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Department
for Communities
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Living and working in
**NORTHERN
IRELAND**

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This booklet has been produced by EURES(NI)

Living and working in Northern Ireland

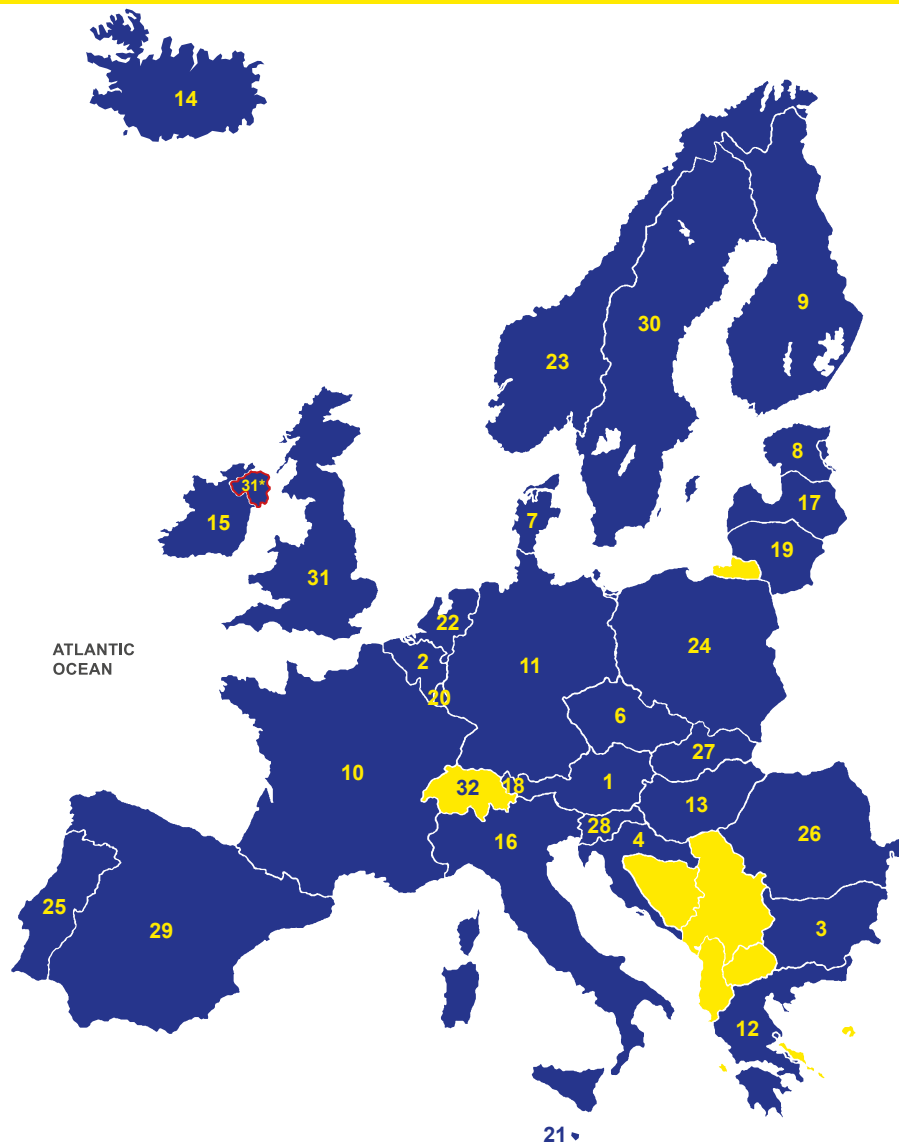
This is a brief guide for anyone who is living abroad and considering a move to Northern Ireland.

No one guide can give all the details required so it is important for prospective migrants to use their own initiative to obtain information. 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 March 2017. However, if by the time you receive this booklet, you find any incorrect information, please contact EURES HQ:

Tel. **028 9025 2070** or email **eures.section@communities-ni.gov.uk** and we will endeavour to provide the updated information.



Countries of the European Economic Area

- | | |
|-----------------------|--------------------|
| 1. Austria | 17. Latvia |
| 2. Belgium | 18. Liechtenstein |
| 3. Bulgaria | 19. Lithuania |
| 4. Croatia | 20. Luxembourg |
| 5. Cyprus (not shown) | 21. Malta |
| 6. Czech Republic | 22. Netherlands |
| 7. Denmark | 23. Norway |
| 8. Estonia | 24. Poland |
| 9. Finland | 25. Portugal |
| 10. France | 26. Romania |
| 11. Germany | 27. Slovakia |
| 12. Greece | 28. Slovenia |
| 13. Hungary | 29. Spain |
| 14. Iceland | 30. Sweden |
| 15. Ireland | 31. United Kingdom |
| 16. Italy | |

Northern Ireland (31*) is part of the United Kingdom.

While Switzerland (32) is not in the EEA, Swiss nationals have the same rights as EEA nationals.

The E.E.A. consists of **28** E.U. Member States plus Liechtenstein, Norway and Iceland. Switzerland is not a member of E.E.A



Introducing **Northern Ireland**

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

Northern Ireland is part of the United Kingdom and comprises of six counties: Antrim, Armagh, Londonderry, Down, Fermanagh and Tyrone. 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-eight 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 the largest city in Northern Ireland and one of Europe's most vibrant regions.

Culture

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. 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 make contact with the organisations listed throughout the booklet to assist you in adapting to a new way of life.

You can also make contact with EURES through your local office (www.nidirect.gov.uk/contacts/jobs-benefits-offices-jobcentres-and-social-security-offices) or you can research the EURES website for information and guidance on living, working, studying in your desired EU/EEA country. www.eures.europa.eu

The Euro guidance centre in your country will also be able to offer help and provide you with information on moving to Northern Ireland/ United Kingdom. Contact details at: www.euroguidance.net

Language

The official language is English and the ability to speak and understand English is an important requirement for jobseekers. You can find information on English courses at: Further Education Colleges, Community groups, local JobCentres/Jobs & Benefits offices etc.

For advice on career change or learning new skills, contact the Careers Advice Service on **0300 200 7820** or visit the website www.nidirect.gov.uk/campaigns/careers

Currency

The unit of currency is Pound 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

Bank holidays are holidays when banks and many other businesses are closed for the day. Public Holidays are holidays which have been observed through custom and practice, such as Christmas Day.

For more information visit: www.nidirect.gov.uk/articles/bank-holidays

How much holiday you get is normally set out in your contract of employment. The statutory minimum is 5.6 weeks (28 days for someone working five days a week), which can include bank and public holidays.

There is a minimum right to paid holiday, but your employer may offer more than this.

Emergency Services

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

Non Emergency Services

In the instance of any non police emergencies please telephone **101** for help and assistance.

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.

You should obtain the names, addresses and telephone numbers of approved hostels and estate agents. For rented accommodation, one or 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

For information on short-term accommodation visit the Northern Ireland Tourist Board's website:

www.discovernorthernireland.com

or

www.hostelnorthernireland.com

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 one month before you receive your first wage.

Names, addresses and phone numbers

Keep names, addresses and telephone numbers of relatives and friends in case of emergency.

Opening a bank account

In order to open a bank account, you will need to complete an application form and prove your identity and where you live.

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/EEA nationals
- National driving licence.

Providing proof of an address in NI may be more difficult but the following documents may be acceptable:

- Tenancy agreement
- A letter from your employer confirming your Northern Ireland address and pay slips if available
- 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 want to check your credit history.

Infrastructure

Northern Ireland has a comprehensive transport network. As well as an extensive rail and road network, Northern Ireland is served by three airports – Belfast International near Antrim, George Best Belfast City integrated into the railway network at Sydenham in East Belfast, and City of Derry in County Londonderry. Major sea ports at Larne and Belfast carry passengers and freight between Great Britain and Northern Ireland. Translink is Northern Ireland's integrated bus and rail public transport company and can be contacted by telephone on **028 9066 6630** or www.translink.co.uk

Driving

A valid driving licence issued in an EU/EEA Country is valid throughout the EU/EEA. 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 see: www.nidirect.gov.uk/motoring



Driving safely

In all EU/EEA 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.

Pay attention to road signs to ensure you are driving at the correct speed limit, and are adhering to all other road travel advice/signs.

Using a mobile phone while driving is forbidden in all EU/EEA countries. Hands-free phones can be a distraction and you'll risk prosecution for not having proper control of your vehicle if using one. It is illegal to drive under the influence of alcohol or drugs and it is punishable by severe penalties.

Further advice can be found at www.nidirect.gov.uk/campaigns/road-safety

Road signs are used extensively throughout Northern Ireland, you must adapt your driving to the appropriate type and condition of the road. Check www.nidirect.gov.uk or www.highwaycodeuk.co.uk for information on safe and legal driving and road signs.

The health system

Healthcare is provided through the National Health Service (NHS). Most NHS care is free, although dental treatment must be paid for if you are employed and working full time. EEA nationals may use NHS facilities in the same way as UK citizens, provided they have an EU/EEA passport and a European Health Insurance card.

The European Health Insurance Card (EHIC) was introduced in 2006 to facilitate access to healthcare in the EU/EEA and to speed up reimbursement of costs. If you're from the UK, EEA or Switzerland, you can apply online or download an application form at: www.nhs.uk/ehic or by telephoning an automated service: **0300 330 1350**

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 if 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.

For details of your nearest health centre or hospital, see website online.hscni.net or www.belfasttrust.hscni.net/pdf/1steps-english

Private medical care is also available, paid for with private medical insurance.

In case of emergency

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

- If you are a victim of domestic or sexual violence, call Women's Aid Federation 24-Hour Emergency Service helpline on **0808 802 1414** (www.womensaidni.org). For further advice and information on domestic or sexual violence for both males and females please call **0808 802 1414**.
- If you have been a victim of crime, contact the Victim Support Line **028 9024 3133**; Interpreters can be arranged.

Advice and support services

- For information, advice and guidance contact EURES (European Employment Services) on **028 9025 2070**.
- For advice on immigration issues contact the Citizens Advice Bureau www.citizensadvice.co.uk
- Europe Direct NI is the local contact point for information on citizens rights. You can email the service via www.europedirect.europa.eu in any official EU language.

Education

Northern Ireland has an excellent standard of education with a high proportion of young people leaving secondary education and going to university or college. All children receive an education between the ages of 4 and 16, the compulsory age for attendance. The system also meets the needs of those who choose to stay at school until the age of 18.

Two world class universities, University of Ulster and Queen's University Belfast, together with an extensive network of Further Education Colleges, provide vocational and academic training for young people.

For information on the education system, schools, colleges and universities, visit websites below:

www.nidirect.gov.uk/information-and-services/education-learning-and-skills
www.education-support.org.uk
www.qub.ac.uk

www.ulster.ac.uk

www.schoolswebdirectory.co.uk

Childcare services in Northern Ireland

In Northern Ireland there are five Childcare Partnerships, who can provide information on childcare and family support. These services are usually described under the generic term 'Early Years'.

The range of services include Day Nurseries, Crèches, Childminders, Playgroups, After School Clubs and Nursery Schools.

For information in your local area contact: www.childcarepartnerships-ni.org

Recognition of Qualifications into the UK equivalent

In the UK if the profession you wish to practise is regulated, you may be required to obtain professional recognition of your qualifications to be able to practise your profession.

The NARIC website www.naric.org.uk has been developed to assist and determine whether your profession is regulated in the UK and provide relevant guidance.

NARIC (National Academic Recognition Information Centre)

is a network of centres located in the countries of the European Economic Area, Central and Eastern Europe.

For information on the comparison of your qualifications into the UK equivalent contact:

UK NARIC

UK NARIC
Suffolk House
68–70 Suffolk Road
Cheltenham
GL50 2ED

Tel: 0871 330 7033

Calls cost 10p per minute from a BT Landline. Mobile providers and other networks may vary.

E-mail: info@naric.org.uk

Office Hours:

Monday–Friday, 9am–5pm

If you are calling or sending a fax from overseas you can also use the following numbers:

Tel: 0300 303 8777

Fax: 0300 303 9777

www.naric.org.uk

If you are living in Northern Ireland and would like information on the comparability of your qualifications with the UK equivalent contact EURES Northern Ireland.

Tel: 028 9025 2070

Email: eures.section@communities-ni.gov.uk

Eligibility to work in Northern Ireland/United Kingdom

As a EU/EEA citizen you have the right, not just to take up employment in another EU/EEA 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. However, there are special regulations in place in the UK for citizens from Croatia. For information on eligibility to work in the UK, please refer to **www.ukba.homeoffice.gov.uk/workingintheuk**

Please check with your local Jobs & Benefits office regarding social benefits entitlement.

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 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 this, you should apply to the British Diplomatic post in the country where you live. For information about Visas, see the UK Visa Services website: **www.gov.uk/check-uk-visa**

Permission to Work

Jobseekers from outside the EEA are required to apply for permission to work under the Points Based System from the Home Office.

For further information, please see **www.ukba.homeoffice.gov.uk/workingintheuk**.



UK Home Office approved test for visas

SELTs are taken by people who need to demonstrate their English language proficiency for the purposes of obtaining a visa such as to work in the UK or to study at a recognised educational establishment. UK Visa and Immigration approved Secure English language tests (SELTs) and test centres.

Belfast SELT Centre
Forsyth House
Cromac Square
Belfast
BT2 8LA
0333 583 183
selt@trinitycollege.co.uk

British Council
International House Belfast Ltd
109–111 University Street
Belfast
BT7 1HP

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) network.

EURES European Employment Services

EURES is a network of specialist advisers based throughout the EEA in the Public Employment Services and partner organisations. There are over 900 specially trained advisers throughout the EEA including Switzerland. Their role is to promote employment mobility within the EU/EEA. EURES Advisers specialise in the practical issues surrounding employment in the EEA member states. EURES Advisers can be contacted via the EURES website: www.eures.europa.eu

The EURES website details approximately one million job vacancies and provides detailed information on all aspects of living, working, studying in the EU/EEA.



For jobs in Northern Ireland select country: United Kingdom, region Northern Ireland. You can also post your CV on the EURES website for employers to access.

The Public Employment Services in Northern Ireland has a network of Jobs & Benefits offices (JBO)/JobCentres throughout Northern Ireland advertising a wide range of job vacancies. You can search online via www.jobcentreonline.com or visit a local Jobs & Benefits office/JobCentre for assistance in searching for work in Northern Ireland. Contact details can be obtained online at: www.nidirect.gov.uk/contacts/jobs-benefits-offices-jobcentres-and-social-security-offices

For jobs in Great Britain (England, Scotland and Wales) search via www.gov.uk/jobsearch. You can search for jobs through employment/recruitment agencies. You can find a list of agencies in the Yellow Pages telephone directory under the heading 'Recruitment consultants' or online at: www.yell.com

Many employment agencies are members of a professional body, the Recruitment and Employment Confederation (REC). REC members can be obtained by Tel: **020 7009 2100** or online at www.rec.uk.com

Recruitment/Employment agencies in Northern Ireland/ Great Britain offer a FREE service.

The press in Northern Ireland

Another important medium for job searching is the Northern Ireland newspapers:

The Belfast Telegraph

www.nijobfinder.co.uk

Irish News

www.irishnews.com/jobs

www.nijobs.com

Newsletter

www.newsletter.co.uk

www.jobstoday.co.uk

Also check local newspapers.

Internet

The internet is 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 Job Fairs held throughout the year in Northern Ireland. You can check with a local Jobs & Benefits office/ JobCentre or latest news section on www.jobcentreonline.com 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 the EURES website you normally need a CV and a covering letter. Help with CVs can be found in the links section on: www.jobcentreonline.com

Other methods include: Employer application form, JobCentre application form or apply online via the Company's website.

Application forms

When applying for a job, the employer may require a completed application form, either in hard copy or online. The use of such forms is widespread, but they tend to follow a similar format. Standard questions may cover education and training, work experience, hobbies and personal interests. Companies in Northern Ireland/Great Britain like to get an idea of what you do in your free time as this might provide insight into the qualities you could bring to the job.

Questions requiring detailed answers might include: your skills/experience to date (relevant to the position you are applying for), your motivation for the job, your interest in the sector, why you wish to work for that company. Photographs are not normally required.

The Curriculum Vitae (CV)

The structured curriculum vitae, includes personal data, information on your education, professional experience, language skills and other competencies, as well as personal interests.

The CV should be two pages maximum, typed, clear and concise and provide complete information on your 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 job vacancy. You should therefore expect to be asked why you have chosen this particular company and your experience to date. Candidates are often asked to discuss strengths and what they can bring to the job. Most interviews are conducted by two or three interviewers. At the end of the interview you will usually be given the opportunity to ask questions.



The employment contract

Once you have been offered a job you can ask for an employment contract.

An employment contract can be verbal or in writing and should detail your job duties, rate of pay, holiday entitlement, overtime rates (if available), pension and sickness schemes.

An employer contract is an agreement between an employer and an employee. Information on employment rights can be found on: www.nidirect.gov.uk/employmentstatus or at the Labour Relations Agency: www.lra.org.uk

Working in Northern Ireland

Due to the economic situation it is more difficult to find a job, therefore it is advisable to secure a job offer before you come to Northern Ireland/Great Britain.

Before you take up employment you should ensure that you:

- Have a current EU/EEA passport/identity card or form of identification, an appropriate work permit or permission to work document if you are from outside the EU/EEA
- Have a copy of or know the terms and conditions of your employment
- Know the method and frequency of the salary
- Know what the travel arrangements are and whether you or the employer will pay
- Have accommodation in the area you are moving to
- Have sufficient funds until you receive your first wage, or for your return journey home if necessary.

Other documents needed

- 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

For information on Income Tax; National Insurance contributions, tax credits or HMRC services, contact details as listed on www.gov.uk/contact-hmrc

For information on social security benefits, contact your local Social Security office/Jobs & Benefits office. Contact details can be obtained online at www.nidirect.gov.uk



Unemployment Benefit in Northern Ireland

Whilst in Northern Ireland, if you become unemployed you should contact your local Social Security office or Jobs & Benefits office. An appointment will be made for you to see a Client Adviser.

Nationals of the EEA Member States may be able to export their unemployment benefits for a period of three months, sometimes six where a reciprocal agreement is in place between their home country and the UK/NI, contact your local Jobs & Benefits office/Social Security office in your country of residence before departure. You should also make contact with your local tax office regarding your national insurance/social contributions using **Form U1**.

Information on the types of Government Benefits in the UK and eligibility criteria can be found on: **www.nidirect.gov.uk/articles/benefits-for-non-uk-nationals-do-i-qualify**

National Insurance Number

If you start work, set up as self-employed or seek to claim benefits, you must apply for a National Insurance number if you do not have one. You do not need to have a plastic National Insurance number card. If you have the right to work in the UK, you will need to telephone your nearest National Insurance Number Processing Centre to make an appointment. There are three local processing centres:

Southern Area

Portadown office:
028 3877 3046

Belfast Area

Shaftsbury Square office:
028 9013 8286

Northern Area

Lisnagelvin office:
028 7185 5406 or
028 7185 5407

You will need to go to an 'Evidence of identity' interview. The Processing Centre will arrange an 'Evidence of identity' interview for you. They will confirm the date, time and location of your interview and what information/documents you need to support your application.

For further information:

www.nidirect.gov.uk/articles/applying-national-insurance-number-if-you-live-northern-ireland

National Minimum Wage (NMW) and Living Wage

Workers in the UK aged 16 or over are legally entitled to be paid a minimum amount per hour i.e The National Minimum Wage. There is a set rate for Apprentices: aged under 18, 18–20 years old: 21–24 years old and a National Living Wage for those aged 25 and above. Both the National Minimum Wage and National Living Wage increase annually. For further information see website: **www.direct.gov.uk** or **www.nidirect.gov.uk/articles/national-minimum-wage-and-living-wage**



Agricultural workers covered by agricultural wages laws are entitled to the Agricultural Minimum Wage rather than the NMW. No agricultural worker can be paid less than the NMW. Some agricultural workers must be paid more than the NMW because there is a higher Agricultural Minimum Wage rate.

Working hours

The maximum weekly working hours in the UK is 48 averaged over a 17 week period (over 26 weeks if you are working on a farm). If you work more than the average 48 hours, you will be required to agree with your employer, in writing, that you are willing to do so.

Gangmasters Licensing Authority (GLA)

Are you a worker in one of these regulated sectors: Agriculture, horticulture, fish processing, gathering shellfish, dairy farming or the packaging or processing of any fresh products – food, drinks or flowers?

The GLA is an organisation set up to protect you and other workers like you from exploitation. This licensing scheme regulates businesses which provide workers to the fresh produce chain.

GLA makes sure that businesses who supply workers (labour providers, gangmasters or agencies and the businesses who need workers (labour users, farmers, packhouses, factories) meet the employment standards that are required by UK law. It is a criminal offence to operate without a licence.

All businesses who hold a current licence are listed online on GLA Public Register.

If you encounter a problem you should report it to the GLA on **0800 432 0804** or email **intelligence@gla.gsi.gov.uk**. Detailed information is available on **www.gla.gov.uk**

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 unsafe



Other Useful Contacts

EURES in Northern Ireland

Department for Communities
Queens Court
55–66 Upper Queens Street
Belfast
BT1 6FD

Tel: 028 9025 2070

**Email: eures.section@
communities-ni.gov.uk**

All EURES public employment vacancies in Northern Ireland can be accessed via:

www.eures.europa.eu

www.jobcentreonline.com

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

EURES Trade Union

Aisling Cartmill
EURES Advisor – ICTU
Belfast Unemployed Resource Centre
45/47 Donegall Street
Belfast
BT1 2FG

Tel: 028 9096 1111

Mob: 07803 147 662

**Email:
aisling.cartmill@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)**

Citizens Advice Bureau Northern Ireland

Tel: 0300 1233 233 /
028 9023 1120

You will be referred to the Citizens Advice Bureau in your local area; see website for details:

www.citizensadvice.co.uk

Child Benefit and Guardians Allowance

Tel: 0300 200 3100

HMRC National Insurance Registration Helpline

Tel: 0300 200 3500

National Minimum Wage and Living Wage Helpline

ACAS www.acas.org.uk

Tel: 0300 123 1100

HMRC Personal Tax Account

www.gov.uk/personal-tax-account

Tax Credits –
Tel: 0345 300 3900

Income Tax –
Tel: 0300 200 3300

Public Employment Services for NI

www.jobcentreonline.com

Private Recruitment Agencies

Private recruitment agencies can be contacted through the Recruitment & Employment Confederation at:

www.rec.uk.com

For jobs in Great Britain (England, Scotland & Wales)

www.gov.uk

www.jobsite.co.uk

International/Seasonal Work

www.anyworkanywhere.com

International Voluntary Work

www.workingabroad.com

For jobs in the Republic of Ireland

www.welfare.ie

Official Government Website for NI

www.nidirect.gov.uk

Employment Rights/ Employment Status

A series of booklets have now been published which outline employee's rights and the obligations placed upon employers. They are accessible online at:

www.nidirect.gov.uk/employmentstatus

UK Immigration/Visas

www.gov.uk/government/organisations/uk-visas-and-immigration

Foreign and Commonwealth Office

www.gov.uk/fco

Accommodation

Tourism Northern Ireland

Floor 10–12
Linum Chambers
Bedford Square
Bedford Street
Belfast,
BT2 7ES

Tel: 028 9023 1221

www.discovernorthernireland.com

Tourism Ireland

Beresford House
2 Beresford Road
Coleraine
Northern Ireland
BT52 1GE

www.tourismireland.com

Northern Ireland Housing Executive (NIHE)

Head Office
The Housing Centre
2 Adelaide Street
Belfast
BT2 8PB

Tel: 028 9024 0588

www.nihe.gov.uk

Housing Executive Emergency Accommodation (out of hours)

Tel: 028 9504 9999

Hostels in Northern Ireland

www.hostels.com

www.discoverireland.com

www.hostelworld.com

STEP

Law and Migrant Rights Centre
Unit T7
Dungannon Business Park
2 Coalisland Road
Dungannon
BT70 6JT

www.stepni.org

Interpreting and translation services throughout Northern Ireland, with currently 250 interpreters available across the region, interpreting service covers 30 languages. Languages range from Russian to Tetum, Lithuanian to Polish.

Tel: 028 8775 0211

Email: info@stepni.org

Contact details and advice on getting a National Insurance number

Tel: 0300 200 3500

National Insurance Registration Helpline and Local Processing Centres

National Insurance Number
Section

Jobs & Benefits Office
Conor buildings
107 Great Victoria Street
Belfast
BT2 7AG

Tel: 028 9013 8286

National Insurance Number Section

Jobs & Benefits Office
140 Jervis Street
Portadown
BT62 3DA

Tel: 028 3877 3046

National Insurance Number Section

Jobs & Benefits Office
2 Crescent Road
Lisnagelvin
Derry/Londonderry
BT47 2NJ

Tel: 028 7185 5406

Equality Commission for Northern Ireland

Equality House
7-9 Shaftesbury Square
Belfast
BT2 7DP

Tel: 028 9050 0600

Email:
information@equalityni.org
www.equalityni.org

Police Service of Northern Ireland

Tel: 0845 600 8000 in
non emergency cases.
In an emergency telephone
999 or **112** from an EU/EEA
telephone. See also:
www.psnri.police.uk

**Health and Safety
Executive (NI)**

83 Ladas Drive
Belfast
BT6 9FR

Email: mail@hse-ni.gov.uk

Freephone Helpline:
0800 032 0121

www.hse-ni.gov.uk

**The official UK government
website for Great Britain**

www.gov.uk

**Living and working in the
UK**

www.eures.europa.eu

**Funding your studies/
learning english**

www.britishcouncil.org

**Pay and Work Rights
Helpline and Complaints**

[www.gov.uk/pay-and-work-
rights](http://www.gov.uk/pay-and-work-rights)

Help and advice for workers
and employers on rights and
obligations at work.

Labour Relations Agency

www.lra.org.uk

The Agency's Helpline is available
to employers, employees, trade
unions and others. The Helpline
advisers provide information
and advice on a wide range of
employment matters.

Tel: 028 9032 1442

Notes



Further information:

EURES in Northern Ireland
Department for Communities
Queen's Court
55–66 Upper Queen Street
Belfast
BT1 6FD

Tel: 028 9025 2070

Email: eures.section@communities-ni.gov.uk

Web: www.eures.europa.eu

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.

