

7. Finding a Job

Ireland is certainly a more economically prosperous country now than it has ever been in the past. However it is important that you do not return to Ireland with the impression that it will be easy to get a job. Unemployment is still a significant aspect of Irish life.

I want to find work in Ireland so what should I do before I return?

It is not always possible to source employment before you return home. Most employers require that you attend an interview. You should, however, do the following:

- Prepare an updated Curriculum Vitae (please see example on page 3 of this section)
- Use personal contacts in Ireland e.g. relatives or friends who may look out for suitable jobs for you
- Get written work references from current and previous employers
- Bring any details of your qualifications
- Bring your driving licence

Where should I begin sourcing employment?

FÁS is the national training and employment authority. When you return to Ireland you should register with FAS. For more information you should check out their website (www.fas.ie) or call in to your local FÁS office when you arrive. A list of your local FAS offices are available from the Golden Pages (Yellow Pages).

You should also read The Irish Times and The Irish Examiner (job supplement on Fridays), The Irish Independent (job supplement on Thursdays), The Sunday Independent, The Evening Herald and local and national newspapers for information on current vacancies. You should also check out the following WebPages for details of current vacancies:

- www.irishjobs.ie
- www.jobfinder.ie
- www.monster.ie
- www.irelandhiring.ie

How do I apply for a PPS (Personal Public Service) Number?

You must contact your local social welfare office to apply for a new Personal Public Service number (formerly known as RSI number). For your nearest social welfare office contact the Department of Social and Family Affairs, Tel: + 353 1 874 8444. If you have internet access a list of local social welfare offices is available at www.welfare.ie

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What documents do I need to apply for a PPS Number?

In order to receive a PPS number, you will need to fill out an application form and provide proof of your identity. If you are Irish, you will need to produce the following documents:

- The long version of your birth certificate
- Photo ID (Your passport or driving licence)
- Evidence of your address in Ireland (such as a household bill in your name)

I am not Irish, what do I need to apply for a Personal Public Service number?

If you are not Irish, you will need to produce the following documents:

- Your passport **or** national identity card **or** your Immigration Card
- Evidence of your address in Ireland, such as a household bill (ESB, telephone, gas, etc.) in your name.

How long will it take to get a Personal Public Service number?

Usually 10 working days from the date you applied.

What if I have an RSI number?

If you already have a Revenue and Social Insurance (RSI) number contact your local tax office and they will convert it to a Personal Public Service (PPS) number.

Will I be entitled to Social Welfare while I am looking for a job?

You may be entitled to some social welfare support. You will first have to satisfy the Habitual Residence Condition depending on what kind of social welfare you are applying for (Please read **Factsheet 2-A** for more details).

What assistance can I get in looking for a job?

You can get assistance through a variety of training programmes. Contact your local state training and employment service called FAS or your Local Employment Service (LES).

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What help can I get if I want to start a business on my return to Ireland?

You can get advice from a variety of sources. For a list of sources of help contact the Department of Enterprise, Trade and Employment, Adelaide Rd., Dublin 2 Tel: + 353 1 661 4444 or from Web: www.entemp.ie

Is childcare expensive in Ireland?

Childcare is very expensive in Ireland, it is more expensive than any other country in the European Union. Some employers may offer crèche facilities in their place of employment, however, most people are forced to rely on paying for private childcare. There is no tax relief available for childcare. If you are intending to return to Ireland to work and you will need childcare services, you should check prices and availability of childcare in your area.

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This is an example of a CV. A CV should not normally be longer than 2 pages. For more information on writing a CV, you should contact your local Jobs Club.

Sample Curriculum Vitae

PERSONAL

Name: Mary O Sullivan
Address: 22, Main Street, Galway
Tel: 091 4455655
Email: mosullivan@hotmail.com

EDUCATION

1999 – Present University of Limerick Bachelor of Business Studies Degree
Major: Marketing; Minor: Information Technology
Expect to graduate with a 2.1 Honours Degree in June 2006

WORK EXPERIENCE

- Feb-Sept 2000** **Market Research Assistant**
Smurfit Packaging, Glasnevin, Dublin
- Researching target markets
 - Maintaining database of key clients
 - Developing advertising and promotion strategy
 - Developing website pages for marketing strategies
 - Co-ordinating sales activities
- Summer 1999** **Sales Assistant – Hughes Bookshop, Dublin Airport**
- Collated and summarised book reviews
 - Liaised with publishers regarding returned orders
 - Provided point-of-sale service to customers
- Summer 1998** **Crew Member – McDonald’s Restaurant, Limerick**
- Received ‘Employee of the Month’ award for customer service and excellence
 - Arranged and supervised parties of up to 30 children ensuring that food and entertainment were provided
 - Supervised a team of 15 staff on the late shift during the absence of the Team Leader
 - Trained in food preparation and customer service in accordance with McDonald’s quality standards

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SKILLS PROFILE

Computer Skills:

- Word-processing – prepared thesis using Microsoft Word. Typing speed of 40 words per minute.
- Spreadsheets – drafted tables and graphs using Microsoft Excel
- Other packages – Microsoft Publisher, PowerPoint, Access

Language Skills

- Good conversational French – received 2.1 Hons in First Year French examinations
- Leaving Certificate (Honours level) German

Other

Full Driving Licence

HOBBIES/INTERESTS

- Film: Secretary of the UL Film Society. Particular interest in foreign film and the history of cinematography.
- Mountaineering: led climb of local mountain range. Team member of climbing expedition to Wales.
- Other: Work with St. Vincent de Paul. Classical Music.

REFEREES

Available upon request