guide. For a comprehensive guide on types of employment, employment rights, conditions and entitlements and equality legislation, please consult [Citizens Information](#).

Some of the sections are specifically relevant to those still in the protection process while others are only relevant for those with protection status. These are all indicated.

Some recruitment processes may be less formal than others and therefore some of the information in this guide may not be relevant to everyone. Also, different employers may apply slightly different criteria even in the same sector depending on their needs.

All information is for guidance only, and any errors are unintentional. Please consult the relevant websites for accurate information.

You can find our similar guides to housing [here](#) and further and higher education [here](#).

This document has been authored by Greta Keegan and edited and revised by Cian Kelly-Lyth at the Irish Refugee Council.

# 1) Overview- What Do you Need to Work in Ireland?

**A PPS (Personal Pin Service) number** — Your PPS number is a unique reference number that helps you access social welfare benefits, public services and information in Ireland. If you are entering employment, you need a PPS number to register with the Revenue Commissioners to pay tax. For further info see: [gov.ie/en/service/12e6de-get-a-personal-public-service-pps-number](http://gov.ie/en/service/12e6de-get-a-personal-public-service-pps-number) and apply online at: [services.mywelfare.ie/en/topics/identity-services/personal-public-service-pps-number](http://services.mywelfare.ie/en/topics/identity-services/personal-public-service-pps-number)

**A valid permission to work** — If you are an international protection applicant, you can apply for a labour market access permission.

If you have been granted refugee status, subsidiary protection, leave to remain or are a family reunification beneficiary, you will most often have Stamp 4 and your 'permission to work' is your up-to-date Irish Residence Permit (IRP) card. For more on entitlements to work go to Section 2.

**A valid ID** — This can include a passport, travel document, drivers licence, PPS card or Irish Residence Permit (IRP)/GNIB card. If you are an international protection applicant your Temporary Residency Card will be accepted as identification for the purpose of employment. Your ID must be in date.

**A bank account** — some employers may agree to pay you by cash or cheque but normally you would be paid into a bank account (for more on opening a bank account go to section 3.1).

**A CV/resume** — for more on CV-writing supports go to Section 6.7.

Many employers/recruiters will ask for **references**

**Communicative English** — some employers will be happy to employ you if either they themselves or others speak your native language)

Once you start work, you will need to **register with Revenue**. For more on how to register with Revenue go to section 3.2

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If you are qualified in a regulated profession, you will need to **register with the relevant professional body**.

For more on professional regulators go to section 3.4.

Some jobs require Garda Vetting and/or international police clearance. For more on Garda Vetting, go to section 3.5.

## 2) Entitlement to Work and Immigration Permissions / Permits

If you are a non-EU or non-EEA<sup>1</sup> national, you need **one** of the following permissions to work in Ireland:

**Labour Market Access Permission** — exclusively for international protection applicants.

**An employment permit** — All non-EEA nationals can apply for employment permits, but the requirements can be difficult to meet.

**An immigration permission from the Minister of Justice** — This permission is awarded when you are granted international protection status (refugee, subsidiary protection, leave to remain) or are a family reunification beneficiary. Ordinarily you will have been awarded Stamp 4, which is your immigration permission to work.

<sup>1</sup> The EEA includes the European Union and Iceland, Norway and Liechtenstein.

### 2.1 Labour Market Access Permission (LMAP) – Work Permit for International Protection Applicants

This section is **only for individuals who are international protection applicants** and do not have refugee status (or another form of international protection status).

Since June 2018, international protection applicants can apply for a work permit. This permit is called a **Labour Market Access Permission**. Many protection applicants refer to this simply as ‘work permit’, but it is important your employer understands it is ‘labour market access permission’ to distinguish it from other employment permits in Ireland.

#### 2.1 (i) Permissions Under the Labour Market Access Permission (LMAP)

With a LMAP, you:

- Can work full-time hours.
- Cannot work for the Defence Forces, An Garda Síochána (Irish police), the civil service, local authorities, an higher education institute with public funding, any organisation set up by a minister or government, and any other bodies listed in Schedule 6 of the [European Communities \(Reception Conditions\) Regulations 2018](#). This includes many public hospitals.
- Cannot partake in the Community Employment, Tús or Youthreach employment programmes. You will often see community jobs advertised on the Department of

Employment Affairs and Social Protection (DEASP) website [jobsireland.ie](https://jobsireland.ie) but they can also be advertised elsewhere, so avoid jobs which are classified as CE.

- Can renew your LMAP even if you have never worked. You should indicate in your renewal application that you have not taken up employment as otherwise the Labour Market Access Unit will expect you to submit a LMA5 Employer Declaration form.
- Have to pay tax if you earn over a certain threshold. For more details on paying tax, see section 4.1.

For more detailed information, see the Labour Market Access Permission Information Guide for International Protection Applicants available [here](#).

## 2.1 (ii) Eligibility

- As of January 2021, you can apply for a work permit (labour market access permission) five months after the date you applied for international protection (i.e. the initial interview at the International Protection Office).
- If you don't have any ID, you must explain why and explain what steps you are taking to prove your identity.
- The labour market access permission will be valid for twelve months.
- You can apply for a renewal of the work permit if you have not had a first instance decision on your claim for asylum (i.e. if you were approved or rejected for refugee/subsidiary protection status or consideration for permission to remain)

*For example, if you had the initial interview with the IPO on the 05/02/2021, you should send in your application on 05/07/2021. It takes about a month for the work permit to be processed, so you could start work on 05/08/2021.*

## Eligibility Criteria

- Candidate is an international protection applicant.
- Candidate is eligible **if they have not yet received a first instance recommendation on their international protection application after six months.**
- Candidates can renew the permission if they have not received a final decision on their international protection application. A final decision means when you have completed all appeals procedures.

Further information is available on the INIS website [here](#)

## Why you Might not Qualify for a Labour Market Access Permission

- You received a first instance decision within six months of the date you applied for asylum.
- You are on a deportation order.

- You are considered to not be cooperating with the IPO (for example if you missed appointments without explanation).
- You have withdrawn your application for international protection.
- Your application for international protection was found to be inadmissible.

## 2.1 (iii) Application and Renewal Process

### Steps to apply for Labour Market Access Permission

- Complete an application form (LMA3 form) - you can type your answers – but you must print the form to sign your name, and scan and save in pdf format.
- Scan a photocopy of your Temporary Residence Card (TRC) card.
- If you have any other ID, scan these to include with your application. If you don't have any ID, you will need to say why.
- Write a clear explanation of why you do not have any ID to submit. For example, *"I am from Somalia which does not have a functioning state or state bodies, so I do not have any identity documents."* You also need to say what actions you are taking establish your identity.
- Email the form and supporting documents to [lmauapplications@justice.ie](mailto:lmauapplications@justice.ie). Alternatively, you can send your application by post (freepost) to the Labour Market Access Unit.

### Successful application:

- INIS will correspond by email to confirm acceptance. INIS issues a permission letter valid for twelve months. They should send a copy of this to your email as well as to the address provided in your application.
- The labour market access permission is a double-sided, watermarked A4 document which features a unique permission number. This document is your work permit.

### Unsuccessful application:

- INIS will tell you why they have not issued you a work permit. If you are missing documentation, this is your opportunity to explain your situation. Consult your lawyer. It may be helpful to have an advocacy letter written on your behalf.

## How to Renew

Candidates can renew their work permission by submitting form LMA4.

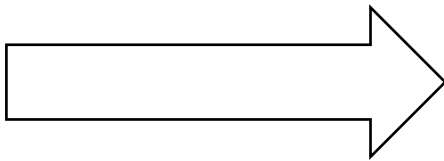
If you have not received a first instance decision on your application for international protection, you can apply for a labour market access permission by sending an application for renewal of labour market access permission (LMA4 form), available [here](#), to [lmauapplications@justice.ie](mailto:lmauapplications@justice.ie).



You will likely need to submit a form LMA5, please include form [LMA5](#) with your renewal application.

- Emailed applications should state the applicant's personal ID in the email subject line.
- Emailed applications should be submitted in pdf format.
- Forms must be signed, either through the 'draw' tool in many pdf documents or by printing, signing and scanning.
- Please note that zipped or encrypted files cannot be accepted.

This is what a Labour Market Permission looks like



An Roinn Dlí agus Cúirt  
agus Comhionannais  
Department of Justice  
and Equality

**PERMISSION TO ACCESS THE LABOUR MARKET**

This is to certify that the Minister for Justice and Equality has granted permission to access the labour market in accordance with the European Communities (Reception Conditions) Regulations 2018 to the person named below.

Permission valid from XXXX/2021 to XX/XX/2022

Ainm agus Ainne Name in full	First Name, Last Name	PHOTO HERE
An dáta a rugadh Date of birth	01 Márta 2002 01 March 2002	
Person ID No.:	1111111-18	

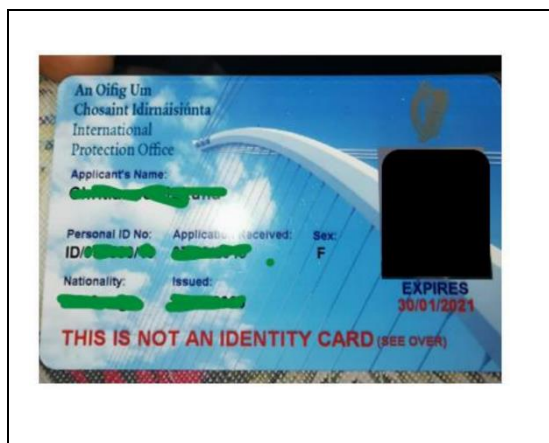
For and on behalf of the Minister for Justice and Equality,

**Conditions and obligations as set out in The European Communities (Reception Conditions) Regulations 2018. (This is not an exhaustive list).**

- The **holder** of this permission shall not seek, nor be employed in any of the occupations listed in Schedule 5 of the European Communities (Reception Conditions) Regulations 2018. For full updated list of this schedule, please visit our website [www.dli.gov.ie](http://www.dli.gov.ie)
- The **holder** of this permission must inform the Minister for Justice and Equality of any engagement in self-employment. Declaration form enclosed and available on our website.
- The **holder** of this permission, whether in employment or self-employment, must inform the Revenue Commissioners and be compliant with any relevant tax legislation.
- If the **holder** of this permission is under the age of 18, The Protection of Young Persons (Employment) Act 1996 also applies.
- The **employer** of a holder of this permission must inform the Minister for Justice and Equality within 21 days of commencement of employment and within 21 days of cessation of employment. Declaration forms enclosed and available on our website.
- The **employer** of a holder of this permission shall not employ an applicant in any of the employer's businesses unless, on the date of employment of the holder of the permission, 50 per cent or more of the employees in the business are nationals of (i) an EEA Member State, and/or (ii) the Swiss Confederation.
- The **employer** of a holder of this permission must continue to keep records of employment and furnish The Minister for Justice and Equality with any requested details of employment within 10 days (if requested).

**This permission is an original document and belongs to the Minister for Justice and Equality. You must not alter or deface it in any way. This permission may be used only by you. This permission should always be presented together with your Temporary Residence Certificate (TRC) if 18 years or above. This permission is not an identity document.**

Án tSealbhóir an tAitheantas Shóisialta, Rís, Bóca Post 12021, Baile Átha Cliath 2, Saorshliocht, F20D264.  
Labour Market Access Unit, RNS, PO Box 12021, Dublin 2, Freeport, F20D264.  
T +353 1 876 7750 | [laughlin@ipo.gov.ie](mailto:laughlin@ipo.gov.ie) | [lmaccess@justice.ie](mailto:lmaccess@justice.ie)  
[www.dli.gov.ie](http://www.dli.gov.ie)



**You will need to show your employer an up-to-date Temporary Residence Certificate (TRC) card**

It is important you renew your TRC card. To do so, complete this [renewal form](#) and email it to [trcrenewals@ipo.gov.ie](mailto:trcrenewals@ipo.gov.ie) at least 3 weeks before its expiry date. For further information on TRC cards see the IPO webpage [here](#)

## 2.1 (iv) What your employer needs to do when if have a labour market access permission

Your employer will need to submit an LMA5 form to the Labour Market Access Unit with some basic details about your employment within 21 days of you starting work.

This form can be sent to [lmauapplications@justice.ie](mailto:lmauapplications@justice.ie).

If you are self-employed, you will need to fill out and submit this form on your own behalf.

Employers are required to apply the '50/50 rule' when employing eligible applicants which means they are required to show that at least 50 percent of their employees are EEA or Swiss nationals. There are some exceptions to this for start-up companies and sole employees.

### Employers should know:

- The labour market access permission is a double-sided, watermarked A4 document which features a unique permission (ID) number
- Applicants will not have a GNIB/IRB card, instead they will have a Temporary Residence Card (TRC) card
- You do not need to sponsor an employment permit. There is no cost or labour market needs test required.

If an employer needs further information about the labour market access permission, you can direct them to:

- This guidebook by the Department of Justice:  
[irishimmigration.ie/my-situation-has-changed-since-i-arrived-in-ireland/labour-market-access-permission](https://irishimmigration.ie/my-situation-has-changed-since-i-arrived-in-ireland/labour-market-access-permission)
- This Guide by the Irish Human Rights and Equality Commission:  
[ihrec.ie/documents/employing-international-protection-applicants-employer-guide](https://ihrec.ie/documents/employing-international-protection-applicants-employer-guide).

## What do I do if my employer asks me what 'stamp' I have?

**The labour market access permission is separate to the 'stamp system' so it does not have a stamp.** Other non-EEA nationals who have applied for and received permission to stay in Ireland will have a stamp put in their passport by an immigration officer. The type of stamp you have explains the activities you can and cannot do in Ireland, including whether or not you are allowed to work and the amount of hours you are permitted to work.

## 2.1 (v) Education entitlements with Labour Market Access Permission

- PLC (Post Leaving Cert) courses
- VTOS (Vocational Training Opportunities Scheme)
- ETB training at QQI levels 1 – 6
- Adult and community education
- Apprenticeships and traineeships
- Some government training programmes, such as online eCollege courses, which are free of charge at the time of writing (June 2022). Find out more here: [gov.ie/en/campaigns/f205a-the-right-course](http://gov.ie/en/campaigns/f205a-the-right-course)  
[ecollege.ie/course](http://ecollege.ie/course)

See our Guide to Further and Higher Education booklet for more details:  
[irishrefugeecouncil.ie/education-booklet](http://irishrefugeecouncil.ie/education-booklet)

## 2.2 Other Employment Permits International Protection Applicants may be Able to Apply for

If you are an international protection applicant and are not eligible to apply for a labour market access permission, there are other employment permits you may be able to apply for. There are a number of requirements for these however, so it can be quite difficult.

### What do you require in order to apply for an employment permit?

- A valid passport,
- A job offer from a registered employer,
- The employment offered cannot be an excluded job category under the [ineligible list of occupations for employment permits](#),
- You must be able to provide information in respect of the qualifications, skills or experience required for the employment permit applied for,
- The minimum annual salary is generally €30,000 (there are some exceptions to this, see [here](#))
- Payment of application fee, approximately €1,000.

### Criteria for the employer:

- Applications will only be accepted from employers that are registered with the Revenue Commission and with the Companies Registration Office\*.
- The employer must guarantee that the prospective employee will be employed and paid directly by the employer.
- An employment permit will not issue unless at the time of application at least 50% of the employees in a firm are EEA nationals (50:50 rule) \* *(there are some exceptions to certain professions)*

The Department of Enterprise, Trade and Employment administers the Employment system in the State. Further information can be found on their [website](#).

There are nine different types of employment permits non-EEA nationals can apply for.

The most common two are the *Critical Skills Permit* and *General Skills Permit* (formerly called Green Card permit).

**Critical Skills Employment Permits** mostly cover 'highly skilled' occupations, such as engineers, information and communication (ICT) professionals, health professionals and architects.

See the highly skilled eligible list here:

[enterprise.gov.ie/en/What-We-Do/Workplace-and-Skills/Employment-Permits/Employment-Permit-Eligibility/Highly-Skilled-Eligible-Occupations-List](http://enterprise.gov.ie/en/What-We-Do/Workplace-and-Skills/Employment-Permits/Employment-Permit-Eligibility/Highly-Skilled-Eligible-Occupations-List)

To apply, you need to have a job offer for two years duration in excess of €32,000 salary. It costs €1,000 to apply but is refunded if it is not successful. Either the employer or the employee can make the application.

**General Skills Employment Permits** cover all other occupations unless otherwise specified in the [ineligible professions list](#).

- Examples of professions which are **eligible** include chefs, private home carers, customer service (with a language), horticulture workers, meat processing operatives and dairy farm assistants.
- Examples of professions on the **ineligible list** include restaurant managers, cleaners and electricians.

See further information the General Skills Employment Permit on the DB [here](#)

See user guide for the Department of Business online portal here:

[epos.djei.ie/EPOSONlinePortal/UserGuide.pdf](http://epos.djei.ie/EPOSONlinePortal/UserGuide.pdf)



## Since June 2021, **Healthcare Assistants can now apply for a General Skills Permit**

**Health Care Assistant must have:**

- **A minimum remuneration threshold salary of at least €27,000**
- **When applying for a renewal employment permit –HCA should have attained a relevant QQI Level 5 qualification after two years' employment in the State**

*The employment permit occupations lists in respect of Health Care Assistants **does not include home care.***

## 2.3 Stamp 4 (for Persons Granted Refugee Status, Subsidiary Protection, Family Reunification or Leave to Remain)

You can take up employment and are not required to hold an Employment Permit.

You can establish and operate a business. You may access state funds and services as determined by Government departments or agencies. If you wish to stay in Ireland past the expiry date of your immigration permission, you must apply to renew your permission and registration before they expire.

Stamp 4 is reckonable as residence when applying for citizenship by naturalisation.

Refugees with Stamp 4 can work in most jobs. Some public sector jobs require that you be an Irish citizen in order to apply.

## 3) Other Requirements for Work

### 3.1 Opening a Bank Account

To open a bank account you will need to show accepted proof ID and proof of address. This can be problematic for people seeking international protection and those who have received protection status.

The Banking Payments Federation Ireland (BPFI) published this guide for protection applicants with guidelines and advice on opening a bank account: [bpfi.ie/wp-content/uploads/2021/12/Final-BPFI-Guide-to-Opening-Bank-Accounts-in-Ireland-for-Protection-Applicants-Final.pdf](https://www.bpfi.ie/wp-content/uploads/2021/12/Final-BPFI-Guide-to-Opening-Bank-Accounts-in-Ireland-for-Protection-Applicants-Final.pdf)

See this guide for protection applicants on opening bank accounts: [bpfi.ie/wp-content/uploads/2021/05/Final-BPFI-Guide-to-Opening-Bank-Accounts-in-Ireland-for-Protection-Applicants-Final.pdf](https://www.bpfi.ie/wp-content/uploads/2021/05/Final-BPFI-Guide-to-Opening-Bank-Accounts-in-Ireland-for-Protection-Applicants-Final.pdf)

‘Non standard’ documents should be accepted as proof of ID. These include the Temporary Residence Certificate, IRP (previously GNIB) card and travel documents.

For proof of address, the Labour Market Access Permission letter, a letter from the IPO or a letter from your DP centre should be accepted.

If you are having difficulties with a particular bank who will not accept your documents, you can print off the BPFI guidelines above and show it to the bank clerk so they understand your situation. A support letter may also help.

The Banking and Payments Federation Ireland has advised:

#### The documents we need to open a bank account

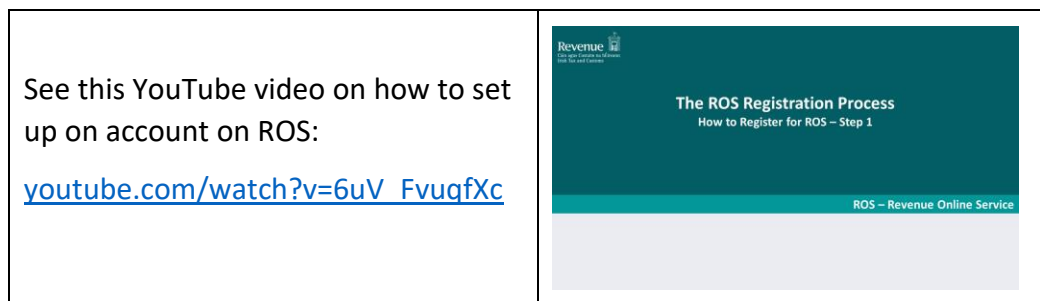


Each Bank has committed to accepting alternative documents including for example:

	Proof of identity	Proof of address
Standard documents include	<ul style="list-style-type: none"><li>• Passport</li><li>• Driving Licence (EU or Irish)</li></ul>	<ul style="list-style-type: none"><li>• Utility Bill e.g. a gas or electricity bill</li><li>• Bank Statement</li><li>• Notification of Determination of Tax Credits for the current year</li><li>• Letter from a Government Department</li></ul>
Alternative documents include	<ul style="list-style-type: none"><li>• Temporary Residence Certificate</li><li>• Irish Residence Permit</li><li>• Irish Government Travel Document (UN Issued)</li></ul>	<ul style="list-style-type: none"><li>• Labour Market Access Permission Letter</li><li>• Letter from the International Protection Office</li><li>• Letter from the Direct Provision Centre or Emergency Reception and Orientation Centre (EROC)</li></ul>

## 3.2 Registering with Revenue to Pay Income Tax

When you start working, you will need to pay income tax. In order to pay the correct amount of tax you need to be registered with the online platform **Revenue Online Service (ROS)**: [revenue.ie/en/Home.aspx](https://revenue.ie/en/Home.aspx)



When you start working for the first time, you should register with the ROS as soon as possible.

You must register with ROS even if the job is part-time or temporary.

To register with ROS you must:

- 1) Register for [myAccount](#).
- 2) Register your new job.

When you receive your myAccount password, you will be able to register your new job. To register, click on the 'update job or pension details' link in 'PAYE Services' in [myAccount](#). Revenue will work out the [tax credits](#) that you can claim.

### View Your Tax Credit Certificate (TCC)

Your TCC is a document showing the amount of tax credits you have to reduce your tax. You will be able to view your TCC within two working days. To view your TCC, click on the 'manage your tax' link in 'PAYE Services' in [myAccount](#). An employer copy showing your total tax credits and [rate bands](#) will be made available to your new employer. Your employer can then make the correct tax deductions from your pay.

### How to Register for ROS (Revenue Online Service)

Once you have an account with ROS and you start employment, you can enter your employer's tax number. Many companies will add you to their system directly. You can check this on 'my jobs'. If you have not been added, you should ask for the company tax number and enter these details on ROS.

It is important you do this as otherwise you will be charged a higher rate of tax (emergency tax). This will be refunded to you once you confirm the company details, tax number and the amount you are earning annually and whether you are working full or part-time.

## How to Set up a Revenue Online Service (ROS) Account

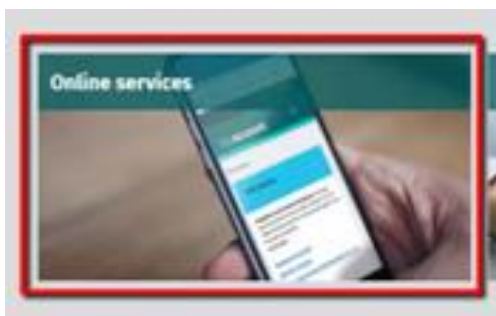
There are 3 steps involved

**Step 1** – apply for an RAN, which is a temporary number valid for three months. If you don't complete the process within the three months, you can start again.

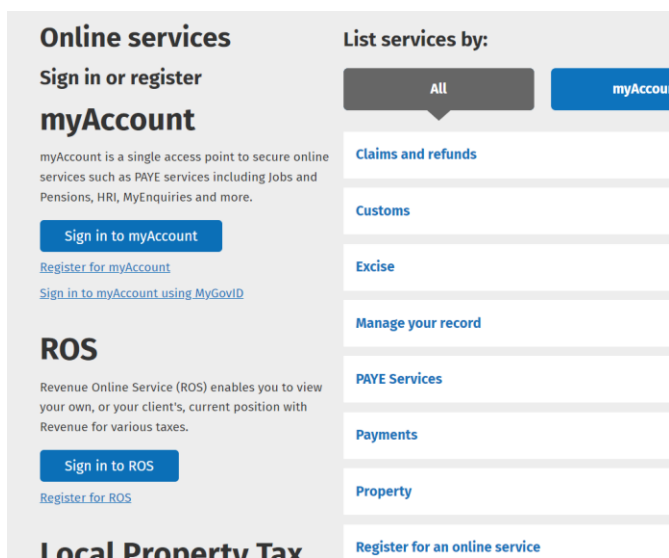
**Step 2** – apply for your digital certificate.

**Step 3** – download and save your digital certificate.

**Step 1:** Go to [revenue.ie/en/Home.aspx](https://revenue.ie/en/Home.aspx) and select the “online services” option.



Select “register for ROS”.



Select “apply for your RAN”.



Click on the steps below to start or continue the re



Select applying as “an individual or company”.

**Are you applying in your capacity as:**

An Individual or Company

A Tax Agent

An LPT Receiver

**Next →**

Enter your tax type and registration number.

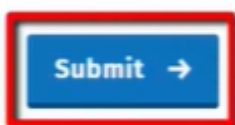
**To apply for a RAN, please enter your appropriate tax registration details here:**

Tax Type \* [What is this?](#)

Please select \*

Registration Number \* [What is this?](#)

On the next page, complete your contact information and press “submit”. These contact details will be used as part of the verification process, and you will be sent a password by text message or email.

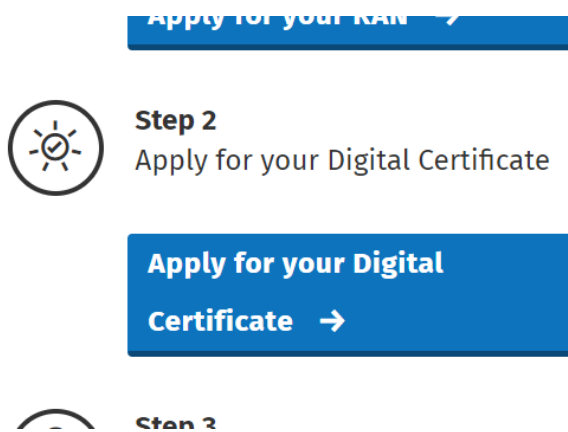


**Step 2:** Apply for a digital certificate.

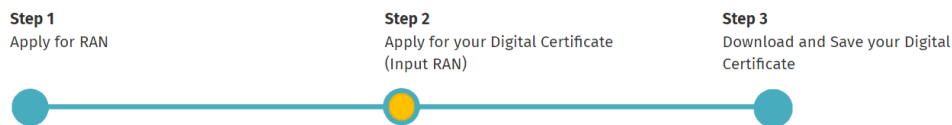
Your RAN is valid for 3 months to complete the ROS registration.

Go back to the homepage at [revenue.ie/en/Home.aspx](http://revenue.ie/en/Home.aspx) and select 'Register for ROS' under 'Online services'.

Select 'Apply for your digital certificate'.



Enter your RAN number.



**Application for a Digital Certificate**

Please enter your ROS Access Number (RAN) below and click the **Next** button  
The \* symbol beside a field denotes that this field is required

RAN \*

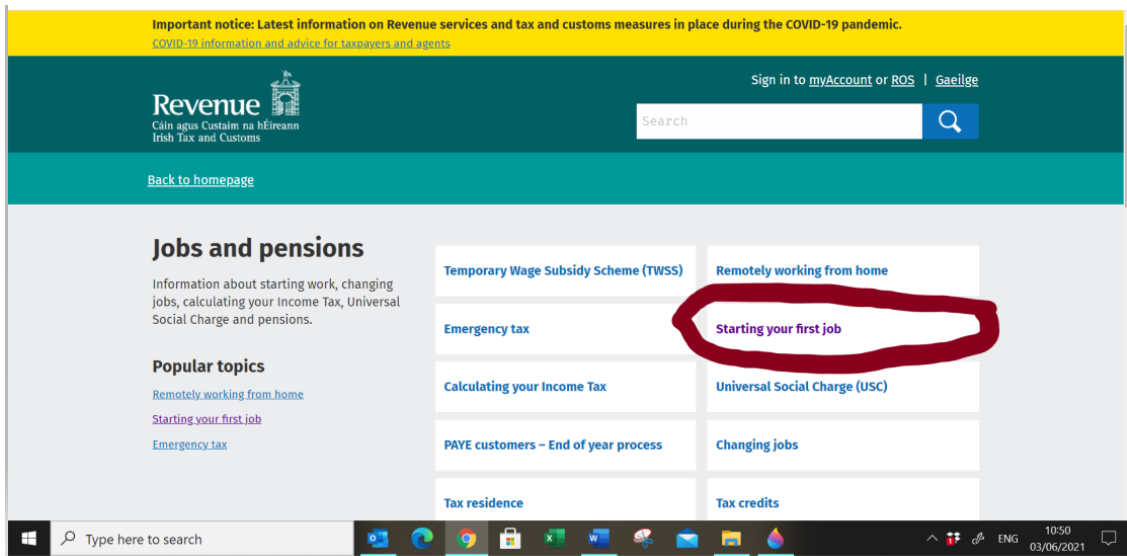
**Next** →

- Enter tax type and Registration Number.
- Select "How do you wish to receive your system password", you can select either text or email.
- Click Next.
- When you receive your password, you can proceed to Step 3.
- Select "I have my system password"
- Once you enter the password received by text or email you will need to save your digital certificate (it is best to do this on a laptop).

- Click “Backup Certificate”.

### Step 3: Save your digital certificate

- Your digital certificate is used for security when you are logging into ROS. You do not need to open it, just save it in a safe place on your computer.
- Depending on what internet browser you have, you may have a different format of saving and downloading the file.
- Watch this video to complete the process:  
[youtube.com/watch?v=mh8ugraK0vk](https://www.youtube.com/watch?v=mh8ugraK0vk)



If you need any help, contact the **Revenue Commissioners Helpline on (01) 738 3636, Monday – Friday, 9:30am–1:30pm.**

The Tax Department in Dublin is on 15 O'Connell Street Upper, North City, Dublin, D01 R635

## 3.3 Qualification Recognition

Naric (National Academic Recognition Information Centre) provides advice on recognition of foreign qualifications in Ireland. The Naric Foreign Qualifications Database allows you to compare your qualification to the Irish framework. The database is new and continually expanding.

For more details on using the Naric's database and getting qualifications recognised, see page 8 of the Irish Refugee Council's Guide to Further and Higher Education available here: [irishrefugeecouncil.ie/education-booklet](http://irishrefugeecouncil.ie/education-booklet)

## 3.4 Professional Regulators

A regulated profession is a profession which is restricted to those who meet professional qualifications required by law. The European Union's Regulated Professions Database was developed to pinpoint the different regulations required across the EU. You will find a full list of the regulated professions in Ireland [here](#) with a reference to the competent authority.

Some examples include accountancy, law, architecture, engineering, social work, medicine and nursing. If you have a professional qualification, you will need to check with the Irish branch of your professional body to see if your qualifications are acceptable for use in Ireland. You may also need to go through an exam or adaptation period and meet other documentation requirements.

Professional health regulators include:

- Health and Social Care Professionals Council (CORU, a multi-profession health regulator)
- Dental Council of Ireland
- Medical Council of Ireland (regulates medical doctors)
- Nursing and Midwifery Board of Ireland (NMBI)
- Pharmaceutical Society of Ireland (regulates pharmacists and pharmacies).

Common requirements needed to register with a professional regulator include:

- Proof of English language assessment for non-native speakers (most often IELTS at band 7 or above).
- Proof of diploma (original) at the required grade, translated and certified.
- Proof of professional practice.
- Academic transcripts (modules should be the academic equivalents to those taken in Irish universities).
- Module handbook.
- Proof of registration with competent authority in the country in which the applicant trained or practised.
- Professional reference from a previous employer.
- Police clearance from country of origin and from any country in which the applicant has lived for more than six months.
- Registration fee(s).

**Tips:**

- It is advisable to familiarise yourself as soon as possible with the requirements of the professional regulator of your profession as it may take time to gather the required documentation. You may also need to pay for assessment and registration fees and complete exams.
- In most cases you will need to pass an English language exam. This is most often IELTS at band level 7 for each domain (reading, written, speaking and listening).

To improve your professional English, MOOC, Coursera and EDX can provide free online courses from international universities. Sometimes Fetchcourses provide IELTS exam preparation.

[mooc.org/#course-categories](https://mooc.org/#course-categories)

[coursera.org](https://coursera.org)

[edx.org](https://edx.org)

[fetchcourses.ie](https://fetchcourses.ie)

## 3.4 Garda Vetting and International Police Clearance

### What is Garda Vetting and why would you need it?

Garda vetting means 'police clearance'. Garda vetting is a criminal records check conducted by the Garda Vetting Bureau.

Under Garda vetting legislation, anyone working directly with children or vulnerable adults needs to have Garda vetting conducted before starting work. For example, if you are working in childcare, security or health or medical care you would require Garda vetting.

If you have committed a criminal offence, a description of the offence, the date heard and the sentence given will be disclosed to your employer.

Garda vetting is not required for all jobs. If you are working in a grocery shop, where children and vulnerable people might be, you would not require Garda vetting because you would not be working directly with children or vulnerable adults.

Find out more information at the Garda Vetting Bureau [here](#).

### How Garda Vetting works

**Step 1:** The employer will give you an NVB 1 form to complete which you return to the employer along with a proof of ID and proof of address. Each ID has assigned 'points' and the applicant must have 100 points between the two submitted ID to apply.

If you are an international protection applicant, the most accessible ID for you to use is probably the PPS (Personal Pin Service) card if you have one. However, not all employers are able to accept this as they have to be a specified body under Schedule 5 of the [Social Welfare Consolidation Act 2005](#) (as amended):

Proof of Identify		Proof of Address	
Identification	Score	<b>Letter from employer</b> (within last two years)	
Irish driving licence or learner permit (new credit card format)	80	<ul style="list-style-type: none"> <li>Confirming name and address</li> </ul>	35
Irish Public Services Card (Please note that an organisation can only request or accept the PSC if it is a specified body under <a href="#">Schedule 5 of the Social Welfare Consolidation Act 2005</a> (as amended).)	80	P60, P45 or Payslip (with home address)	35
Passport (from country of citizenship)	70	Utility bill e.g. gas, electricity, television, broadband (must be less than 6 months old. Printed online bills are acceptable. Mobile phone bills are not acceptable)	35
Irish certificate of naturalisation	50	Public services card/social services card/medical card	25
Birth certificate	50	<ul style="list-style-type: none"> <li>With photograph</li> </ul>	40
Garda National Immigration Bureau (GNIB) card	50	Bank/Building Society/Credit Union statement	35
National Identity Card for EU/EEA/Swiss citizens	50	Credit/debit cards/passbooks (only one per institution)	25
Irish driving licence or learner permit (old paper format)	40	National age card (issued by An Garda Síochána)	25
Employment ID		Membership card	
<ul style="list-style-type: none"> <li>ID card issued by employer (with name and address)</li> </ul>	35	<ul style="list-style-type: none"> <li>Club, union or trade, professional bodies</li> </ul>	25
<ul style="list-style-type: none"> <li>ID card issued by employer (name only)</li> </ul>	25	<ul style="list-style-type: none"> <li>Educational institution</li> </ul>	25

	Correspondence	
	<ul style="list-style-type: none"> <li>From an educational institution/SUSI/CAO</li> </ul>	20
	<ul style="list-style-type: none"> <li>From an insurance company regarding an active policy</li> </ul>	20
	From a bank/credit union or government body or state agency	
	<ul style="list-style-type: none"> <li>Children under 18 years (any one of the following)</li> </ul>	100
	<ul style="list-style-type: none"> <li>Birth certificate</li> </ul>	100
	<ul style="list-style-type: none"> <li>Passport</li> </ul>	100
	Written statement by a principal confirming attendance at educational institution on a letter head of that institution	
	<ul style="list-style-type: none"> <li>Recent arrival in Ireland (less than 6 weeks)</li> </ul>	100
	Passport	
	<ul style="list-style-type: none"> <li>Vetting Subject is unable to achieve 100 points**</li> </ul>	100
<ul style="list-style-type: none"> <li>Affidavit witnessed by a Commissioner for Oaths</li> </ul>		

If you are not able to provide the acceptable proof of ID or proof of address listed below at a combination which equals or exceeds 100 points, you can get an **affidavit witnessed by a Commissioner for Oaths**, (which is worth 100 points) which you can submit instead. Many solicitors will offer this facility.

To pass Garda Vetting you must meet a score of 100 by providing combined proof of identity and proof of address.

**Step 2:** The employer or relevant organisation sends you an email with a link inviting you to complete a vetting application form online. It is important to complete this application as soon as possible as the Garda Vetting is not complete until you do so.

**Step 3:** Complete the Vetting Application Form online and submit it to the employer or relevant organisation. You will need to provide a list of addresses you have lived at outside of the state.

**Step 4:** The employer or relevant organisation submits the form to the National Vetting Bureau.

**Step 5:** The National Vetting Bureau processes the application and sends a vetting disclosure to the relevant organisation.

**Step 6:** The employer or relevant organisation reviews the vetting disclosure and as soon as is practicable provides a copy of the disclosure to the vetting subject.

Ordinarily, Garda Vetting is organised by the human resources staff at your new job and is part of your confidential personnel file. Garda Vetting is valid for Ireland only.

Find out more about Garda Vetting at [Volunteer Ireland](#), or the [Garda Vetting Bureau FAQ](#).

**Tip:**

It's good practice to keep a record of the address details you provide for Garda Vetting as it can be easy to forget this information. You will need to reapply for Garda Vetting for every new job (where Garda Vetting is required) before you begin. It's good practice to ensure you provide the same details of former addresses are provided, as you will be asked to provide details of all addresses you have lived at outside of Ireland.

## 3.5 International Police Clearance

There is an additional requirement for people who have lived in any country other than the Republic of Ireland or Northern Ireland: to provide police clearance for each country in which they have lived to certify that they do not have criminal convictions recorded against them while residing there. This can be difficult for refugees and international protection applicants to provide.

You can request that the employer give you an exemption on the request to provide international police clearance. Many employers will offer this. If you are experiencing difficulty with this you could request a letter from a refugee support organisation.

## 3.6 References

Many employers will request references as part of the screening process before offering a position. References may be difficult to secure for refugees and international protection



applicants for various reasons. Professional references don't just have to be from your manager or employer, they can include anyone with experience working with you and who can recommend you, so it can also include colleagues, clients, supervisors or fellow volunteers.

If you don't have any references, get to know people in Ireland. You could volunteer with a neighbourhood, community or church group (see section 6.3 on volunteering). Lots of people can provide you character references such as a tutor on a course you are taking, a centre manager, support worker or fellow volunteer. Character references should be accepted if you don't have professional references.

# 4) Financial Planning and Welfare

## 4.1 What Tax to Pay

At time of writing (May 2022) if you earn more than €12,012 per year, you will have to pay income tax. The amount you pay varies depending on whether you are single, married with one income, or married with two incomes.

In Ireland, you pay tax on your salary or wages. There are three types of income tax:

- 1) PAYE (Pay As You Earn)
- 2) USC (Universal Social Charge)
- 3) PRSI (Pay Related Social Charge)

The average single worker in Ireland had a tax rate of **24.8% in 2020**, so their take-home pay was 75.2% of their gross wages: [oecd.org/tax/tax-policy/taxing-wages-ireland.pdf](https://www.oecd.org/tax/tax-policy/taxing-wages-ireland.pdf)

### Income Tax and PAYE

Income tax is charged on most types of income including wages and salary from jobs, your profits if you run a business, and some social welfare payments. There are different *bands* of income tax. This means that as your income increases so too does the amount of income tax you pay.

Income tax is **calculated on your annual income**. This is usually deducted from each payroll using the Pay As You Earn (PAYE) system.

### Pay-Related Social Insurance (PRSI)

PRSI contributions are paid by employees and employers to the state's Social Insurance Fund, which helps to fund the state social welfare system.

It is not an annual tax. It applies to each pay period (which is usually monthly, weekly or fortnightly depending on your employer's arrangements). This means if you earn extra in one month, you'll pay extra PRSI.

In general, the rate of PRSI that a person pays is determined by the nature of their employment.

### Universal Social Charge (USC)

is a tax on your total income. If you earn less than €13,000 per year you are exempt.

If you earn more than €13,000 you will pay a percentage of your salary depending on how much you earn. You do not pay USC if you receive a payment from the Department of Employment Affairs and Social Protection (DEASP).

For a detailed breakdown of how your tax is calculated, see this guide on Citizens Information [here](#).

## Starting Work and Registering with Revenue

When you start a new job, it's very important that your employment is registered with Revenue in order to be taxed the correct rate depending on your income level and whether you are married or single. For more information on registering with Revenue, see section 3.2.

If your employment is not registered, you be charged **Emergency Tax**, which is a higher rate of tax. You will be on Emergency Tax until Revenue process your application.

Emergency Tax is marked as 'E' on your payslip and is a higher rate of tax. You should try to get off Emergency Tax as soon as possible. You can apply to Revenue for a refund if you believe you have been overpaid tax. You may be entitled to tax benefits and tax relief exemptions to reduce the amount of tax you pay.

### **The national minimum wage in Ireland is €10.50 per hour**

Some people get sub-minimum rates, such as people [aged under 20](#)

Two sectors currently have different minimum wages in place, these are:

€11.20 per hour for contract cleaners.

€11.65 per hour for security sector personnel per hour.

Further info:

[citizensinformation.ie/en/employment/employment\\_rights\\_and\\_conditions/industrial\\_relations\\_and\\_trade\\_unions/employment\\_regulation\\_orders\\_and\\_registered\\_employment\\_agreements](https://citizensinformation.ie/en/employment/employment_rights_and_conditions/industrial_relations_and_trade_unions/employment_regulation_orders_and_registered_employment_agreements)

## 4.2 Social Welfare and Work: People with Labour Market Access Permission

This section is **only** for people without protection status with a Labour Market Access Permission. For social welfare entitlements for people with protection status, see the next section 4.3.

[I have a labour market access permission and I have started working. Can I keep my Daily Expenses Allowance \(DEA\)?](#)

If you have a labour market access permission and start earning, it is possible that your Daily Expenses Allowance (DEA), previously known as the Direct Provision allowance, will be cut

when you start earning more than the rate of the DEA - €38.80 weekly - and have worked more than a total of twelve weeks.

The minimum pay per hour in 2022 is €10.50, so depending on your hourly earnings, this could mean if you work more than three hours a week, you could lose your DEA.

While many people retain their DEA, it could be cut at any time if your earnings exceed the amount stated above.

I have a labour market access permission and lost my job, can I apply for a jobseekers payment?

### **Jobseekers Allowance Payment**

If you have a labour market access permission and lose your job, you cannot apply for Jobseekers Allowance as international protection applicants do not meet the [Habitual Residence Condition](#).

### **Jobseekers Benefit Payment**

If you have a labour market access permission and lose your job, you may be able to apply for Jobseekers Benefit if you have enough PSRI entitlements, but you would need to have been working for about two years and meet the eligibility criteria.

Entitlement to Jobseekers Benefit does not require the Habitual Residence Condition so protection applicants who have been working and have earned enough PSRI contributions are eligible to apply if they are made redundant or have their hours reduced. PRSI is a social insurance (tax) you pay to Revenue when you are working.

As a rough estimate, you would need to have been working for two years to have paid enough PRSI credits and have worked 39 weeks in the relevant tax year. So for claims made in 2022, the relevant tax year is 2020. Full eligibility criteria is available at:

[citizensinformation.ie/en/social\\_welfare/social\\_welfare\\_payments/unemployed\\_people/jobseekers\\_benefit.html](https://citizensinformation.ie/en/social_welfare/social_welfare_payments/unemployed_people/jobseekers_benefit.html)

If in doubt, contact the Citizens Information Phone Service on 0818 07 4000 (Monday to Friday, 9am to 8pm). They should be able to assist you to clarify your eligibility.

## **4.3 Social Welfare and Work: People With Protection Status**

This section is **only** for people with international protection status. For social welfare entitlements for people without protection status, see the previous section 4.2.

## I have protection status and have started working, can I keep my Jobseekers Allowance?

If you start working full-time, you will lose your entitlement to Jobseekers Allowance (JA) as the primary condition for getting JA is that you must be unemployed.

When you commence employment, you are advised to contact your Intreo centre or social welfare office as soon as possible to inform them that you are commencing employment so they can end your JA. You should do this before you commence employment, so you are not 'overpaid' a Jobseekers Payment.

You can advise the Department of Social Protection of your anticipated first pay date so you can obtain Basic Supplementary Welfare Allowance (SWA) in the interim period between starting work and receiving your first pay - you can receive SWA for up to 30 days and the maximum rate (2021) is €201.

To apply, complete an SWA form at your local social welfare branch. You can also print this form and complete this in advance: [gov.ie/en/form/9880c6-clsupplementary-welfare-allowance-swa1](https://gov.ie/en/form/9880c6-clsupplementary-welfare-allowance-swa1).

For Question 1 - why are you applying for Supplementary Welfare Allowance, you can explain that you are applying for SWA while waiting for your first wages. For example:

*"I will start working on 01/12/2021 at Company X, however I will not expect to receive my first pay until 17/12/2021. I am currently receiving Jobseekers Allowance and have no other income."*

If you continue to receive JA when you are working, you could be asked to repay this overpayment to Department of Social Protection.

If you start **working part-time or casual work, you can still get a reduced JA payment** if you are not working for at least 4 days a week and your weekly means are less than the maximum JA payment for your situation.

To calculate your means, see the Citizens Information guide [here](#) and their JA worksheet [here](#).

If you stop working or your work pattern changes, you should inform your Intreo centre so your case can be reassessed.

If you were working full-time and your days at work are reduced, you are laid off work temporarily or are self-employed but your level of business and income has reduced, you can also apply for Jobseekers Allowance. The rates of JA in 2022 are shown below:

## Jobseeker's Allowance rates 2022

Age	Maximum personal rate	Increase for an adult dependant	Increase for a child dependant
Aged 25 and over	€208	€138	Child aged under 12 €40 (full-rate), €20 (half-rate)
Aged 18-24 and living independently*	€208	€138	Child aged 12 and over €48 (full-rate), €24 (half-rate)
Aged 18-24 and not living independently	€117.70	€117.70	People aged 18-24 with children qualify for the maximum personal rate €208

\*Jobseeker's Allowance for people aged under 25 is €203, only if the person is living independently and getting a state housing support such as Rent Supplement, Rental Accommodation Scheme (RAS) or Housing Assistance Payment (HAP)

If you are parenting alone, you can apply for the Jobseeker's Transitional payment (JST). It provides support to lone parents who have young children aged between 7 and 13. If you have children and have been long term unemployed, you could be entitled to the Back to Work Family Dividend. The Working Family Payment supports employees with children who are on low pay.

Contact the **Citizens Information Phone Service** on 081 807 4000 (Monday to Friday, 9am to 8pm) to advise you on your entitlements. It is also possible to make in person appointments at your local branch. Find your local branch at: [centres.citizensinformation.ie](https://centres.citizensinformation.ie).

### I have the Back to Education Allowance, am I allowed to work?

The Back to Education Allowance (BTEA) is an additional social welfare payment for people who are already receiving another social welfare payment (eg Jobseeker's Allowance). You

must have Stamp 4 to access the BTEA. The BTEA is used to pay for education, you can find out more in the Irish Refugee Council's [Guide to Further and Higher Education](#).

If you are studying and receiving the BTEA, **you cannot work full-time** and are not eligible for Community Employment, the Community Services Programme, and some other government training programmes.

**You can work part-time** during the academic year. Your means will be assessed under the rules that applied to your primary payment. For most people their primary payment will be Jobseekers Allowance. So, the means assessment for JA applies, but there is no limitation on the number of days you can work (i.e. you are not limited to 3 working days).

Further information on BTEA:

[citizensinformation.ie/en/social\\_welfare/social\\_welfare\\_payments/back\\_to\\_education/back\\_to\\_education\\_allowance.html#startcontent](https://citizensinformation.ie/en/social_welfare/social_welfare_payments/back_to_education/back_to_education_allowance.html#startcontent)

## I have protection status; where can I find out more about my Welfare to Work options?

**Consult the INOU ~~†~~ guidebook**, which is updated every year. The 2021 edition is available at this link:

[inou.ie/resources/publications/working-for-work1](https://inou.ie/resources/publications/working-for-work1).

The INOU are social welfare experts. You can ring their helpline to answer any queries on 01 856 0088.

**Contact your local Citizens Information centre** to support you explore your entitlements. You can find your local office at this map: [centres.citizensinformation.ie](https://centres.citizensinformation.ie).

In-person appointments are also available in many locations nationwide if we can't help you by phone or email. A limited drop-in service may be available at some locations. You can also call the Citizens Information phone service on **081 807 4000**, Monday to Friday, 9am-8pm.

**Use the Benefit of Work Estimator.** The Benefit of Work Estimator shows how starting work or increasing your hours could effect your social welfare payments. The estimate only includes income from your employment and any social welfare payments you may still be entitled to. It does not consider impact on housing (HAP/social housing entitlement).

This does not include the Daily Expense Allowance so will only be useful to people with residency status (i.e. refugee, subsidiary protection, leave to remain, family reunification).

You can access the estimator here: [services.mywelfare.ie/en/topics/parents-children-family/benefit-of-work-estimator-for-jobseekers-and-one-parent-families](https://services.mywelfare.ie/en/topics/parents-children-family/benefit-of-work-estimator-for-jobseekers-and-one-parent-families)

If you have been unemployed on Stamp 4 for over one year, you may have access to other social welfare supports. Find out more on returning to work [here](#).

## 4.4 Medical Card Entitlement

### I have started working, can I keep my medical card?

Entitlement to a medical card is based on your means. If you start working this affects your means, so your entitlement to a medical card will need to be reassessed.

**The same eligibility requirements for a medical card apply regardless of whether you have protection status.**

For more information on medical card eligibility see Citizens Information [here](#).

There are different means categories for single people and couples and different assessment criteria depending on the number of children you have.

Short-term work will be unlikely to affect your entitlement, as the assessment is based on your average weekly means for the whole year.

For a single person with no children, if you are earning more than €184 weekly after tax you may lose entitlement to your medical card. However, you could be entitled to a **GP visit card**, which allows you to visit the GP free of charge, but you must pay for prescriptions.

**Weekly income limit (gross income minus tax, Universal Social Charge and PRSI):**

Category	Aged under 66	Aged over 66
Single person living alone	€184	€201.50
Single person living with family	€164	€173.50
Couple, married/cohabiting/civil partners (or single parent with dependent children)	€266.50	€298
Allowance for each of first 2 children aged under 16	€38	€38
Allowance for 3rd and each subsequent child under 16	€41	€41
Allowance for each of first 2 children aged over 16 (with no income)	€39	€39
Allowance for 3rd and each subsequent child over 16 (with no income)	€42.50	€42.50
Each dependant over 16 years in full-time third-level education, who is not grant aided	€78	€78



## Medical Card Retention Scheme (protection status only)

If you have protection status and certain criteria, you may be eligible for the Medical Card Retention Scheme.

If you are returning to work, you may be able to keep your medical card for 3 years.

You must have been receiving one of the following payments for 12 consecutive months: Jobseekers Allowance, Jobseekers Benefit, One Parent Family Payment, Illness Benefit, Disability Allowance or partaking in an employability initiative like Community Employment or Tús.

You will need to submit a new medical card application stating that you are applying on this basis.

Contact the Medical Card Unit for further details and to apply:

1800 700 700 or (01) 240 8787, Monday – Friday 9am – 5pm

## 4.5 Housing Supports

I have started working and I am on the social housing list. Will this affect my application?

Eligibility for social housing is based on your income threshold. If you start working or increase your hours or pay, your entitlement for social housing eligibility may also be affected.

The category of income threshold you are placed in depends on whether you are married or single, how many children you have and what area (band) you have applied for social housing in. Ireland is divided into 3 bands in total.

For example, if you are a single person and have applied for social housing in the Band 1 area (which includes Dublin, Cork, Galway City, Meath, Kildare and Wicklow), your threshold is €35,000 (after tax). If you were earning €32,000 (after tax) and you get promoted with a payrise of €36,000 (after tax), you would no longer be considered eligible for social housing.

	Single Person household	2 adults no children	1 adult 1 child	1 adult 2 children	2 adults 1 child	2 adults 2 children	2 adults 3 children	2 adults 4 or more children	3 adults 4 or more children
Band 1	€35,000	€36,750	€35,875	€36,750	€37,625	€38,500	€39,375	€40,250	€42,000
Band 2	€30,000	€31,500	€30,750	€31,500	€32,250	€33,000	€33,750	€34,500	€36,000
Band 3	€25,000	€26,250	€25,625	€26,250	€26,875	€27,500	€28,125	€28,750	€30,000

For detailed information on social housing entitlement, see the IRC Housing Booklet page 10: [irishrefugeecouncil.ie/listing/category/housing](http://irishrefugeecouncil.ie/listing/category/housing).

#### 4.4 (ii) I have started working and I have HAP (Housing Access Payment), will this affect my rent?

If you already have HAP and start working, this will increase the amount of rent you pay. If you start earning less, this will decrease your HAP contribution. In general, you will pay about 15% of your total earnings.

You can work full-time and continue to receive HAP. However, **your salary must be below the maximum income threshold for your area in order to continue receiving HAP**. This is the same income threshold as mentioned in 4.1(ii) above.

For example, if you a single parent with one child who has been awarded HAP in Waterford City (Band 2), if your income increases above €30,750 (after tax) you will lose your entitlement to HAP.

	Single Person household	2 adults no children	1 adult 1 child	1 adult 2 children	2 adults 1 child	2 adults 2 children	2 adults 3 children	2 adults 4 or more children	3 adults 4 or more children
Band 1	€35,000	€36,750	€35,875	€36,750	€37,625	€38,500	€39,375	€40,250	€42,000
Band 2	€30,000	€31,500	€30,750	€31,500	€32,250	€33,000	€33,750	€34,500	€36,000
Band 3	€25,000	€26,250	€25,625	€26,250	€26,875	€27,500	€28,125	€28,750	€30,000

Please see section 3.13 of the IRC Housing Booklet for a detailed breakdown of the different HAP rates per county. This is available at: [irishrefugeecouncil.ie/listing/category/housing](http://irishrefugeecouncil.ie/listing/category/housing)

# 5) Basic Overview of Employment Rights and Entitlements

## 5.1 Overview of Employment Rights and Entitlements

### Starting work in Ireland

What documents should you receive?

**Statement of employment terms – can be contained in your contract of employment**

Within 5 days of starting your job you must be provided certain core terms in writing:

- Full name of employer and employee.
- Address of the employer.
- Expected duration of the contract i.e. temporary or fixed term/
- Rate or method of calculating pay and the pay reference period i.e. a week, fortnight or month
- What the employer reasonably expects the normal length of your working day and week to be, in a normal working day and in a normal working week.



Within 2 months must be provided with remaining terms of employment - must contain certain information, including:

- Job title, salary, hours of work and place of work
- Date employment started
- Holiday entitlement
- Information relating to incapacity for work including sick pay
- Notice period
- Pay intervals i.e. weekly or monthly

The SIPTU trade union and MASI asylum advocacy group have produced this useful guide to the rights of workers in the international protection system:

[siptu.ie/media/publications/file\\_23026\\_en.pdf](https://siptu.ie/media/publications/file_23026_en.pdf)

### Contract of Employment

If you work for an employer for a regular wage or salary, you automatically have a contract of employment. You must be given a written statement of five core terms within five days of starting your job and you must be given the remaining terms of employment in writing within two months. Read more about what terms should be included in a [contract of employment](#).

You should be given a staff handbook/policies and procedures. Larger employers may have staff handbooks which contain the rules relating to the employment relationship and any procedures which must be followed, such as discipline and grievance policy, sickness absence policy, maternity policy and data protection policy.

### Pay and employment

**Pay slips:** All employees are entitled by law to a written statement of salary. This statement is called a 'pay slip'.

[Minimum rates of pay](#): Since 1 January 2022, the national minimum wage is €10.50 per hour. This applies to every person over the age of 20. For further information consult Citizens Information [here](#).

## Sick Leave and Sick Pay

Starting in September 2022, if you are sick and cannot come into work, you are entitled to three days of sick pay. This will rise to five days in 2024 and seven days in 2025.

On sick pay, you are entitled to 70 percent of your normal daily wages, up to a maximum of €110.

You must have been employed for at least 13 weeks to get sick pay, and you must be certified by a GP as unfit to work. For further information see Citizens Information: [citizensinformation.ie/en/employment/employment\\_rights\\_and\\_conditions/leave\\_and\\_holidays/sick\\_leave.html](https://citizensinformation.ie/en/employment/employment_rights_and_conditions/leave_and_holidays/sick_leave.html).

## Work Breaks and Rest Periods

All workers are entitled to breaks while they are at work and rest periods between working days or nights. This page will help you understand what work breaks and rest periods you are entitled to by law. You have a right to:

- A 15 minute break when you have worked more than 4 ½ hours.
- A 30 minute break when you have worked more than 6 hours, which can include the first 15-minute break.

For further information see:

[citizensinformation.ie/en/employment/employment\\_rights\\_and\\_conditions/hours\\_of\\_work/rest\\_periods\\_and\\_breaks.html](https://citizensinformation.ie/en/employment/employment_rights_and_conditions/hours_of_work/rest_periods_and_breaks.html).

## Annual Leave

Annual leave (also called holidays from work) is paid time off work. All employees are entitled to annual leave, including full-time, part-time, temporary and casual workers. Most employees are entitled to four weeks of annual leave each year. For further information, see [citizensinformation.ie/en/employment/employment\\_rights\\_and\\_conditions/leave\\_and\\_holidays/annual\\_leave\\_public\\_holidays.html](https://citizensinformation.ie/en/employment/employment_rights_and_conditions/leave_and_holidays/annual_leave_public_holidays.html).

## Maternity Leave

As an employee, you have the right to take 26 weeks of maternity leave if you become pregnant. You also have the right to take up to 16 weeks of additional maternity leave. In general, employers do not have to pay women who are on maternity leave. You should check your contract of employment to see whether you are entitled to pay during maternity

leave. For further information see:

[citizensinformation.ie/en/employment/employment\\_rights\\_and\\_conditions/leave\\_and\\_holidays/maternity\\_leave.html](https://citizensinformation.ie/en/employment/employment_rights_and_conditions/leave_and_holidays/maternity_leave.html).

## Leave for Parents

Parents have a right to time off work to look after their children. Parents have several different types of statutory leave entitlements, such as [maternity leave](#), [adoptive leave](#), [paternity leave](#), [parental leave](#) and [parent's leave](#).

For further information on each of the above, please consult Citizens information:

[citizensinformation.ie/en/employment/employment\\_rights\\_and\\_conditions/leave\\_and\\_holidays/leave\\_for\\_parents.html](https://citizensinformation.ie/en/employment/employment_rights_and_conditions/leave_and_holidays/leave_for_parents.html)

## Employment Detail Summary

An Employment Detail Summary contains details of your pay as well as the income [tax](#), [PRSI](#) and [Universal Social Charge \(USC\)](#) that has been deducted by your employer and paid to Revenue. Before 2019 you had to get a document called a P45 when you ceased employment but this is no longer the case. Now when you leave a job, your employer will enter your leaving date and details of your final pay and deductions into Revenue's online system. You can access these details through Revenue's myAccount service. Accessing such documents can be useful if applying for private rental accommodation or for various social welfare entitlements.

## Public Holidays and Entitlements

There are 9 public holidays in Ireland each year. You can find out more about public holidays and your entitlements as an employee here:

[citizensinformation.ie/en/employment/employment\\_rights\\_and\\_conditions/leave\\_and\\_holidays/public\\_holidays\\_in\\_ireland.html#lc3a51](https://citizensinformation.ie/en/employment/employment_rights_and_conditions/leave_and_holidays/public_holidays_in_ireland.html#lc3a51).

## References

There is no statutory entitlement to a reference from your current or previous employer. If they give you a reference, it must be true, fair, accurate and not misleading. If you think the reference is defamatory (you believe your reputation has been injured as a result of the reference), you may sue the employer under the [Defamation Act 2009](#). For more, read about [taking a civil case](#) in Ireland. You can also [contact the Workplace Relations Commission](#) for information and advice.

## Leaving your job

If you decide to change your job, you must tell your employer that you plan to leave. This is called 'giving notice'. The length of notice you must give is set down in law and is usually stated in your contract of employment. If you stop work without taking all the annual leave you are entitled to, your employer must pay you for the days you have not taken.

### **You do not have to give notice if you:**

- Have been working for your employer for less than 13 weeks, and have no contract of employment specifying a notice period.

### **Your employer does not have to give you notice if any of the following apply:**

- You have been working for them for less than 13 weeks.
- You are guilty of gross misconduct.
- You agree to waive your right to notice.
- Waiving your right to notice means that you and your employer agree that you can leave your job without working to the end of your notice period. The employer may offer you payment instead of notice for that period.

## 5.2 Making a Complaint

### My employer is paying me less than the minimum wage; what should I do?

If you are earning less than the minimum wage, get in touch with the Workplace Relations Commission.

See more on the Citizens Information website:

[citizensinformation.ie/en/employment/employment\\_rights\\_and\\_conditions/employment\\_rights\\_and\\_duties/employee\\_rights\\_and\\_entitlements.html](https://citizensinformation.ie/en/employment/employment_rights_and_conditions/employment_rights_and_duties/employee_rights_and_entitlements.html).

### What do I do if I am regularly paid late?

If your employer is regularly late when paying your wages then there are procedures you can use to enforce your legal right to your pay. See more at: [When you are regularly paid late \(citizensinformation.ie\)](#).

### What do I do if I lose my job and am not paid?

If you lose your job you have certain rights and entitlements including the right to be paid for work you have done. Find out how to make a complaint about non-payment of wages at: [Leaving work without being paid](#).

## What do I do if I have been discriminated at work or while trying to get a job?

Discrimination at work is covered by the **Employment Equality Acts**. If you are an employee, or trying to get a job, and you feel you are discriminated against on any of the nine prohibited grounds, you can make a claim under these Acts.

The nine grounds on which discrimination is outlawed by the Employment Equality Acts are:

<b>Gender</b>	<b>Civil (marital) status</b>	<b>Family status</b>
<b>Sexual orientation</b>	<b>Religious belief</b>	<b>Age</b>
<b>Disability</b>	<b>Race, colour, nationality, ethnicity or national origin</b>	<b>Membership of the Traveller community</b>

The Workplace Relations Commission has a guide on employment labour and equality law available here:

[workplacerelements.ie/en/publications\\_forms/guide\\_to\\_employment\\_labour\\_and\\_equality\\_law\\_18.pdf](http://workplacerelements.ie/en/publications_forms/guide_to_employment_labour_and_equality_law_18.pdf).

Further detailed information in relation to Employment Equality is available from the Irish Human Rights and Equality Commission (IHREC) here: [ihrec.ie/your-rights](http://ihrec.ie/your-rights).

See here for further information on how to make a complaint to the Workplace Relations Commission: [workplacerelements.ie/en/complaints\\_disputes/making\\_a\\_complaint](http://workplacerelements.ie/en/complaints_disputes/making_a_complaint)

## Workplace Relations Commission

Information and Customer Services (ICS), formerly known as Workplace Relations Customer Services, is responsible for:

- The provision of information relating to employment rights, equality and industrial relations through a telephone call-in service manned by experienced Information Officers.
- The receipt, registration and validation of all first instance complaints and disputes.
- The provision of information to relevant parties regarding the status of complaint and dispute referrals.

Workplace Relations Commission, O'Brien Road, Carlow, R93 E920

Tel: 059 9178990

Lo-call: 1890 80 80 90 (09.30 - 17.00, Monday to Friday)

# 6) Applying for Work

## 6.1 Organisations to Help you to Prepare for Employment

### Local Employment Service and Irish Local Development Network

You need to have a valid permission to work (e.g. labour market access permission or Stamp 4) to get support from the local employment office.

The Local Employment Service office can provide support with the following:

- Professional one-to-one support to assist with career progression
- Access to job seeking supports (phones, emails printing and photocopying)
- Access to job vacancy listings and information
- Professional CV assistance
- Assistance with job application letters
- Assistance with job application forms and aptitude tests
- Interview coaching
- Assessment of education, training and skills experience
- Information and referrals to training courses (Back to Education Allowance, apprenticeships )
- Access to financial supports for accredited training
- Information and referrals to Community Employment (CE)
- Information on starting your own business through the Back to Work Enterprise Allowance
- Assistance with completing business plans and referral to the Department of Social Protection

At this link, you can see a map to all of their locations around Ireland:

[localemploymentservices.ie/ildn\\_lesn\\_office\\_location\\_map](http://localemploymentservices.ie/ildn_lesn_office_location_map)

### Irish Refugee Council

The Irish Refugee Council provides services and supports for refugees and people seeking international protection in Ireland, and advocates for a more humane and dignified asylum system.

Internship programmes, connect to mentors

Our *Integration From Day One* women's employment programme prepares women for employment through coaching, CV assistance, referrals, internship programmes and more.

You can find out more about this programme here: [irishrefugeecouncil.ie/womens-employment-programme](http://irishrefugeecouncil.ie/womens-employment-programme)



### Some suggestions on where to search for employment:

- Job websites (e.g Indeed.ie, Irishjobs.ie).
- Recruitment agencies, such as Noel Recruitment.
- Support agencies such as your local employment service office or JobsClub.
- LinkedIn and other social media platforms often advertise jobs.
- Company websites
- Word-of-mouth from friends, acquaintances, neighbours.
- Networking
- Many shops and bars/restaurants and cafes advertise in their window.
- Local and national newspapers
- Local radio stations often advertise local jobs
- Community noticeboards/ libraries and small shops often advertise casual employment.
- Graduate fairs in colleges and other public venues. These are often for professional graduates. Bigger colleges in general have a designated web portal for career advice. Keep an eye out for careers fairs like the **Gradireland** fair and Choices Expo.
- Drop in your CV! Many shops/hospitality/trades might you consider you for prospective employment. Introduce yourself to the manager.

### Recruit Refugees and Open Doors

Recruit Refugees is a recruitment agency which can help connect you with employers and develop your employability skills. To find out more, go to their website at [recruitrefugees.ie](http://recruitrefugees.ie).

Open Doors also provides job opportunities and employment assistance to refugees and asylum seekers, as well as people who are LGBT+, people with a disability, people with a criminal record and others. To find out more, go to [opendoorsinitiative.ie](http://opendoorsinitiative.ie).



## Careers Portal

CareersPortal is a careers guidance website which gives information and guidance regarding career planning. CareersPortal allows you to learn about different jobs in Ireland and their requirements. It allows you to take personality and careers interests tests, and find out more about courses and education options available to you. Careers Portal have lots of helpful YouTube videos to help you navigate the site, such as here: [YouTube video](#).



## Other Employment Programmes

The New Communities Partnership runs the **Migrant Access Programme**, which gives employment training to migrants, and can help you overcome barriers you might be facing to getting employment. Their in-person sessions only operate in Dublin. Find out more here: [newcommunities.ie/services/migrant-access-programme](http://newcommunities.ie/services/migrant-access-programme).

Business in the Community Ireland run the **EPIC programme** for asylum seekers and refugees. They offer a needs assessment, IT training, interview preparation and CV-writing skills. All programmes scheduled in 2022 are to be run online. Find out more here: [bitc.ie/business-action-programmes/business-action-on-employment/are-you-a-jobseeker/](http://bitc.ie/business-action-programmes/business-action-on-employment/are-you-a-jobseeker/).

Jobcare offer employment skills and assistance to people who are unemployed. They run the **Jobnet programme**, which is a free online course that can help you develop career skills and find employment. Jobnet runs over seven weeks for two mornings per week. Find out more here: [jobcare.ie](http://jobcare.ie), [jobcare.ie/jobnet](http://jobcare.ie/jobnet).

## 6.2 Recruitment Agencies

Recruitment agencies are contracted by employers to fill job vacancies and source candidates for a fee. Recruiters are often paid on commission for placing successful candidates.

There are over 600 recruitment agencies in Ireland. Some agencies are specialised for certain professions only but others offer many different types of roles and professions. Recruitment agencies are used more in some sectors than in others. For example, they are often used in the IT and healthcare sectors.

A list of these agencies is provided on the Employment and Recruitment Federation website: [nrf.ie/agency-list](http://nrf.ie/agency-list)

There are pros and cons to using recruitment agencies, they can often offer short-term cover employment, and you may be paying a 'fee' by way of a reduced salary. On the other hand, they may offer employment possibilities where otherwise not possible, they can be useful for niche recruitment and may offer support with interview preparation. In some places, there might not be another option than to use a recruitment agency.

## 6.3 Volunteering

Volunteering without pay is a good way to gain work experience and meet new people.

**I-Vol** is Ireland's national volunteering database. Go to [i-vol.ie](http://i-vol.ie) and browse volunteering roles in your area. You can also volunteer online or for short-term roles such as for events.

Volunteering roles are extremely varied and include everything from marketing and content writing to first aid, tutoring, gardening, administration and beach clean-ups.

Create a profile and apply. You will receive an email notification of your application and you can expect to receive a response from the Local Volunteer Centre within a number of days.



You can also contact your local volunteering centre. You can find a map of Volunteer Centres nationwide at this link:

[volunteer.ie/about-us/vcs/find-your-vc](http://volunteer.ie/about-us/vcs/find-your-vc)

**Activelink** is another website that shows jobs and volunteering opportunities in non-profit organisations. Go to [activelink.ie](http://activelink.ie) for more details, or to [activelink.ie/vacancies](http://activelink.ie/vacancies) for opportunities.



## 6.4 Government Training Schemes

### Government employment initiatives for persons with Stamp 4

#### **Community Employment (CE)**

The Community Employment Programme provides long-term unemployed or disadvantaged people with part-time and temporary placements and training opportunities in the local community. It aims to create and maintain work readiness, increasing the likelihood of participants being able to return to employment.

Voluntary organisations and public bodies sponsor community employment projects, providing a work programme and a training plan for each participant. In general, work placements are one year long, with some exceptions (e.g. when the participant is doing training leading to a major award or it is a special CE programme targeted at people in recovery for substance use).

Work is part-time, 19 ½ hours weekly. At time of writing, the minimum weekly payment for new participants based on 19 ½ hours worked is €230.50. There is no 'qualifying period to be on benefits for persons with protection status. For further information on CE see: [citizensinformation.ie/en/employment/unemployment\\_and\\_redundancy/employment\\_support\\_schemes/community\\_employment\\_scheme](https://citizensinformation.ie/en/employment/unemployment_and_redundancy/employment_support_schemes/community_employment_scheme).

#### **Job Path**

Job Path is a job activation scheme for the long-term unemployed (over nine months unemployed). Intensive one to one supports are offered. The objective is to assist people in gaining and sustaining full-time paid employment. Participants are selected by DEASP. The programme is delivered by two contractors: Seetec and Turas Nua. If you have been long-term unemployed and randomly selected for the programme, you must engage with their service.

#### **The EmployAbility Service**

The EmployAbility service's main objective is to support people with a disability to gain and maintain employment. The programme offers one to one supports for participants, helping them to build skills, improve their work readiness and find a job, while also providing support services for employers. The list of Employability organisations is available at: [gov.ie/en/publication/28d5a6-list-of-employability-organisations](https://gov.ie/en/publication/28d5a6-list-of-employability-organisations).

#### **Training Support Grant**

If you have Stamp 4 and are unemployed, you may be able to apply for the Training Support Grant.

The Training Support Grant provides quick access to funding for job seekers to undertake short-term training, obtain or renew certifications or permits or engage in other

interventions (when this is a required step to take a working opportunity). Check with your DEASP if you can apply. The grant maximum is €500 for a course at below level QQI level 6.

## Tús

Tús is a community work placement initiative aiming to improve work readiness for those who are unemployed, while benefitting and creating value for the community. Work placements last for up to one year, they take place in community or voluntary organisations and involve services and activities that benefit the community. People who have been unemployed for the last 12 months and are in receipt of job seekers payment may be invited to partake in Tús.

## Basic Tips on Writing a CV

### What should a CV include?

There are lots of templates for CVs depending on what is most appropriate to your skills and professional background. There are many organisations which can help you to write a CV, for example your Local Employment Services Office:

[localemploymentservices.ie/ildn\\_lesn\\_office\\_location\\_map](http://localemploymentservices.ie/ildn_lesn_office_location_map).

A CV should generally include the following information:

- **Contact information.** Include your full name, phone number and email address.
- **Educational history.** List all schooling including certificates/exams/ degrees/certificates the year you graduated and the name of the school.
- **Professional experience.** Include the organisation where you worked, the job title, the dates you were employed and summary of your experience and achievements.
- **Qualifications and skills.** List a combination of hard and soft skills you've developed throughout your career.
- **Awards, honours and certificates.**
- **References**

#### Tips:

- Recommended 1 – 2 pages in length.
- You do not need to include your date of birth or PPS number.
- It is not necessary to state whether you are married or single, what your religion is or what your race or ethnicity is.
- While you do need to give contact details – ie a phone number and email - it is not a requirement to have your address on your CV. If you don't want to add your address, don't. You could provide a postcode only, for example 'County Dublin'.
- If the phone reception where you're living is weak, you could say something like *"please contact me by email during office hours"*.

- Regarding your permission to work, if you have Stamp 4 you could simply state this. If you have the labour market access permission, you can state this or say something like 'full entitlement to work in Ireland'.
- Make your CV look good! Get someone to proofread it and use the space appropriately.
- Mention any volunteering placements or community activities on your CV. You can also mention your hobbies and interests.
- It is recommended to include a 'personal profile' summarising your professional/educational background and skills in a few lines and stating what type of employment you are looking for.

## 6.5 Supports to Improve Your English

I need to improve my English for work. How can I improve my English?

- Sign up for a course with the Education Training Board. These courses are free and available for all levels of English: [fetchcourses.ie](https://www.fetchcourses.ie)
- For assistance with finding classes available to you, speak to your local adult education guidance counsellor. You can see a map to a list of locations nationwide here: [adultguidanceassociation.ie/services](https://www.adultguidanceassociation.ie/services).
- Join conversation classes with **Fáilte Isteach**, which means "welcome in!" in Irish. Fáilte Isteach have free classes in locations across Ireland. See locations across Ireland at this [link](#).
- Join an MOOC (Massive Open Online Courses), which have English (ESL) classes: [mooc.org/#course-categories](https://mooc.org/#course-categories)  
[coursera.org](https://www.coursera.org)  
[edx.org](https://www.edx.org)
- Join your local library. Your library may have resources to learn English including e-learning classes. They are a good space for community groups and often have drop in groups cafes to get to know people in your area.  
To find your local library go to Libraries Ireland [map](#) and click on your county. You will then be redirected to a webpage with further information on libraries in your area.

## 7) Self-Employment

Self-employment means working for yourself, not for an employer. If you are thinking of setting up a business, there are a number of issues you need to consider. Different supports and regulations apply depending on whether you are employed, unemployed or coming from outside Ireland to set up a business. If you are unemployed, you may qualify for the Back to Work Enterprise Allowance. This allowance lets people take up self-employment while retaining some of their social welfare payment. Your Intreo case officer can tell you more about this.

You can also get information from [welfare.ie](http://welfare.ie) or from [citizensinformation.ie](http://citizensinformation.ie). For general information on setting up a business, the following websites may be useful:

- [localenterprise.ie](http://localenterprise.ie) – this gives information on small, start-up businesses.
- [smallbusinessadvice.ie](http://smallbusinessadvice.ie) – Small Business Advice gives free advice to small businesses on finance, marketing, IT and more.
- [enterprise-ireland.ie](http://enterprise-ireland.ie) – for information on development programmes for potential entrepreneurs.
- [welfare.ie](http://welfare.ie) – for unemployed people who want to set up a business.
- [microfinance.ie](http://microfinance.ie) – for information on loans available for small businesses.

In order to register your business with Revenue, you can get support from your Local Enterprise office.

On the map linked below, you will see a link to various enterprise offices across Ireland: [localenterprise.ie/Find-Your-Local-Enterprise-Office](http://localenterprise.ie/Find-Your-Local-Enterprise-Office).

If you have a labour market access permission, you need to complete the [Employer Declaration form](#) (LMA5b) and return this to the LMAU after your business is registered.

Some things you may want to consider:

**Tax** – are you registered correctly and are you compliant?

**Employment** – employment law rights and responsibilities

**Insurance** – protecting equipment, stock, premises, customers – are you covered?

**Consumers** – consumer protection laws – terms of sale

**Licenses** – does your business require special permissions/licenses to operate?

**Health and safety** – safe work environment / safe place for customers

**Data protection** – keeping customers' data (names, addresses, emails, etc) safe

**Accounts** – keep up to date and accurate accounts / hire an accountant if you don't have the necessary skills.

There are two main business types available to small businesses:

- Sole trader
- Limited company

## Sole Trader

### You're on your own

- All business decisions are made by you
- **Unlimited liability** - if the business fails, you may be personally liable for any debts outstanding



### Revenue Commissioners

- Must register as a self-employed person if the net business income is above €5,000
- All your profits are taxed as your income as part of an annual tax return that you file yourself
- Self-employed persons may have a lower tax credit (amount you can earn before paying tax) than those employed by someone else

### Administration

- Simple to set up & shut down
- No filing obligations apart from tax
- You don't have to prepare financial statements

### Business Name

If you wish to use a business name that is different from your own name, you must register your business name with the Companies Registration Office (CRO)

## Limited company

### Separate legal entity

- Can be set up & run by one person
- Can pursue any kind of activity
- A company is a **separate legal entity**
- A company is run by directors for the benefit of its shareholders (shareholders own the company)
- **Limited liability** - if the company gets into trouble, you are not personally liable for the debts – risk is limited to what you have invested in the company & your personal assets are protected



### Incorporation

- Register online as a company with the CRO by filing a constitution (founding document) & Form A1
- Must have a unique company name
- Have to appoint company officers: at least one director and a secretary (who cannot be the same person)
- Must have a registered office address in Ireland & must also have a place of business in Ireland
- Share capital must be at least €1 & the company must have at least one shareholder (who may also be the director)

### Administration

- A bit more expensive to set up & maintain
- More filing & documentation obligations – company constitution, books of accounts, annual returns
- Penalties may apply for late filings
- Greater number of rules & regulations – Companies Act 2014

### Tax

- Tax relief available for start-up companies
- Start-Up Relief for Entrepreneurs (SURE)
- Corporation income tax rate is lower than individual tax rate (12.5% vs. 20%)



## 8) Useful Contacts

### Irish Refugee Council

The Irish Refugee Council provides services and supports for refugees and people seeking international protection in Ireland, and advocates for a more humane and dignified asylum system.

Through our employment services, we can

Our *Integration From Day One* women's employment programme prepares women for employment through coaching, CV assistance, referrals and more. You can find out more about this programme here: [irishrefugeecouncil.ie/womens-employment-programme](https://irishrefugeecouncil.ie/womens-employment-programme)

### Citizens Information

The Citizens Information website, [citizensinformation.ie](https://citizensinformation.ie) provides comprehensive information on rights and entitlements. The website covers a broad range of subjects: social welfare, employment rights, education and more.

Citizens Information Services (CIS) provide face-to-face services to the public, providing free, impartial and confidential information, advice and advocacy.

You can also get information and advice from The **Citizens Information Phone Service**: Call 0761 07 4000, Monday to Friday, 9am – 8pm.

Their national call back service: Visit [citizensinformation.ie/callback](https://citizensinformation.ie/callback) to request a phone call from an information officer.

### Money Advice Bureau Service (Mabs)

Mabs offer a money-advice and budgeting service for anyone experiencing debt. Find out more here: [mabs.ie/en/](https://mabs.ie/en/)

### DEASP Local Office

To find or contact your local Intreo (social welfare) office, see this list: [gov.ie/en/directory/category/e1f4b5-intreo-offices](https://gov.ie/en/directory/category/e1f4b5-intreo-offices)

### Immigrant Council of Ireland

The ICI provide practical information and advice on all immigration-related issues. Their helpline is open from 10am-1pm, Mondays, Tuesdays, Thursdays, Friday, and can be contacted on 01 674-0200. Works on immigration reform and advocacy as an Independent

Law Centre. Find out more here: [immigrantcouncil.ie](http://immigrantcouncil.ie).

## The Irish National Organisation of the Unemployed

The INOU provide a wide range of services and supports to unemployed people and people in receipt of other Social Welfare payments. Their welfare rights and back to work supports information Helpline is on 01 856 0088. Find out more here: [inou.ie](http://inou.ie)

## Recruitment Sites

The local employment services website has a full list of other websites with job listings, organised by sector. You can find it here:

[localemploymentservices.ie/job-seekers/recruitment-sites](http://localemploymentservices.ie/job-seekers/recruitment-sites)

These are some other websites you can use to find jobs. These are general and not specific to any sector:

[inou.ie/jobswatch](http://inou.ie/jobswatch)

[indeed.ie](http://indeed.ie)

[jobs.ie](http://jobs.ie)

[irishjobs.ie](http://irishjobs.ie)

[careerjet.ie](http://careerjet.ie)

[recruitireland.com](http://recruitireland.com)

[jobrapido.com](http://jobrapido.com)

## Sector-specific Recruitment Sites

There are also websites that can be used to find jobs in specific sectors:

[careersinhealthcare.ie](http://careersinhealthcare.ie) shows all jobs available in the HSE. Please be aware that if you have a labour market access permission, you cannot work in most government-funded organisations, including many public hospitals. Also be aware that for many healthcare roles, you will likely need to register with a professional regulator. Find out more about professional regulators in section 3.4.

[activelink.ie](http://activelink.ie) shows opportunities for jobs and unpaid volunteering in charities or non-profit organisations.

[salesjobs.ie](http://salesjobs.ie) shows jobs available in sales, representing companies to customers.

[constructionjobs.ie](http://constructionjobs.ie) shows jobs in construction.

[computerjobs.ie](http://computerjobs.ie) shows jobs in IT.

[greenjobs.ie](http://greenjobs.ie) shows jobs related to environmental safety.

[publicsectorjobs.ie](http://publicsectorjobs.ie) is for jobs in the public sector, such as the Gardaí (police force) and government departments. Please note that people with labour market access permission cannot work for government-funded organisations, so if you are an international protection applicant with LMAP, you should avoid this website.

## Mental Health

### Aware

The Aware support line service is a free service available to anyone aged 18 years and over who is seeking support and information about issues with low mood, depression, stress, anxiety or bipolar disorder.

Freephone 1800 80 48 48, Available seven days a week from 10am to 10pm.

### Childline

People under 18 years of age can contact Childline for support on 1800 66 66 66.

### Samaritans

Samaritans run a support line for people struggling with depression or considering suicide.

Their freephone number is 116 123, available 24/7.