



Irish National
Organisation
of the Unemployed

2008



English
Language

Looking for Work in Ireland

This leaflet identifies a
wide range of services
and supports available
to help you with your
jobseeking

English Language Leaflet

Working in Ireland

Moving to a new country and looking for work in a place with a different language, customs and way of life can be difficult. If you are looking for work in Ireland for the first time it is important that you know where to find information, which official agencies you need to contact, and where you can get help with your jobseeking.

Through this leaflet we have identified a wide range of services and supports available to help you in your efforts to find a job. We also highlight some other issues you will need to know.

Work Permits

EU citizens / EEA Citizens and Swiss Nationals

Citizens from EU countries (Austria, Belgium, *Bulgaria, the Czech Republic, Cyprus, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Italy, Ireland, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Poland, Portugal, *Romania, Spain, Slovakia, Slovenia, Sweden and the United Kingdom), citizens of EEA Countries (Norway, Iceland and Liechtenstein) and Swiss nationals *do not* require work permits to work in Ireland.

*Important Note:

Bulgarian and Romanian nationals may still be required to have an employment permit for a continuous period of 12 months to work in Ireland.

Non EU citizens / non-EEA Citizens / non-Swiss Nationals

Persons who are not EU citizens or EEA citizens or Swiss Nationals *must* have a valid work permit to work in Ireland. Work permits are issued by the Department of Enterprise, Trade & Employment (telephone 00-353-1-417 5333, website: www.entemp.ie)

Personal Public Service (PPS) Number

Your Personal Public Service (PPS) number is a unique seven-digit personal reference number that you will need in dealing with the tax, social insurance and social welfare systems. You will need to provide this PPS number to your employer when starting work.

– Obtaining a PPS Number

You can only apply for your PPS number when you are living in Ireland. You cannot apply for one before you come to Ireland.

– Applying for your PPS Number

You should complete the PPS Number Application Form (REG 1) available from your local Social Welfare Office (www.welfare.ie).

To prove your identity to obtain a PPS Number you must have:

- A Current Valid Passport or National Identity Card, *and*
- Evidence of either birth/work/unemployment/residency/tax liability/education in an EU/EEA country or Switzerland, *and*
- Evidence of address* in Ireland

Other forms of identification **will not** be accepted.

** includes an official letter/document from a government department, a property lease/tenancy agreement or letter from a householder with whom you are staying. All documents must show your name and address.*

– Receiving your PPS Number

You will normally receive a letter with your PPS number within 3-5 working days of approval. You can use this letter as proof of your PPS Number.

Applying for Jobs

There are formal and informal methods of applying for jobs. Turning up at a building site or visiting shops are examples of informal methods. For some jobs it may be necessary to send in a CV – Curriculum Vitae (Resumé) and covering letter. Some employers might want applicants to fill in an application form for a job instead of, or in addition to, a CV

– CV (Resumé)

A Curriculum Vitae or CV (or Resumé) is a document containing a summary or listing of your relevant work experience, qualifications and education. This is to show that you have the necessary qualities and qualifications to do the job you are applying for.

– Cover Letter

This explains where you saw the job advertised, why you are applying and why you are suited to the job.

– Application form

These forms can ask very precise and specific questions to determine if you are the right person for the job. An employer may ask you to complete an application form instead of sending in a CV

Note: Having a pre-paid mobile telephone and e-mail address can help you with your jobseeking.

Help with CVs

The format for Irish CVs may be different from other countries. A range of organisations can help you prepare your CV for the Irish job market. They can also assist you with photocopying, faxing and access to the internet. These services are usually free and are totally confidential.

– Congress Centres Network (Irish Congress of Trade Unions Centres), and other Resource Centres for the Unemployed

These centres can provide assistance with preparation of CV's and jobseeking.

Please contact the INOU, Citizens Information Centre, ICTU Congress Centres Network or FÁS for more information.

Looking for Work

It's probably best to plan your jobseeking activities to get the most from your efforts.

– FÁS

FÁS is the state training and employment authority in Ireland. All FÁS services are open to all citizens of the European Union. FÁS will provide career advice and guidance including information on job and training opportunities. For more information please contact your local FÁS office (www.fas.ie) or visit the Eures website: (www.europa.eu.int/eures/).

– Jobs Clubs

Job Clubs can help you prepare for interviews and identify job opportunities with access to daily newspapers, job lists from FÁS and access to the internet and e-mail (subject to availability). Contact FÁS for information on Job Clubs.

– Employment Agencies

You will find a full list of employment agencies in the Golden Pages telephone directory, online at www.goldenpages.ie. Most of these agencies will have websites where you can register online – these include: www.jobs.ie www.monster.ie www.irishjobs.ie

– Newspapers

Daily newspapers such as the Evening Herald and The Star carry job advertisements. The Irish Independent (Thursday), The Irish Times (Friday) and the Irish Examiner (Friday) also have job sections.

Starting Work

Paying Tax

When working in Ireland you will pay tax on your income from employment including your standard wages, bonuses, overtime and some other benefits.

Tax will normally be payable from your first pay-day and will be deducted by your employer directly from your wages.

When you start work you should give your employer your PPS number. Your employer should give you a Certificate of Tax Credits form, called a Form 12A, and tell you which tax office you should send the completed form to. The tax office will send you, and your employer, a Certificate of Tax Credits*. This certificate will tell you the amount of tax credits due to you.

If your employer does not get a Certificate of Tax Credits they must deduct emergency tax from your wages. This deduction will increase every week, but money may be refunded later.

At a certain level of income you will be required to pay Pay Related Social Insurance (PRSI), which covers you for a range of social insurance payments, and, at a higher level still, the Health Levy.

**Tax Credits: You do not pay tax on all of your income. You can earn or receive a certain amount of income before you begin to pay tax.*

For further information on tax contact your local tax office, call 1890 333425 website: www.revenue.ie

Opening a Bank Account

You may need to open a bank account to receive payment of wages from your employer or to enable you to cash cheques. Strict laws govern the opening of bank accounts.

You will have to supply two documents – one to prove identity and one to prove address. You cannot use the same document for both.

You should not be denied a bank account solely on the grounds that you do not have certain forms of identification. Banks will accept other forms of proof.

Please contact the Financial Regulator (IFSRA) on 1890 777 777 or visit their website: www.itsyourmoney.ie for assistance.

Further Information

The INOU

The Irish National Organisation of the Unemployed (INOU) is the national federation of over 170 local centres, groups and unemployed people concerned with combating unemployment.

The INOU provides a phone and e-mail based welfare rights query service in *English only*.

For more information contact the INOU on 01-856 0088 by e-mail: welfareinfo@inou.ie or visit our websites: www.inou.ie and www.redundancy.ie

Citizens Information Centres (CICs)

Citizens Information Centres Lo-Call 1890 777 121. Check your telephone directory for details of your local Citizens Information Centre or visit: www.citizensinformation.ie Free & Confidential Service.



Citizens Information Board
information · advice · advocacy

