



New Delhi Visa Office, Embassy of Ireland

Supplementary Employment Application Form

You MUST complete this form in full. If there are significant omissions your application may be returned to you WITHOUT a decision, or REFUSED for failing to supply sufficient information.

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

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

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

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

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

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

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

Personal and Family Details

1. Personal Contact Details			
Mobile		Landline	
Valid Email Address			
Current Address			

2. Immediate Family Members Details (Parents, Siblings, Spouse & Dependent Children)				
Full Name	Relationship	Occupation	Phone & Email Address	Permanent/current address

3. Do you have any family members living in Ireland? If yes, provide details				
Full Name	Relationship	Occupation	Phone & Email Address	GNIB No/IRP

4. Do you have family members living in any other country? If yes, provide details below				
Full Name	Relationship	Occupation	Phone & Email Address	Permanent/current address

Immigration History

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

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

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

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

Country	Date	Details

Education / Employment

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

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

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

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

9. Provide details of where you intend to work in Ireland

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

Family Details

All applicants must complete this section

10. Self *insert N/A if they don't apply to you			
Name		Married or Single	
Spouse's name		Spouse's Date of Birth	
How many children do you have?		How many children are dependent on you	
Occupation		Spouse's Occupation	
Will your family be accompanying you to Ireland		Spouse's monthly salary	

Irish Employment Details

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



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Supplementary Employment Application Form Guidance

You MUST complete this form in full. If there are significant omissions your application may be returned to you WITHOUT a decision, or REFUSED for failing to supply sufficient information.

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

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

Page 2:

- **A valid mobile number must be provided for the visa office to contact you.**
- **Use an additional page if this is required for part 2, 3 and 4.**

Page 3:

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

Page 4:

- **All your employment details need to be completed in part 8.**
- **Full details are required in part 9 about your employment in Ireland and the work permit.**

Page 5:

- **Complete the family details in part 10.**
- **Complete the employer details in part 11. You must provide details on how you applied for the position in Ireland and how you were recruited.**
- **If you used an agent to apply for an Irish visa and submit your application, then you must provide all these details in part 12 on page 5.**