

people:skills:jobs:



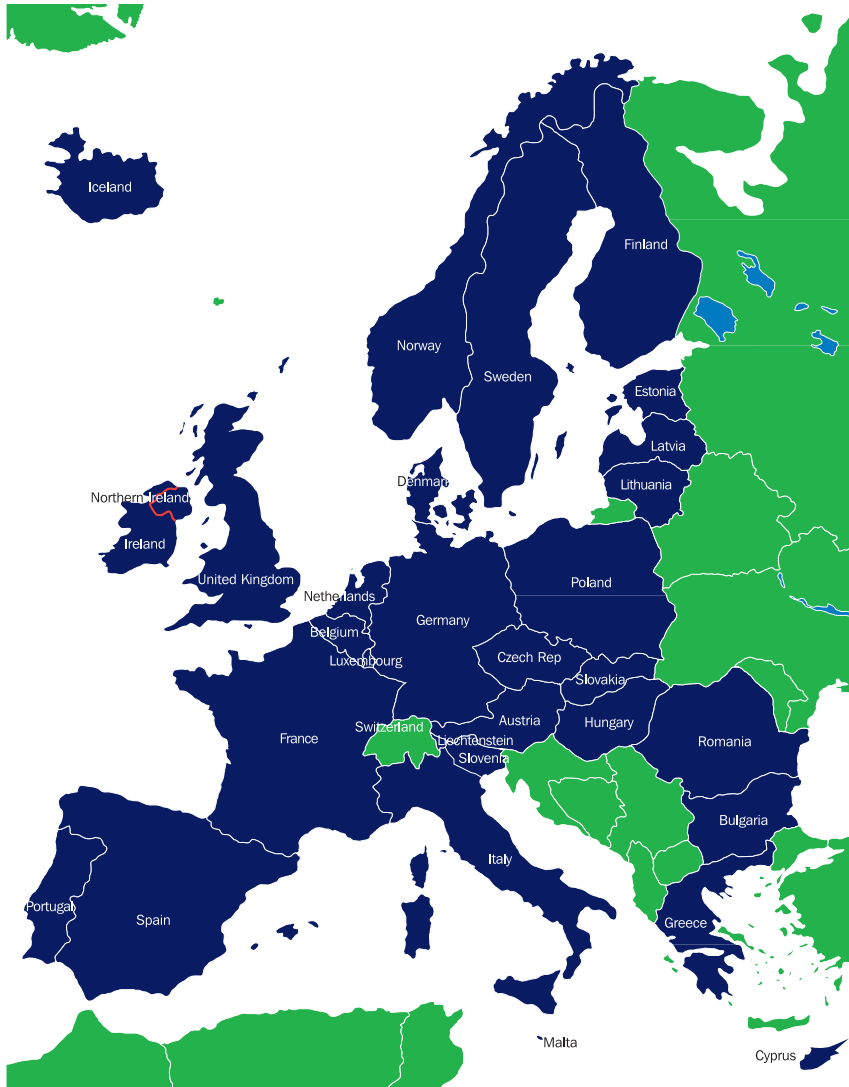
Department for  
**Employment  
and Learning**  
[www.delni.gov.uk](http://www.delni.gov.uk)



# Living and working in Northern Ireland

Connecting  
people:skills:jobs in Europe

## Map of Europe



The E.E.A. consists of 27 E.U. Member States plus Liechtenstein, Norway and Iceland. Switzerland is not a member of the E.E.A. though it is linked by bilateral agreement

# Contents

Countries of the European Economic Area (EEA)	<b>4</b>
Introducing Northern Ireland	<b>6</b>
Life in Northern Ireland	<b>8</b>
Working in Northern Ireland	<b>14</b>
National Insurance Number	<b>22</b>
Workers Registration Scheme	<b>23</b>
Gangmasters Licensing Authority	<b>26</b>
Romania and Bulgaria	<b>27</b>
Jobs and Benefits offices and JobCentres NI	<b>28</b>
Other useful websites and contacts	<b>30</b>

## Living and working in Northern Ireland

### This is a brief guide for anyone who is living abroad and considering a move to Northern Ireland.

No one guide can give all the details required so it is important for prospective migrants to seek information on their own initiative. This guide includes internet addresses which would be useful for anyone considering Living and Working in Northern Ireland.

Organising the move to another country takes preparation and time. It is essential to investigate what possibilities exist for employment before leaving one's own country. You may also wish to contact the European Employment Services (EURES) office in your own Public Employment Service for further information. Northern Ireland is a welcoming hospitable place. It is also an extraordinarily beautiful place that we hope you will explore and enjoy.

The information in this guide dates from October 2010. However, if by the time you receive this booklet and you find any incorrect information, please contact EURES HQ Tel. No. 0044 2890252270 or email [eures.section@delni.gov.uk](mailto:eures.section@delni.gov.uk) and we will endeavour to provide the correct information.

### Countries of the European Economic Area

Austria	France
Lithuania	Germany
Belgium	Greece
Bulgaria	Slovenia
Cyprus	Hungary
Malta	Slovakia
Norway	Ireland
Denmark	Iceland
Spain	Italy
Estonia	Latvia
Portugal	Luxembourg
Finland	Czech Republic
Poland	United Kingdom
Romania	The Netherlands
Sweden	Liechtenstein



# Introducing Northern Ireland

Northern Ireland is part of the United Kingdom and comprises the six northern counties of the Island of Ireland. The United Kingdom is a full member of the European Union (EU) and forms part of the European Economic Area (EEA). The EEA now consists of twenty-seven EU member states plus Liechtenstein, Norway and Iceland. Switzerland is not a member of the EEA though it is linked to the EU by bilateral agreement.

Northern Ireland is a region of natural beauty with a clean environment. Its scenic landscape of mountains and forest parks, lakes and windswept moors contrast with bustling cities and historic towns which bridge the gap between tradition and modern technology.

Belfast is the capital and largest city in Northern Ireland. Over the past 10 years Northern Ireland has emerged as the United Kingdom's fastest improving economy and one of Europe's most vibrant regions. Northern Ireland has also attracted high levels of investment from major international corporations within the last 10 years.

## Culture

You should remember that the way of life, customs, educational methods and standards in other countries can be very different from those at home, and you may feel at a disadvantage if you do not speak the language of the country you are in. The laws governing personal and business relations, driving, internal travel, buying and selling and other aspects of daily life can be quite different from what you are used to. You should be prepared to thoroughly research the current situation in Northern Ireland/United Kingdom and contact some of the organisations listed throughout the booklet to assist you in adapting to a new way of life.

You may wish to contact the EURES advisor in your local Public Employment Office or check out the EURES website [www.eures.europa.eu](http://www.eures.europa.eu)

The Euro guidance centre in your country will also be able to offer help and information on moving to Northern Ireland/United Kingdom. You can find the contact details at [www.euroguidance.net](http://www.euroguidance.net)

## Language

The official language is English and the

ability to speak and write english is an important requirement for jobseekers. You can find information about English Classes at i.e. Further Education Colleges, community groups, local Job Centres etc. Learn Direct may also provide advice on English Classes in your area. There may be a charge for these courses.

Helpline 0800 101 901 8am - 11pm, 7 days a week or check the website on [www.learnirect.co.uk](http://www.learnirect.co.uk)

For advice on career change and learning new skills, contact the Careers Advice Service on 0800 100 900 or visit the website [www.careersadvice.direct.gov.uk](http://www.careersadvice.direct.gov.uk)

## Currency

The unit of currency is pounds sterling (British Pound).

## Time

Local time in the United Kingdom is GMT/BST. This is 1 hour behind most EEA countries.

## International dialling codes

### UK to elsewhere

00 followed by the country code, area code and number.

### Elsewhere to UK

00 44 followed by the area code (minus the first "0") and number.

## Bank/Public holidays in Northern Ireland

<b>New Year</b>	January 1st
<b>St Patricks Day</b>	March 17th
<b>Easter</b>	March/April, 2 days
<b>May Bank Holidays</b>	First and last Monday in May
<b>Bank Holiday</b>	12th/13th July
<b>Bank Holiday</b>	Last Monday in August
<b>Christmas Day</b>	December 25th
<b>Boxing Day/ St Stephens Day</b>	December 26th
<b>Bank Holiday</b>	December 27th

The minimum holiday entitlement in the UK is 28 days if you work 5 days per week. Your employer may decide to include Public/Bank holidays within these 28 days although employers are not obliged by law to recognise Public holidays.

## Emergency Services

The emergency services number is **999** for fire, police and ambulance services.



relaxation

## Life in Northern Ireland

### Finding somewhere to live

Accommodation in certain areas of Northern Ireland can be expensive and difficult to find. It is advisable to arrange accommodation before you arrive in Northern Ireland.

At the very least you should bring the names, addresses and telephone numbers of approved hostels and estate agents. For rented accommodation, one to two months rent or a similar amount is often required as a deposit. A list of addresses and telephone numbers for accommodation i.e. hostels and letting agents can be found in the Yellow Pages telephone directory or at [www.yell.com](http://www.yell.com)

For information on short-term accommodation visit the Northern Ireland Tourist Board's website: [www.discovernorthernireland.com](http://www.discovernorthernireland.com) or try [www.hostelnorthernireland.com](http://www.hostelnorthernireland.com) and [www.nihe.gov.uk](http://www.nihe.gov.uk)

Look under other useful websites and contacts at the back of this booklet for more information on accommodation.

### How much money do I need?

In addition to your travel costs you will need enough money to cover food, accommodation and travel expenses until you receive your first payment from your employer. Even if you secure employment immediately you should expect to wait at least a month before your first payment.

### Names, addresses and phone numbers

Ensure that you have information on contacts and agencies in Northern Ireland. Keep names, addresses and telephone numbers of relatives and friends in case of emergency.

### Opening a bank account

Before a bank can let you have any kind of account, they need to be confident that you are who you say you are and live where you say you live. Therefore the most important thing you must do is provide the bank with at least one current proof of your identity and one current proof of your UK address.

If opening an account in person banks will usually accept as proof of identity:

- Passport.

Or if you are from a country in the European Union or European Economic Area:

- National Identity Card
- Residence Permit issued by the Home Office to EU nationals
- National Driving Licence.

Providing an address in the UK may be more difficult but the following documents may be acceptable:

- Tenancy Agreement
- A letter from your employer in the UK confirming your UK address (and if you already have pay slips it would help to show them also)
- The bank may also want to see proof of your previous or permanent address in your home country. A driving licence or identity card may be acceptable for this purpose. The bank may also ask for written permission to get a reference about you from a bank in your home country.

## Infrastructure

Northern Ireland has a comprehensive transport network. As well as an extensive rail and road network, Northern Ireland has five commercial ports and three airports. Most places

can be reached by road and rail. Translink is Northern Ireland's integrated bus and rail public transport company and can be contacted by telephone on 028 9066 6630 or visit [www.translink.co.uk](http://www.translink.co.uk)

Driving - A Valid driving licence, issued in an EU Country is valid throughout the EU. In some countries in addition to carrying a valid driving licence, you will need to have your vehicle registration document with you.

For information on vehicle and driving licences visit the website on [www.dvlni.gov.uk](http://www.dvlni.gov.uk)

## Driving safely

In all EU countries, it is compulsory to wear a seat belt in both the front and back of the car. Child car seats must also be used for children travelling in the vehicle.

Remember to drive on the left side of the road in the UK and Ireland, you normally have to give way for traffic coming from the right.

Also keep an eye on road signs to ensure you are driving at the correct speed limit, and any special conditions that apply.

Using a mobile phone while driving is forbidden in all EU Countries as it can lead to accidents, you can use a hands free device for your mobile. It is illegal to drive under the influence of alcohol or drugs, there will be strict penalties for this.

Further advice can be found at [www.roadsafetyni.gov.uk](http://www.roadsafetyni.gov.uk)

Road Signs are used extensively throughout Northern Ireland, you must adopt your driving to the appropriate type and condition of the road you are on. Check [www.highwaycode.net](http://www.highwaycode.net) for information on Road Signs or [www.direct.gov.uk](http://www.direct.gov.uk) or [www.nidirect.gov.uk](http://www.nidirect.gov.uk)

### The health system

Healthcare is provided through the National Health Service (NHS). Most NHS care is free, although items such as prescriptions and dental treatment must be paid for. EEA nationals may use NHS facilities in the same way as UK citizens, provided they have the correct E forms. A reciprocal agreement between member states enables you to get urgent medical treatment free in the UK. In order to claim this entitlement you will need to have a European Health Insurance Card.

The European Health Insurance Card was introduced in 2006, to facilitate access to healthcare in the EU and to speed up the reimbursement of costs. It has replaced the E111 form. You can get applications from the local post office or apply online at – [www.ehic.org.uk](http://www.ehic.org.uk) or apply by calling 0845 606 2030

On arrival to Northern Ireland you should register with a local health centre where you will be assigned to a doctor. Your doctor can treat most illnesses but may refer you to a hospital if you require tests or your condition is more serious.

NHS hospitals provide free healthcare.

If you are involved in an accident or suddenly take ill, you may need to go to Accident and Emergency (A&E). The number to call for an ambulance is **999** they will take you to the A&E at the nearest hospital. For most other hospital treatment, a referral from a doctor is necessary.

Private medical care is also available, usually paid for with private medical insurance. For details of your nearest Health Centre or hospital, visit website: [www.healthandcareni.co.uk](http://www.healthandcareni.co.uk)



landscape viewed from The Royal County Down Golf Course

## In case of emergency

Dial 999 and you will be asked if you need Police, Ambulance or the Fire Service or dial 112 European Emergency number - It works from mobiles or landlines. You can also contact a local police station in case of an emergency. Most Police Service of Northern Ireland (PSNI) stations have 'Language Line' and/or access to translators.

- If you are a victim of domestic violence, call the Women's Aid 24-Hour Emergency Service Helpline on 028 90 249041 or 0800 9171 414 [www.niwaf.org](http://www.niwaf.org)
- If you have been the victim of rape or sexual abuse, contact the Victim Support Line (028 9024 4039) or (0845 3030 900) Access to interpreters can be arranged.

## Advice and support services

- For information, advice and guidance contact EURES (European Employment Services) on 028 9025 2270
- For information and advice on immigration issues contact the Law Centre NI helpline on 028 9024 4401 or email [admin.belfast@lawcentreni.org](mailto:admin.belfast@lawcentreni.org)

- For support and advice for racial harassment contact the Northern Ireland Council for Ethnic Minorities (NICEM) on 028 9023 8645.

For free advice on your rights as a traveller and any other rights and where to go for help, telephone the Europe Direct Service on 008 006 7891 011 from anywhere in the EU. You can also email the service via [www.europedirect.europa.eu](http://www.europedirect.europa.eu)


## Education

Northern Ireland has a very high standard of education with over 60% of young people leaving secondary education in NI going on to university or college. All children receive an education between the ages of 4 and 16, the compulsory age for attendance, but the system also meets the needs of those who choose to stay on until the age of 18.

Two world class universities - University of Ulster and Queens University Belfast - and an extensive network of Further Education Colleges, provide vocational and academic training for young people.

## The Giants Causeway





For information on education, schools and universities check the following web addresses -

[www.deni.gov.uk](http://www.deni.gov.uk)

[www.delni.gov.uk](http://www.delni.gov.uk)

[www.education-support.org.uk](http://www.education-support.org.uk)

[www.qub.ac.uk](http://www.qub.ac.uk)

[www.schoolswebdirectory.co.uk](http://www.schoolswebdirectory.co.uk)

[www.ulst.ac.uk](http://www.ulst.ac.uk)

### **Childcare services in Northern Ireland**

In Northern Ireland there are four Childcare Partnerships, which provide information about childcare and family support services in the four Health and Social Services Board (HSSB) areas of Northern Ireland. These services are usually described under the generic term 'Early Years'.

The range of services that fall into this term include Day Nurseries, Crèches, Childminders, Playgroups, After School Clubs and Nursery Schools.

There are a number of information sources for such services that include local Health and Social Services Trusts and Education and Library Boards.

To find out the contact details for the information sources in your area contact:

[www.easternchildcarepartnership.org.uk](http://www.easternchildcarepartnership.org.uk)

[www.childcare-west.org](http://www.childcare-west.org)

[www.northernchildcare.com](http://www.northernchildcare.com)

[www.southernchildcarepartnership.ni.org](http://www.southernchildcarepartnership.ni.org)

### **Recognition/translation of Qualifications into the UK equivalent**

The Europe Open for Professions' link on [www.europeopen.org.uk](http://www.europeopen.org.uk) is a useful source of information where you can obtain details on the Authority responsible for your profession.

**NARIC** - is a network of National Academic Recognition Information Centres in the member states of the European Union, the countries of the European Economic Area and the associated countries in central and Eastern Europe and Cyprus.

[For information on the comparability of your qualifications into the UK equivalent contact EURES Northern Ireland. Tel: 028 9025 2270](#)



**For further information contact:**

**Head of UK NARIC**

ECCTIS Ltd.  
Oriel House  
Oriel Road  
Cheltenham  
UK-Gloucestershire GL50 1XP

Tel: +44(0) 8713 307033  
Calls cost 10p per minute from a BT  
Landline. Mobile providers and other  
networks may vary.  
E-mail: [info@naric.org.uk](mailto:info@naric.org.uk)  
Office Hours:  
Monday - Friday 9am - 5pm  
If you are phoning from overseas you  
can use the following number  
00441242258621  
[www.naric.org.uk](http://www.naric.org.uk)

## Working in Northern Ireland

The UK including Northern Ireland did not impose any restrictions of access to the labour market on any members of the European Economic Area.

If you are a national of any of the member states of the European Economic Area (EEA) you have the right, not just to take up employment in any such state, but also to live there and enjoy the same treatment and conditions as local citizens in regard

to pay, working conditions, access to housing, vocational training, social security and trade union membership. Families and immediate dependents are entitled to accompany the individual and are entitled to similar rights. Citizens from the 10 new Accession countries may only be entitled to work related benefits whilst in the UK/NI.

Citizens from Bulgaria and Romania will need to check with the local Jobs and Benefits office regarding benefits entitlement or visit the following website on - [www.hmrc.gov.uk](http://www.hmrc.gov.uk)

### Work permits

Jobseekers from outside the EEA are required to have a work permit before they can take up employment in Northern Ireland. It is normally the responsibility of the employer to apply for a work permit on behalf of the potential employee.

Nationals from 28 Member States of the European Economic Area (EEA) including Swiss Nationals do not need a work permit. They can work in Northern Ireland/UK without any restrictions.

The European Union (EU) consists of Austria, Belgium, Denmark, Germany, Finland, France, Greece, Ireland, Italy, Luxembourg, the Netherlands, Portugal,



Spain, Sweden, UK, Cyprus, the Czech Republic, Estonia, Hungary, Latvia, Lithuania, Malta, Poland, Slovenia and Slovakia, together with Iceland, Liechtenstein and Norway.

From 1 January 2007, Bulgaria and Romania joined the EU. There are certain restrictions with these two countries at present. Check the following sites - [www.workpermit.com](http://www.workpermit.com) and [www.ukba.homeoffice.gov.uk](http://www.ukba.homeoffice.gov.uk). These 30 countries make up the EEA.

Members from the 8 Accession Countries (A8) Czech Republic, Estonia, Hungary, Lithuania, Poland, Slovakia, Latvia and Slovenia are legally required to register with the Home Office within 1 month of starting work - under the Workers Registration Scheme - (WRS). Applicants can download an application from [www.ukba.homeoffice.gov.uk](http://www.ukba.homeoffice.gov.uk) or alternatively call Tel: 0870 606 7766. Members from Cyprus and Malta are not required to register.

## **Finding work in Northern Ireland**

Jobseekers from the countries of the European Economic Area have the opportunity to seek employment through the European Employment Services (EURES) system.

## **EURES European Employment Services**

EURES is a network of specialist EURES advisers based throughout the EEA in the Public Employment Services and partner organisations. There are over 700 specially trained advisers throughout the EEA including Switzerland. Their role is to promote employment mobility within Europe. EURES Advisers specialise in the practical issues surrounding employment in the EEA member states. EURES Advisers can be contacted via EURES website below:  
[www.eures.europa.eu](http://www.eures.europa.eu)

All EURES advisers are linked by a computer system that circulates information on vacancies and living and working conditions throughout the EEA. To check if there are any suitable vacancies in Northern Ireland, contact your local EURES adviser or Public Employment Services Office.

Jobseekers should start looking for a job before leaving their country of residence. The European Employment Services (EURES) Adviser in your own country can help you.

**EURES** is a European network of employment services and has its own vacancy website -

[www.eures.europa.eu](http://www.eures.europa.eu)

Remember to search under the United Kingdom, region Northern Ireland for vacancies here. You can carry out a direct search for vacancies or post your CV on the site. You can also find vacancies in Northern Ireland web sites (listed).

The Northern Ireland public employment website is

[www.jobcentreonline.com](http://www.jobcentreonline.com)

Vacancies which the employer has specifically identified as being suitable for people from outside Northern Ireland will be highlighted.

If you have already arrived in Northern Ireland then there are various ways you can find work.

## **Department for Employment and Learning - Public Employment Services**

The Public Employment Services in Northern Ireland is part of the Department for Employment and Learning. There is a network of 35 JobCentres and Jobs and Benefits offices (JBO) throughout Northern Ireland which advertise a wide range of vacancies. You can call into a local JobCentre in NI or check the website [www.jobcentreonline.com](http://www.jobcentreonline.com). There is a EURES Liaison Officer in each JobCentre or JBO. They are the local office point of contact, who can assist you.

Alternatively you can find details of employment agencies by looking in the yellow pages telephone directory under the heading 'Employment Agencies' or the website is - [www.yell.com](http://www.yell.com)

Many of the agencies are members of a professional body called the Recruitment and Employment Confederation (REC). REC members can be obtained by contacting - 0044 20 7323 4300 or at [www.rec.uk.com](http://www.rec.uk.com)



coastal scene at Carrick-a-rede

## **The press in Northern Ireland**

Another important medium for job search are the Northern Ireland newspapers:

The Belfast Telegraph -  
[www.nijobfinder.co.uk](http://www.nijobfinder.co.uk)

Irish News -  
[www.irishnews.com/jobs](http://www.irishnews.com/jobs)

Newsletter -  
[www.newsletter.co.uk](http://www.newsletter.co.uk)  
[www.jobstoday.co.uk](http://www.jobstoday.co.uk)

Jobs are advertised  
on the following days:

The Belfast Telegraph - Tuesday  
& Friday

Irish News - Thursday  
Newsletter - Thursday

## **Internet**

The internet is another useful source of job information; there are many different websites where you can search for jobs in Northern Ireland. There are also a number of recruitment fairs, held throughout the year, in Northern Ireland. You can check with a local JobCentre or in the newspapers, for information on these events.

## **Applying for jobs**

The procedure for applying for jobs may differ, depending on the type of work and the employer. When applying through EURES you normally need a CV and a covering letter. Help with CVs can be found in the links from [www.jobcentreonline.com](http://www.jobcentreonline.com). You can also download JobCentre application forms from this site if that is the method required by the employer.

The application procedure will differ depending on the type of work you are looking for. Employers may also interview applicants in person.

## **Application forms**

When applying for a job, the employer may require a completed application form. The use of such forms is wide spread, but they tend to follow a similar format. Standard questions may cover education and training, work experience, hobbies and personal interests. Companies in NI/UK like to get an idea of what you do outside work as this might provide insight into the qualities you could bring to the job. Questions requiring longer answers may ask about your motivation for the job, your interest in the sector and why you wish to work for that particular company. Photographs are not normally required.

### **The Curriculum Vitae (CV)**

The structured curriculum vitae is used in all cases, comprising personal data, information about education, professional experience, language and other skills, as well as personal interests of the applicant.

The CV should be clear and concise, provide complete (in contents, form and style) information about experience and skills. Information must always be true, failure to provide true and accurate information can result in dismissal from the job at a later stage.

### **The interview**

The job interview will focus on the reasons why you are applying for the vacancy. You should therefore expect to be asked why you have chosen this particular company. Another question candidates, are often asked is to list some of their positive and negative characteristics. Most interviews are conducted by two or three interviewers. At the end of the interview you will be given the opportunity to ask your own questions.

### **The employment contract**

Once you have been offered the job you need to sign an employment contract. A formal employment contract involves a relationship in which you are answerable to your employer, you are paid for the work you do (wage or salary) and you give a personal undertaking to carry out work for your employer. An employer contract is an agreement between an employer and an employee.





## Finding work in Northern Ireland

General conditions: before you take up employment you should ensure that:

- You have a current EEA passport/identity card or form of identification, or have an appropriate work permit
- For A8 countries nationals only - A Workers Registration Form (see details on WRS further on)
- You have a copy of, or know the terms and conditions of employment
- You know the method and frequency of the salary
- You know what travel arrangements need to be made and whether you or the employer will pay
- You have accommodation in the area to which you are moving
- You have sufficient funds to last until you are paid, or to return home if necessary
- You apply for a National Insurance Number which permits you to work in NI/UK.

## What documents do you need?

To avoid problems with prospective employers and government agencies you should bring the following documents with you:

- Passport/Identity Card (essential)
- Birth Certificate (essential)
- Marriage Certificate (if applicable)
- Typed Curriculum Vitae (in English)
- References (previous work and personal)
- Copies of educational and training certificates
- European Health Insurance card (applicable to EU/EEA nationals).

## Taxation and U forms (formerly E forms)

For information on taxation and U/E forms, contact

Her Majesty's Revenue and Customs  
(HMRC) Enquiry Centre  
Beaufort House  
31 Wellington Place  
Belfast  
BT1 6BH  
Tel: 0845 366 7855  
0845 300 3900  
Website: [www.hmrc.gov.uk](http://www.hmrc.gov.uk)



sculpture, Derry City

## **Unemployment in Northern Ireland**

Whilst in Northern Ireland, if you become unemployed you should contact your local Social Security Agency office or Jobs and Benefits office. An appointment will be made for you to see a Client Adviser. You need to be working one year continuously, without a break, of no more than 30 days - before you are entitled to any benefits (this only applies to the A8 countries i.e. Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, Slovenia and Slovakia).

For further information contact your local Social Security Agency Office or Jobs and Benefits office.

Nationals of the EEA Member States may be able to export their unemployment benefits (for a maximum of three months) where a reciprocal agreement is in place between their home country and the UK/NI.

Nationals from the A8 Countries may be able to apply for benefits after they have been continuously working in NI/UK for 1 year.

## **Who has access to income - related benefits?**

To be eligible for an income - related benefit (income - related benefits are Income Support, income - based Jobseekers Allowance, State Pension Credit, Housing Benefit and Council Tax Benefit) a person must have a right to reside and be habitually resident in the UK, the Channel Islands, Isle of Man or the Republic of Ireland (subject to certain exemptions) Some A2 nationals - Romanian and Bulgaria may be able to claim for income related benefit. Check with the local Social Security or Jobs and Benefit Office for further information.



fishing at Lough Beg

## National Insurance Number - NINO

In order to work in Northern Ireland you will need a national insurance number which is personal to you and no one else should use this number. To obtain this you need to contact one of the following Jobs & Benefits offices and ask for National Insurance section-

### Portadown - Armagh

Tel: 028 3839 7200

### Shaftsbury Square - Belfast

Tel: 028 9054 5500

### Lisnagelvin - Derry/Londonderry

Tel: 028 7131 9300

Office selection is based on address of client. Initial contact will be a telephone interview, clients will be called in for a face to face interview at their local JobCentre or Jobs & Benefits office. Evidence is required to prove that you are -

- Working
- Actively seeking work (photocopies of job applications and employer replies required)
- Claiming benefit (however this is not the case for A8 nationals because of the 1 year rule for claiming benefit).

Jobseekers can get more information on the following website:  
[www.hmrc.gov.uk/faqs/ynino.htm](http://www.hmrc.gov.uk/faqs/ynino.htm)

### National Minimum Wage

With a few exceptions all workers in the UK aged 16 or over are legally entitled to be paid a minimum amount per hour. The National Minimum Wage increases yearly, currently in October, therefore it is essential that you check the rate applicable to you. There is a set rate for 16-17 year olds, 18-21 year olds and for aged 22 and above. If you are in the Agricultural sector the NWW is different Tel 028 9052 0813 (Northern Ireland) for information. These rates can only be affected by the provision of accommodation or accredited training. For more information contact the national minimum wage helpline on 0800 917 2368. Information is also available at [www.direct.gov.uk](http://www.direct.gov.uk)

More information and guidance on the provision of accommodation and deductions, can be found here  
[www.direct.gov.uk](http://www.direct.gov.uk)

### Working hours

The maximum weekly working hours in the UK is 48 (averaged over a 17 week period) or over 26 if you are working on a farm. If you work any more hours than the average 48 hours, you will be



Bluegrass Music Festival, Tyrone

required to agree in writing that you are willing to do so.

## Workers Registration Scheme (WRS)

At present workers from A8 countries of the New Member states are legally required to register with the Home Office within one month of starting work in the UK. Once you have been working legally in the UK for 12 months without a break you will have full rights of free movement and will no longer need to register on the Worker Registration Scheme. You can then get a residence permit confirming your right to live and work in the UK. Further information is available on the Immigration and Nationality Directorate website [www.ukba.homeoffice.gov.uk](http://www.ukba.homeoffice.gov.uk). You should apply using form EEA1. If you need further information, please contact the Immigration and Nationality Enquiry Bureau on Tel. No. 0870 606 7766.

Applications for registration are the responsibility of the individual. Application forms (WRS) can be obtained by telephoning 0117 344 1471 or downloading from [www.ukba.homeoffice.gov.uk](http://www.ukba.homeoffice.gov.uk). There is a registration fee. Check the website for information; requirements to register under the WRS may change.

### For employers:

If you employ a worker from one of the A8 countries, you must ensure that the individual is provided with either a contract or letter on company paper showing place of work, position held, wage, hours worked and start date, which the individual will need when applying for workers registration. Employers will be responsible for ensuring that they are authorised to employ a worker from the A8 member states. They should:

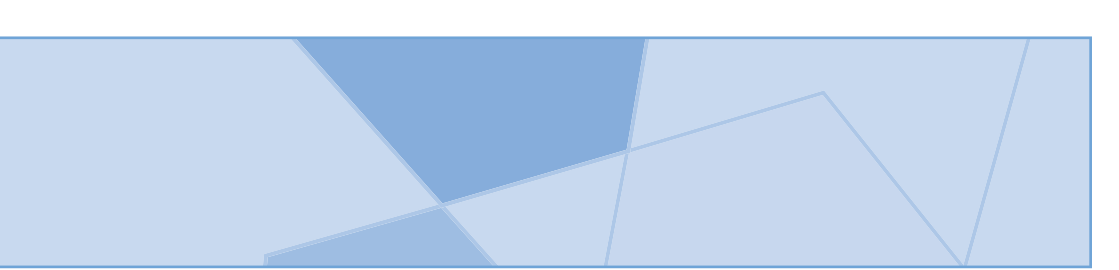
- Take and retain a copy of the individuals completed application form as evidence that they have applied for registration within one month of starting work
- Retain a copy of their valid registration certificate.

The Home Office Workers Registration Team will send you a copy of the registration certificate once approved. WRS does not apply to self-employed workers, however they must register with the Her Majesty's Revenue and Customs on 0845 915 4515 as soon as they start work in the UK.

Further guidance for employers is available from the Home Office website: [www.ukba.homeoffice.gov.uk](http://www.ukba.homeoffice.gov.uk)

Sketrick Island





You may be committing a criminal offence, and face a fine of up to £5,000, if you continue to employ a worker if:

- The worker does not apply for a registration certificate within one month of starting work for you; or
- You do not have a copy of a completed application form.

You will be sent a copy of the worker's registration certification, if his/her application is approved, or a copy of the refusal letter. If the application is refused you will no longer be authorised to employ him/her and must stop doing so.

For more general guidance on a range of issues covering employing workers from other countries, you can contact the employers helpline 0845 010 6677

### **Latvian non-citizen (alien) passport holders**

If you have a Latvian alien passport, you do not have the right to work in the United Kingdom under the Worker Registration Scheme and must apply for permission to enter the country before you come to the United Kingdom to work.

This permission is called '**entry clearance**'. It will be in the form of a visa or entry clearance certificate. To obtain it, you should apply to the [British Diplomatic post](#) in the country where you live. For information about Visas, see the UK Visa Services website.

### **Contact**

- **Immigration Enquiry Bureau**  
0870 606 7766

UK Border Agency  
Lunar House  
40 Wellesley Road  
Croydon  
Surrey  
CR9 2BY

- **Work Permits Customer Contact Centre**  
0114 207 4074  
Customer Contact Centre  
UK Border Agency  
PO Box 3468  
Sheffield  
S3 8WA

## Gangmasters Licensing Authority

Are you a worker on one of these regulated sectors - agriculture, horticulture, forestry, shellfish gathering and the processing and packaging of food and drink?

The Gangmasters Licensing Authority (GLA) has been set up to ensure employees receive the rights they are legally entitled to. The Gangmasters Licensing Authority will protect your legal rights and take action against any labour provider who mistreats workers.

Anybody who supplies workers in or to the UK in the regulated sectors must be licensed. To get a licence the GLA will inspect and make sure that the labour provider is fit to hold a licence and they must meet a strict set of standards. If they break these standards at anytime the GLA can take the licence away and force them to stop trading.

If you encounter problems you should contact the GLA on 0845 602 5020 or 0044 845 602 5020 from outside the UK. There is a confidential reporting form which is anonymous

and you can download the form from [www.gla.gov.uk](http://www.gla.gov.uk) or ring the helpline on the number above. You can email information to [intelligence@gla.gsi.gov.uk](mailto:intelligence@gla.gsi.gov.uk).

Any worker who has information about exploitation should contact the GLA on the above numbers immediately. It is not acceptable that anybody should have to suffer these conditions and the GLA has the power to stop this. The GLA has the power to inspect your labour provider at any time and knowing about problems in advance helps to uncover and deal with the problems as quickly as possible.

The GLA can help you if:

- You are being threatened or intimidated
- You are being forced to work against your will
- There are debts that prevent you freely seeking other employment
- You are being forced to stay in accommodation
- Your accommodation is not safe

- You have had your passport retained
- You are being paid less than the UK National Minimum Wage
- You are having deductions taken from your pay that are not shown on your payslip
- You have had to pay a fee to get the job
- You do not receive sick pay and annual leave entitlement
- You are not allowed to take breaks at work
- Your place of work is not safe
- Vehicles you are transported in are not safe

If you do provide information to the GLA they will protect your identity and the labour provider or any other person mentioned will never be told how we got the information.

## **New rules approved for managing access to the UK labour market by Romanians and Bulgarians.**

Romania and Bulgaria joined the EU on 1st January 2007. There has been transitional arrangements put in place for these new member states whilst progress on immigration reforms, are properly understood, on the wider impacts of an expanded European Union.

At the heart of the new regulations is the restriction of low skilled worker to existing quota schemes in the agricultural and food processing sectors. Skilled workers will continue to be able to work in the UK if they qualify for a work permit or under the Highly Skilled Migrant Programme.

For more information visit [www.ukba.homeoffice.gov.uk/](http://www.ukba.homeoffice.gov.uk/) where you can print of a leaflet on Rights and Responsibilities of Nationals from Bulgaria and Romania.

Work Permits Customer  
Contact Centre  
Tel: 0114 207 4074



## Jobs and Benefits offices and JobCentres in Northern Ireland

### Jobs and Benefits offices

#### Andersonstown

Kennedy Centre  
580A Falls Road  
Belfast BT11 9AB  
Tel: 028 9030 6400  
andersonstown.jc@delni.gov.uk

#### Antrim

20 Castle Street  
Antrim BT41 4JE  
Tel: 028 9442 6500  
antrim.delmail@nissa.gsi.gov.uk

#### Armagh

Alexander Road  
Armagh BT61 7JL  
Tel: 028 3752 9777  
armagh.jc@delni.gov.uk

#### Ballymena

29 Parkway  
Ballymena BT43 5ET  
Tel: 028 2563 7000  
ballymena.jc@delni.gov.uk

#### Ballymoney

37-45 John Street  
Ballymoney BT53 6DT  
Tel: 028 2766 0100  
ballymoney.jc@delni.gov.uk

#### Banbridge

18 Castlewellan Road  
Banbridge BT32 4AZ  
Tel: 028 4062 0800  
banbridge.jc@delni.gov.uk

#### Carrickfergus

Davy Street  
Carrickfergus BT38 8DJ  
Tel: 028 9335 1811  
carrickfergus.jc@delni.gov.uk

#### Coleraine

Artillery Road  
Coleraine BT52 2AA  
Tel: 028 7034 1000  
coleraine.jc@delni.gov.uk

#### Dungannon

Crown Buildings  
5 Thomas Street  
Dungannon BT70 1HN  
Tel: 028 8775 4870  
dungannon.jc.@delni.gov.uk

#### Enniskillen

Crown Buildings  
Queen Elizabeth Road  
Enniskillen BT74 7JD  
Tel: 028 6634 3333  
enniskillen.jc@delni.gov.uk

#### Falls Road

19 Falls Road  
Belfast BT12 4PH  
Tel: 028 9025 1346  
fallsroad.jc@delni.gov.uk

#### Foyle

Crown Buildings  
Asylum Road  
Londonderry BT48 7EA  
Tel: 028 7131 9500  
foyle.jc@delni.gov.uk

#### Hollywood Road

106-108 Hollywood Road  
Belfast BT4 1JU  
Tel: 028 9052 8900  
eastbelfast.jc@delni.gov.uk

#### Kilkeel

Newry Street  
Kilkeel BT34 4DN  
Tel: 028 4176 1400  
kilkeel.jc@delni.gov.uk

#### Knockbreda

Upper Knockbreda Road  
Belfast BT8 8SY  
Tel: 028 9054 5600  
knockbreda.jc@delni.gov.uk

#### Larne

59 Pound Street  
Larne BT40 1SB  
Tel: 028 2826 3200  
larne.jc@delni.gov.uk

#### Limavady

9 Connell Street  
Limavady BT49 0TZ  
Tel: 028 7776 0500  
limavady.jc@delni.gov.uk

### **Lisburn**

71 Bow Street  
Lisburn BT28 1BB  
Tel: 028 9262 3300  
lisburn.jc@delni.gov.uk

### **Lisnagelvin**

2 Crescent Road  
Londonderry  
BT47 2NJ  
Tel: 028 7131 9300  
lisnagelvin.jc@delni.gov.uk

### **Lurgan**

Alexandra Crescent  
Lurgan BT66 6BB  
Tel: 028 3831 5600  
lurgan.jc@delni.gov.uk

### **Magherafelt**

31 Station Road  
Magherafelt BT45 5DJ  
Tel: 028 7930 2000  
magherafelt.jc@delni.gov.uk

### **Newry**

Phoenix House  
40 Bridge Street  
Newry BT35 8AJ  
Tel: 028 3026 5522  
newry.jc@delni.gov.uk

### **Newtownabbey**

39-41 Church Road  
Newtownabbey BT36 7LB  
Tel: 028 9025 0888  
newtownabbey.jc@delni.gov.uk

### **Omagh**

7 Mountjoy Road  
Omagh BT79 7EB  
Tel: 028 8225 4222  
omagh.jc@delni.gov.uk

### **Portadown**

140 Jervis Street  
Portadown BT62 3DA  
Tel: 028 3839 7200  
portadown.jc@delni.gov.uk

### **Shaftesbury Square**

Conor Building  
107 Great Victoria Street  
Belfast BT2 7AG  
Tel: 028 9054 5500  
southbelfast.jc@delni.gov.uk

### **Shankill**

15-25 Snugville Street  
Shankill Road  
Belfast BT13 1PP  
Tel: 028 9054 3426  
shankillroad.jc@delniv.gov.uk

## **JobCentres**

### **Ballynahinch**

18 Crossgar Road  
Ballynahinch BT24 8XP  
Tel: 028 9756 0544  
ballynahinch.jc@delni.gov.uk

### **Bangor**

65 High Street  
Bangor BT20 5BE  
Tel: 028 9127 9999  
bangor.jc@delni.gov.uk

### **North Belfast**

Gloucester House  
57 Chichester Street  
Belfast BT1 4RA  
Tel: 028 9025 2222  
northbelfast.jc@delni.gov.uk

### **Cookstown**

17 Oldtown Street  
Cookstown BT80 8EE  
Tel: 028 8676 6950  
cookstown.jc@delni.gov.uk

### **Downpatrick**

Rathkeltair House  
Market Street  
Downpatrick BT30 6LZ  
Tel: 028 4461 8023  
downpatrick.jc@delni.gov.uk

### **Newcastle**

113 Main Street  
Newcastle BT33 0AE  
Tel: 028 4372 5001  
newcastle.jc@delni.gov.uk

### **Newtownards**

9 Conway Square  
Newtownards BT23 4DA  
Tel: 028 9181 8653  
newtownards.jc@delni.gov.uk

### **Strabane**

23 Upper Main Street  
Strabane BT82 8AS  
Tel: 028 7138 2332  
strabane.jc@delni.gov.uk

## Other Useful Websites and Contacts:

### **EURES - Northern Ireland**

EURES Advisers  
Department for  
Employment and Learning  
Gloucester House  
57 Chichester Street  
Belfast BT1 4RA

Tel: 028 90252270  
Fax: 028 90252288  
E-mail: [eures.section@delni.gov.uk](mailto:eures.section@delni.gov.uk)

Jobcentre Online for all general enquiries/feedback.  
Mail to: [jcol\\_feedback@delni.gov.uk](mailto:jcol_feedback@delni.gov.uk)

All EURES employment vacancies in Northern Ireland can be accessed through:  
[www.eures.europa.eu](http://www.eures.europa.eu)  
[www.jobcentreonline.com](http://www.jobcentreonline.com)

Headquarters 39 Adelaide Street,  
Belfast BT2 8FD  
Tel: 028 9025 7777

For information, advice and guidance on employment rights, social security and benefits, contact:

### **EURES Trade Union**

Barrie McLatchie  
Trade Union EURES Adviser  
Belfast Unemployed Resource Centre  
45-47 Donegall Street  
Belfast BT1 2FG  
Tel: 028 9096 1111  
Fax: 028 9096 1110  
Email: [barrie.mclatchie@burc.org](mailto:barrie.mclatchie@burc.org)

### **European Commission Office in Northern Ireland**

74 - 76 Dublin Road  
Belfast BT2 7HP  
Tel: 028 9024 0708  
Fax: 028 9024 8241  
[www.ec.europa.eu/northernireland](http://www.ec.europa.eu/northernireland)

### **Citizen Advice Bureau Northern Ireland**

Tel: 02890 231 120  
and you will be referred to the Citizens Advice Bureau in your area or see the website at [www.citizensadvice.co.uk](http://www.citizensadvice.co.uk)

### **NICEM (Northern Ireland Council for Ethnic Minorities)**

3rd Floor Ascot House  
24-31 Shaftesbury Square  
Belfast BT2 7DB

Tel: 028 9023 8645  
Fax: 028 9031 9485

### **Child Benefit (Northern Ireland)**

Tel: 0845 603 2000



Lower Lough Erne at sunrise

## **HMRC National Insurance Registration Helpline**

Tel: 0845 915 7006

## **National Minimum Wage (NI) - Helpline**

Tel: 0800 917 2368

## **HMRC Tax Credits/Taxation**

Tel: 0845 603 2000 or

Tel: 0845 302 1407

## **Public Employment Services NI**

[www.jobcentreonline.com](http://www.jobcentreonline.com)

## **Private Recruitment Agencies**

Private recruitment agencies can be contacted through Recruitment & Employment Confederation at: [www.rec.uk.com](http://www.rec.uk.com)

(Click "looking for work" > "Find a Consultancy" in order to search recruitment agencies by location and industry type).

## **Jobsearch Network in UK, Great Britain, England, Scotland & Wales**

[www.jobsite.co.uk](http://www.jobsite.co.uk)

[www.direct.gov.uk/jobsearch](http://www.direct.gov.uk/jobsearch)

## **International Seasonal Work Network**

[www.anyworkanywhere.com](http://www.anyworkanywhere.com)

## **International Voluntary Work Network**

[www.workingabroad.com](http://www.workingabroad.com)

## **Official Government Website for NI**

[www.nidirect.gov.uk](http://www.nidirect.gov.uk)

## **Newspapers**

### **Belfast Telegraph**

[www.belfasttelegraph.co.uk](http://www.belfasttelegraph.co.uk)

[www.nijobfinder.co.uk](http://www.nijobfinder.co.uk)

### **Irish News**

[www.irishnews.com/jobs](http://www.irishnews.com/jobs)

### **Newsletter**

[www.newsletter.co.uk](http://www.newsletter.co.uk)

[www.jobstoday.co.uk](http://www.jobstoday.co.uk)

## **Employment Rights**

The Department for Employment and Learning publishes a series of booklets which outline employee's rights and the obligations placed upon employers. They are accessible on the Internet at: [www.delni.gov.uk](http://www.delni.gov.uk) under 'recent publications'.

## **UK Immigration, Work Permits and Visas**

### **Immigration & Nationality Directorate**

[www.bia.homeoffice.gov.uk](http://www.bia.homeoffice.gov.uk)

### **UK Visas**

[www.ukvisas.gov.uk](http://www.ukvisas.gov.uk)

### **Foreign and Commonwealth Office**

[www.fco.gov.uk](http://www.fco.gov.uk)

**Immigration Enquiries Bureau  
Home Office - UK Border Agency  
Public Enquiry Office**

1 Drumkeen Complex  
Upper Galwally  
Belfast BT8 6TB  
Tel: 0870 606 7766  
By appointment only

**Accommodation**

**Northern Ireland Tourist Board**

(Official tourism agency for  
Northern Ireland)  
59 North Street  
Belfast BT1 1NB  
Tel: 0044 28 9023 1221  
Email: info@nitb.com  
www.tourismireland.com

**Industry Website**

www.nitb.com

**Consumer Website**

www.discovernorthernireland.com

**NI Housing Executive (NIHE)**

Head Office, The Housing Centre,  
2 Adelaide Street, Belfast  
Tel: 028 9024 0588

Housing Executive Emergency  
Accommodation  
Tel: 02890 317 000

**Hostels in NI**

www.hostels.com  
www.discoverireland.com  
www.hostelworld.com

**Law Centre (NI)**

124 Donegall Street  
Belfast  
BT1 2GY  
Tel: 02890 244 401

**Law Centre (NI) Western Area Office**

9 Clarendon Street  
Derry/Londonderry  
BT48 7EP  
Tel: 02871 262 433  
www.lawcentreni.org

**STEP**

Migrant Worker Support Project  
Unit T7, Dungannon Business Park  
2 Coalisland Road  
Dungannon BT71 6JT  
www.stepni.org

Translators for various languages  
can be arranged to assist at  
appointments as required.  
Appointments can be made by  
telephoning (028) 8772 9002  
email: info@stepni.org



**National Insurance Number  
Processing Offices**

National Insurance Number Section  
Jobs & Benefits Office  
Conor buildings,  
107 Great Victoria Street  
Belfast  
Tel: 02890 545 500

**National Insurance Number Section**

Jobs & Benefits Office  
140 Jervis Street,  
Portadown  
Tel: 02838 397200

**National Insurance Number Section**

Jobs & Benefits Office  
2 Crescent Road,  
Lisnagelvin, Derry/Londonderry  
Tel: 02871 319 300

**Equality Commission for Northern  
Ireland**

Equality House,  
7-9 Shaftesbury Square  
Belfast, BT2 7DP  
Tel: 02890 890 890  
Email [information@equalityni.org](mailto:information@equalityni.org)  
Website: [www.equalityni.org](http://www.equalityni.org)

**Police Service of Northern Ireland**

Tel: 0845 600 8000 in non  
emergency cases. In an emergency  
telephone **999** or **112**  
[www.psnipolice.uk](http://www.psnipolice.uk)

**Health and Safety Executive (NI)**

83 Ladas Drive  
Belfast  
BT6 9FR  
Tel: 02890 243249  
Freephone Helpline: 0800 032 0121  
[www.hseni.gov.uk](http://www.hseni.gov.uk)

**Website for UK government**

**Direct gov - the official UK  
government website for citizens**  
[www.direct.gov.uk](http://www.direct.gov.uk)

**Living and working in the UK**

[www.myukinfo.com](http://www.myukinfo.com)

**Funding your studies /  
learning english**

[www.britishcouncil.org](http://www.britishcouncil.org)

**Pay and Work Rights Helpline**

0800 917 2368  
Help and advice on government  
enforced employment rights.



Dunluce Castle



people:skills:jobs:



Department for  
**Employment  
and Learning**  
[www.delni.gov.uk](http://www.delni.gov.uk)



INVESTOR IN PEOPLE

**THE BRANCH:**

EURES - (European Employment Services) is a co-operation network designed to facilitate the free movement of workers within the European Economic Area (EEA), offering advice and guidance to both jobseekers and employers.

**THE DEPARTMENT:**

Our aim is to promote learning and skills, to prepare people for work and to support the economy.

This document is available in other formats upon request.

**Further information:  
EURES**

Gloucester House  
Chichester Street  
Belfast BT1 4RA

email: [eures.section@delni.gov.uk](mailto:eures.section@delni.gov.uk)

web: [www.eures.europa.eu](http://www.eures.europa.eu)



[www.eures.europa.eu](http://www.eures.europa.eu)