



EMPLOYMENT AGENCY ACT, 1971 – APPLICATION FOR NEW LICENCE

Dear Sir/Madam,

I refer to your recent enquiry regarding your wish to establish an Employment Agency under the above Act. If you wish to establish an employment agency, you should complete and return the enclosed application form for a licence.

From receipt of an application it takes, on average, four-to-five weeks to issue a licence. Our turn-around time in processing applications is dependent on the length of time that elapses before we receive the necessary report from the Garda Vetting Unit, so some applicants may experience delays beyond the four-to-five week guideline.

Every application must include the following eight items:

1. Two-Page Application Form completed and signed.

This is a 'Statutory Form' that must be completed under the Employment Agency Act 1971.

2. Newspaper Notice/Advert.

Proof that you have inserted a statutory Notice in a *national daily* Irish Newspaper of your intention to apply for a licence. An outline of the wording to be used in the newspaper notice is included with these forms.

1. Place the Notice/Advert with a daily Irish Newspaper.
2. After publication, cut out the page containing the Notice (or photocopy Notice) and enclose with this application. (The date of the newspaper should be visible).

You may use the following newspapers: Irish Independent, Irish Times, Irish Examiner, Irish Sun, Irish Star, Irish Mirror, Irish Mail or Evening Herald.

3. €500 Fee.

Enclose with your application a Cheque or Bank Draft for €500 in respect of the application fee, payable to: "Minister for Jobs, Enterprise & Innovation".

4. Garda Vetting Form.

Please complete and sign the enclosed Garda Vetting form and *return it to us with the rest of your application*. Do **not** send this form directly to the Garda Central Vetting Unit. This form **must contain an address history back to date-of-birth and a PPS number** (see accompanying explanatory sheet).



5. Two Independent Referee Forms.

Persons to whom the applicant is well known but not related should complete these forms. The person completing the form does not need to hold any particular position (i.e. they don't have to be a Bank Manager, Solicitor etc). These two forms should accompany your application.

6. Health & Safety Requirements Statement.

Your business premises must comply with the Safety, Health and Welfare at Work Act 2005. For more information on health and safety in the workplace contact the Health and Safety Authority (tel 1890 289389, www.hsa.ie).

7. Proof that you have registered your business with the Companies Registration Office.

Send us a copy of your Business Name Registration issued by the C.R.O. and, if your company is incorporated, a copy of your Certificate of Incorporation. Contact the **Companies Registration Office** for information on registering a business name (tel 01 8045200, www.cro.ie).

8. Statement of Fees.

A 'Statement of Fees' is a statement outlining the fees that you intend to charge clients (i.e. your 'Terms & Conditions'). We seek a copy of your fee structure to ensure that you do not charge the candidate/job-seeker a fee. *It is illegal to charge the candidate/job-seeker a fee under The Employment Agency Act, 1971.* You can, of course, structure your client fees at any rate you choose.

If you intend to charge variable fees on a negotiated contract-by-contract basis, you can submit an estimated Statement of Fees. You could state, for example, "We intend to charge clients between 10% and 20% of first year salary. We will never charge a job candidate a fee".

Please send your application to:

**The Employment Agency Section - Room 315
Department of Jobs, Enterprise & Innovation
Davitt House
65A Adelaide Rd
Dublin 2**

If born outside the EEA*

If you were born outside of the EEA*, you should send with your application a photocopy of either your passport (if an EU passport), or a photocopy of your Irish residency card. This is to confirm to us that you do not need 'Business Permission' from the Department of Justice to establish a business in Ireland.

*EEA = European Union plus Iceland, Liechtenstein & Norway



Employment Agency Licence - "Two-Page Application Form"

Schedule 2

Article 5

Employment Agency Act 1971

Application for a licence under the above Act and for approval of fees under that Act.

1. I (**Full Name**) _____
of (**Home Address**) _____

having inserted a notice in the _____ (Name Of
Newspaper) of the _____ day of _____ 20____ (a copy of which is attached
hereto) of my intention to make this application, hereby apply to the Minister for Jobs, Enterprise
and Innovation for a licence to carry on the business of an employment agency at (**Agency
Address**) _____

2. If applying as the nominee of a body (whether incorporated or unincorporated)
please state:
(a) Name of body: (**Company Name**) _____

(b) Name(s) of Directors: _____

3. I declare that:
(i) The premises at which I/we* propose to carry on the business of an employment agency are
suitable for the purpose, having regard to Article 7 of the Employment Agency Regulations, 1971
(S.I. No. 255 of 1972):



An Roinn Post, Fiontar agus Nuálaíochta
Department of Jobs, Enterprise and Innovation

- (ii) I am/We are* the owner(s) or tenant(s) of the said premises;
- (iii) I am/We are suitable person(s)* to carry on the business of an employment agency, having regard to the provisions of Article 8 of the Employment Agency Regulations, 1972.

* Strike out whatever does not apply.

4. **The following persons are prepared to furnish references** to support my application:

(Note: these should be persons resident in the State to whom the applicant is well known but not related).

Signature: _____

Phone No: _____

Fax No: _____

E-Mail: _____

Date _____



Wording for Newspaper Notice/Advert

“Employment Agency Act, 1971

We _____ (*company name*) _____ hereby give notice of our intention to apply for a licence under the above Act to carry on the business of an employment agency at the premises specified below:

**address of agency*

*if multiple agency offices, list all agency addresses

(Sample Wording)

“We Gallagher Executive Search Ltd hereby give notice of our intention to apply for a licence under the above Act to carry on the business of an employment agency at the premises specified below:

579 Dame Street
Dublin 2



An Roinn Post, Fiontar agus Nuálaíochta
Department of Jobs, Enterprise and Innovation

SURNAME:				PREVIOUS NAME (if any):			
FORENAME:		ALIAS:		P.P.S. No			
DATE OF BIRTH:			PLACE OF BIRTH:				
HAVE YOU EVER CHANGED YOUR NAME? Yes <input type="checkbox"/> No <input type="checkbox"/>							
IF YES PLEASE STATE FORMER NAME:							
PRESENT ADDRESS AND ALL PREVIOUS ADDRESSES:							
House No.	STREET	TOWN	COUNTY	POST CODE	COUNTRY	YEAR FROM	YEAR TO

Have you ever been convicted of an offence in the Republic of Ireland or elsewhere?

No Yes **If yes please provide details:**

DATE	COURT	OFFENCE	COURT OUTCOME

DECLARATION

**TO: Commissioner, An Garda Síochána,
 Central Vetting Unit, Racecourse Road, Thurles, Co. Tipperary.**

I, the undersigned, who have applied to work as **A Recruitment Agency** hereby authorise An Garda Síochána to furnish to the **Department of Jobs, Enterprise and Innovation** a statement that there are no convictions recorded against me in the Republic of Ireland or elsewhere **or** a statement of all prosecutions, successful or not, pending or completed, in the State or elsewhere, as the case may be.

Sign Here

Signature of applicant: _____ **Date:** _____
 (_____)
Authorised Signatory: _____ **Date:** _____
 (For Department use only) (_____) **A.S. #**

According to Garda records there are no previous convictions recorded against the above named applicant.
or the following convictions appear on Garda Records:

NOTE Checks were carried out by this office based on the information supplied.
 The convictions supplied may apply to the subject of your enquiry. Please verify before use.

Signed: _____ **Member I/C**

C.V.U



Information on the Completion of Garda Vetting Forms

The Garda Síochána will refuse to process Garda Vetting Forms that they consider 'incomplete'.

An increasing number of Vetting Forms are being returned to us, causing considerable delays in applicants receiving licences. I have highlighted below some of the reasons why forms are being returned unprocessed.

I appreciate that there is a considerable burden involved in completing these forms, especially for those applicants who are merely renewing licences and have previously received Garda Vetting. However, under current legislation, the Department has an obligation to obtain Garda Vetting annually for licence holders.

Please remember to **return the Vetting Form along with the rest of your application to the Employment Agency Section at the Department**. You should not send this form directly to the Garda Vetting Unit.

Thanks for your help.

Block Capitals

I know the boxes are quite small but try and use block capitals and make it as legible as possible. If you can't fit your previous addresses in the space provided, you could type/write them on a separate sheet of paper or on the blank reverse side of the form.

P.P.S. Number

Make sure to include this number. If you don't have a PPS number, state 'never issued with PPS number'

Previous Addresses

State **all** previous addresses (**back to date-of-birth**) and the length of time resided at each address, including any overseas addresses. If you don't have enough room in the space provided, you can list these on the reverse of the form. If there is a 'gap' in your address history, the Gardai will return the form unprocessed.

Period of Residence in Republic of Ireland

The applicant completing the vetting form must have resided in the Republic of Ireland for a period of at least six months. Other applicants should get a police check done in the country where they currently reside or have recently resided.



Independent Referee (Number 1)

1 (i) Name of Applicant for Licence: _____

(ii) Name of Employment Agency: _____

2. (a) Are you well acquainted with the applicant? and (a) _____

(b) if so, for how long? (b) _____

3. Are you aware of any circumstances which, in your view, should disqualify the applicant from receiving a licence to carry on the business of an Employment Agency?

To the best of my belief, the above answers are correct.

Name: (Block Capitals): _____

Signature: _____

Occupation: _____

Address _____

Tel. No. _____

Date: _____



Independent Referee (Number 2)

- 1 (i) Name of Applicant for Licence: _____
(ii) Name of Employment Agency: _____

2. (a) Are you well acquainted with the applicant? and (a) _____
(b) if so, for how long? (b) _____
3. Are you aware of any circumstances which in your view should disqualify the applicant from receiving a licence to carry on the business of an Employment Agency?

To the best of my belief, the above answers are correct.

Name: (Block Capitals): _____

Signature: _____

Occupation: _____

Address _____

Tel. No. _____

Date: _____