

Note

Part 2 must be completed by the employer.

9. Employer's name:

10. Employer's address:

County

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Postcode

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11. On what date did or will the employee named in Part 1 start working for you?

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D	D	M	M	Y	Y	Y	Y			

12. Is this employment:

<input type="checkbox"/> Full-time	<input type="checkbox"/> Part-time
<input type="checkbox"/> Shift-work	<input type="checkbox"/> Job-sharing
<input type="checkbox"/> Seasonal	<input type="checkbox"/> Relief

13. How many hours does or will the employee work each week?

<table border="1"><tr><td></td><td></td></tr></table>			a week

14. Do you expect that this job will become full-time in the future?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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If 'Yes', when do you expect it to become full-time?

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15. Has the employee refused an offer of full-time work or an increase in hours of work?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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If 'Yes', please state the reason(s) why they refused the offer:

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16. Are there any full-time vacancies in your business?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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17. Is this employee qualified for these full-time vacancies?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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18. Has this employee applied for or refused any full-time vacancies?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Declaration

I declare that all the information I have given is true and correct.

Employer's signature (not block letters)

Date:

D D

M M

Y Y Y Y

Employer's Official Stamp

Send this completed application form to:

Completed application forms should be sent to the employee's local Intreo Centre or Branch Office.

For more information, visit www.welfare.ie.

Please remember to sign the Declaration in Part 1.

If you have any difficulty in filling in this form, please contact your local Citizens Information Centre, your local Intreo Centre or your local Social Welfare Branch Office.

Data Protection Statement

The Department of Employment Affairs and Social Protection administers Ireland's social protection system. Customers are required to provide personal data to determine eligibility for relevant payments/benefits. Personal data may be exchanged with other Government Departments/Agencies where provided for by law. Our data protection policy is available at www.welfare.ie/dataprotection or in hard copy.

Explanations and terms used in this form are intended as a guide only and are not a legal interpretation.