



RCSI

Work Permits – RCSI Application Process & Policy

RCSI DEVELOPING HEALTHCARE LEADERS WHO MAKE A DIFFERENCE WORLDWIDE

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Work Permits

Purpose

The purpose of this document is to outline the requirement for all non-European Economic Area (EEA) citizens, unless exempt, need to acquire a work permit prior to commencing employment with RCSI, to legally work in Ireland. It is an offence under the Employment Permits Acts 2003 - 2014 for both an employer and a non-EEA citizen employee if found in breach of the act due to not having a valid work permit. Work permit holders can only carry out work for the employer named on the permit.

Scope

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

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

Policy and Procedure

Before employee commences with RCSI?

Any potential non- EEA citizen hires within RCSI, unless exempt, require a work permit to commence employment. It is a criminal offence under the Employment Permits Acts 2003–2014, if an employee is found to have commenced working without a work permit. Employers are required to have documentary evidence of work permit authorisation on file. All potential new hires of RCSI are required to provide a copy of their passport and Stamp 4 GNIB card six weeks prior to commencing employment to validate they do not require work permit.

Who needs an employment permit?

All non-EEA citizens, except in the cases listed, <http://www.djei.ie/labour/workpermits/whoneedsanep.htm> requires a work permit to work in Ireland. The EEA comprises the Member States of the European Union together with Iceland, Norway and Liechtenstein.

In October 2014, the [Employment Permits \(Amendment\) Act 2014](#) has changed the previous employment permits system. There are 9 different types of work permits, which can be applied for depending on a number of factors in relation to the proposed employment with RCSI.

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

Trusted Partner Initiative

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

Application Process

Applications should be submitted to the DJEI no later than 12 weeks prior to employment start date or as soon as possible. Work permit renewal applications should be commenced no later than 12 weeks before the date of expiry of the employment permit. RCSI shall make the work permit application on behalf of the employee. Depending on the type of work 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 forwarded by the employee to the HR Department in order to apply for a work permit:

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

Documentation Required – Renewal Application

The following documents must be forwarded by the employee to the HR Department in order to apply for a renewal of a work permit:

- 3 passport sized photos
- Colour copy of the employee's passport including signature page
- GNIB details (if available) and/or immigration stamps
- IMC Registration (if available and applicable)

In addition, HR will provide the following to the DJEI.

- Copies of the employee's 3 most recent payslips dated in the last 4 months
- Copies of the employee's P60 for each year of employment for the existing work permit

Steps for an employment permit application

Step 1

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

Step 2

HR will then inform the prospective employee of the necessary information and documentation he/she must provide in order for HR to finalise the work permit application for signing. Once the application form is completed and signed, RCSI will make a Trusted Partner Work Permit Application to the DJEI.

Step 3

The DJEI will assess the application and if the work permit is accepted, the DJEI will issue a work permit to RCSI. This takes approx. 6 weeks under the trusted partner scheme; however, it may take longer depending on backlogs in the DJEI.

Step 4

RCSI HR will then issue the original work permit, once received from DJEI, to the employee and retain the certified copy on file in HR. The employee must retain their original work permit (employee certified copy) as it is a valuable legal document which must be retained safely and securely by employee. In addition the employer must retain the RCSI original work permit (employer certified copy).

Step 5

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

A work permit does not entitle an individual to reside in Ireland. In order to lawfully reside in Ireland, the work permit holder will have to attend the Garda National Immigration Bureau (GNIB) with the required documentation within 90 days of arrival in Ireland to secure their residency stamp to reside in Ireland. Information relating to GNIB registration is set out at <http://www.garda.ie/controller.aspx?page=31>

Duration and renewal

A general work permit application is issued first for a maximum of 2 years and then may be renewed for a further 3 years.

Stamp 4 application

If you have worked on a work permit for 5 consecutive years you will no longer need a permit to work in Ireland. You should apply to your local immigration officer for stamp 4 immigration permission. This permission allows you to work in RCSI without reliance on work permit applications. The stamp 4 is a fixed term GNIB to be renewed annually. Further information is available at the following link <http://www.inis.gov.ie/en/INIS/Pages/registration>. Applications for a Stamp 4 Authorization Letter should be made to the DJEI no later than 12 weeks before the expiry of the work permit. Employees are responsible to provide a copy of their Stamp 4 GNIB card 6 weeks in advance of a new work permit start date.

Changing employment/termination of work permit

If the holder (employee) of a work permit ceases, for any reason, during the period of validity of the permit, the original employment permit (employee certified copy) must be returned by the employee to the DJEI for cancellation. RCSI will separately return their employer certified copy to the DJEI for cancellation.

Work Permit Returns Address:

Employment Permit Section
Dept. of Enterprise, Trade and Innovation
Davitt House
65A Adelaide Road
Dublin 2

Working Visa

All potential non-EEA citizen employees of RCSI require a working visa (i.e. GNIB card); this is acquired by the individual. This process is managed solely by the employee; a copy should be submitted to Human Resources in advance of start date. Please note no payment will be processed until a copy of GNIB stamp is submitted to Human Resources Department.

Frequently Asked Questions/Points to Note

1. The work 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 DJEI 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 work permit to correspond with the extension dates.

2. Citizens of visa-required countries must apply for an entry visa after the employment permit has been granted. Visa-required countries are listed at the below link: <https://www.dfa.ie/travel/visas/visas-for-ireland/>

To apply for a visa, please follow this link:
<http://www.inis.gov.ie/en/INIS/Pages/registration>

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 Garda Citizens Immigration Bureau (GNIB) to receive a GNIB card. Information about this can be found at <http://www.garda.ie/controller.aspx?page=31>

4. All medical professionals who require work permits to enter into employment with RCSI must be registered with the Irish Medical Council prior to a work permit being granted by DJEI. RCSI may submit a work permit application to DJEI 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.

5. Dependants/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 Dependants/Partner/Spousal Permit. Unlike other employment permits, there is no minimum salary requirement to obtain this form of permit, it applies to all forms of occupations and there is no requirement for the prospective employer to undertake a Labour Market Needs Test.

6. 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 DJEI, the employee must return the original employment permit with his/her previous employer and the certified copy permit to the DJEI before they will grant a permit to work with RCSI. This is to ensure an individual will not hold two employment permits concurrently.

HR Contact Details

For any queries in relation to employment permits please contact;

Contact Human Resources Department
Email HRqueries@rcsi.ie
Phone (01) 402 2339

Further information and more detail on employment permits can also be found at the following link:

<http://www.djei.ie/labour/workpermits/index.htm>