

**RCSI**

---

## Employment Permits

### Purpose

The purpose of this document is to outline the requirement for all non-EEA nationals, except in certain cases, to acquire an employment permit prior to commencing employment with RCSI, to legally work in Ireland.

### Scope

This document applies to all non-EEA national staff who are currently working with RCSI or potential employees who have been offered employment with RCSI.

Any offer of employment by RCSI to a non-EEA national is entirely conditional upon that individual securing an employment permit. RCSI reserves the right to revoke an offer of employment if an individual is unsuccessful in obtaining an employment permit.

### Policy Statement

All non-EEA nationals, except in the cases [listed](#), require an employment permit to work in Ireland. The EEA comprises the Member States of the European Union together with Iceland, Norway and Liechtenstein. Switzerland is not an EU or EEA member but is part of the single market. This means Swiss nationals have the same rights to live and work in the Ireland as other EEA nationals.

### Procedure

There are different types of employment permit, which can be applied for depending on a number of factors in relation to the proposed employment with RCSI.

Employees who have successfully obtained an employment permit with RCSI can only work for RCSI in location and in the position named on the permit i.e. there can only be one paymaster under an employment permit application. The terms and conditions of employment specified on the employment permit cannot be changed without notifying the Department of Business, Enterprise and Innovation (DBEI).

If the holder (employee) of an employment permit ceases, for any reason, to be employed by RCSI during the period of validity of the permit, the original employment permit and the certified copy held by RCSI must be returned immediately to the DBEI for cancellation.

### **Trusted Partner Initiative**

As of May 2015, RCSI have entered into a “Trusted Partner Initiative” with the DBEI meaning that there is a more streamlined process for RCSI obtaining employment permits.

### **How to Apply**

Applications should be submitted to the DBEI no later than 12 weeks prior to employment start date or as soon as possible if otherwise. Renewal applications should be commenced no later than 12 weeks before the date of expiry of the employment permit.

RCSI shall complete the employment permit on behalf of the employee. Depending on the type of permit that is being sought, the information/documentation required will vary, but in general terms the employee must provide the following:

### **Documentation Required - New Application**

The following documents must be gathered by the employee before completing the online submission for an employment permit:

1. Copy of the employee's CV (to include contact details)
2. 2 passport sized photos
3. Colour copy of the employee's passport including signature page
4. Certified copies of relevant qualifications
5. IRP details (if available) and/or immigration stamps
6. IMC Registration (if available and applicable)

### **Documentation Required – Renewal Application**

The following documents must be gathered by the employee before commencing the online submission of the renewal of an employment permit:

1. 2 passport sized photos
2. Colour copy of the employee's passport including signature page
3. IRP details (if available) and/or immigration stamps
4. IMC Registration (if available and applicable)
5. Copies of the employee's 3 most recent payslips dated in the last 4 months

### **Stamp 4 application**

After a period of 5 or 2 years on an employment permit, depending on the type of employment permit the employee has been granted, the employee can apply for a Stamp 4, meaning that he/she can work in Ireland without an employment permit. Applications for a Stamp 4 Authorisation Letter should be made to the DBEI no later than 12 weeks before the expiry of the employment permit. Once an Authorisation Letter is received from the DBEI, the employee must apply to the IRP for a Stamp 4.

### **Steps for an employment permit application**

#### Step 1

Candidates for employment with RCSI must provide RCSI with a copy of his/her current passport, which will specify his/her nationality. Non-EEA nationals will be required to obtain an employment permit (and potentially an entry visa) prior to commencing employment in RCSI.

#### Step 2

HR will then inform the prospective employee of the necessary steps he/she must complete to finalise the employment permit application online. Once the employee has completed the employee sections of the DBEI application form they will be required to send work ID to HR to complete the employer details of the form.

#### Step 3

On HR receipt of the work ID HR will complete the employer details notifying the employee on completion.

#### Step 4

The employee is then responsible to sign the work permit application and submit any supporting attachments to finalise the application.

#### Step 5

The DBEI will assess the application and if the permit is accepted, the DBEI will issue an employment permit. This takes approx. 6 weeks under the Trusted Partner Scheme, however, it may take longer depending on backlogs in the DBEI.

#### Step 6

RCSI HR will then issue the original employment permit, once received from DBEI, to the employee and retain the employer certified copy on file in HR. The original employment permit is a valuable legal document and must be retained safely and securely by both employee and employer.

### Step 7

All visa required nationals must obtain an entry visa prior to entering Ireland. The individual should contact their local Irish embassy/consulate in relation to the visa requirements.

An employment permit does not entitle an individual to reside in Ireland. In order to lawfully reside in Ireland, the employment-permit holder will have to attend the Irish Naturalisation and Immigration Service (INIS) with the required documentation within 90 days of arrival in Ireland to secure their residency stamp to reside in Ireland. Information relating to IRP registration can be found [here](#).

### **Frequently Asked Questions/Points to Note**

1. The employment permit shall be valid for the duration of the employee's contract up to a maximum of 2 years. If the contract is for longer than 2 years, the HR Department shall file an application with the DBEI to renew the employment permit or apply for a Stamp 4 (as the case may be) no later than 12 weeks before the expiry of the employment permit. If the contract approval is less than 2 years and gets extended, the HR Department again shall apply to extend the employment permit to correspond with the extension dates.
2. Nationals of visa-required countries must apply for an entry visa after the employment permit has been granted. Visa-required countries are listed [here](#).

To apply for a visa, please click on this [link](#).

Visa requirements should be confirmed with the individual's local Irish Embassy/Consulate.

3. Within 90 days of the employee's arrival in Ireland, he/she must register with the [Irish Naturalisation and Immigration Service \(INIS\)](#) to receive an IRP card. Information about this can be found at [here](#).
4. All medical professionals who require employment permits to enter into employment with RCSI must be registered with the Irish Medical Council prior to an employment permit being granted by DBEI. RCSI may submit an employment permit application to DBEI in respect of the employee with a note to say "IMC registration to follow" to start the process however, the permit will only be granted and employment

commence once the IMC registration is complete.

Dependant/Partner/Spousal Permit – Information can be found [here](#). Normally there is no automatic right to family reunification under a general employment permit, however, if the employee has a critical skills employment permit, he/she can bring his/her spouse and/or dependent children with them to Ireland. The spouse or dependent child will not have any entitlement to work in Ireland, unless they obtain a Dependant/Partner/Spousal Permit.

5. Finally, if the potential employee has an employment permit currently with a different employer in Ireland (HSE or otherwise) prior to commencing employment with RCSI, then he/she must apply for a new employment permit with RCSI, and on request by the DBEI, the employee must return the original employment permit with his/her previous employer and the certified copy permit to the DBEI before they will grant a permit to work with RCSI. This is to ensure an individual will not hold two employment permits concurrently.

## Getting Further Help

The Human Resources department is available to support any member of staff in understanding or implementing the content of this policy and procedure. For any queries in relation to employment permits please contact;

|              |                   |
|--------------|-------------------|
| <b>Email</b> | hrqueries@rcsi.ie |
| <b>Phone</b> | (01) 402 2442     |

Further information and more detail on employment permits can also be found [here](#).

## Policy Review

The Human Resources Department will ensure that this policy will be monitored and kept under review.