



free
job club



EC Dublin Job Club

Learn how to secure a job in Ireland!

FREE AFTERNOON SESSIONS HELD TWICE A MONTH



Job Club Facts

- ⌚ Location **EC Dublin**
- ⌚ Duration **45 minutes**
- 📊 All levels welcome
- ✉️ Sign up at reception



Sessions delivered by

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Part 1 - CV Workshop

Standing out on paper

- What to include in your CV
- Crafting a CV that matches the job profile you're applying for
- Tailoring your CV to different types of companies

Part 2 - Approaching the employer

Presenting yourself in an interview

- Capturing the attention of the employer
- Speaking to authority figures and decision-makers
- Dealing with an approachable employer vs an uninterested employer
- Role play as a job candidate in an interview with the manager at a café

Part 3 - Interview Techniques

Perfecting your application & interview

- Submit your own CV before the session and participate in an open interview
- Receive real-time assessment of your CV
- Get individual advice on improving your overall presentation

Information about finding work in Dublin

Who is allowed to work?

To work in the Republic of Ireland without an employment permit, you must be:

- An EEA citizen (the EU, plus Iceland, Norway and Lichtenstein)
- A British citizen
- A Swiss national

If you are from a country outside of the EEA, Switzerland and the UK, you need permission to live and work in Ireland. You may have to apply for:

Employment Permit

You need to find a job before you can apply for an employment permit.

VISA to enter Ireland

If you want to come to Ireland for more than 3 months, for example to study or work, then you can apply for a

long stay 'D' visa.

Where are jobs advertised?

- Government-run job portals available online at websites like jobsireland.ie
- Private recruitment agencies: Local agencies can be found by searching online
- Company websites and social media: Many employers advertise vacancies on <https://ie.indeed.com/>
- Service industry jobs are commonly advertised outside the business or on the shop window. You see "STAFF WANTED!" signs all over the city.

Find your local Employment Services Office

What is a Personal Public Service (PPS) number?

To work in the Republic of Ireland you will need to apply for a PPS (Personal Public Service) number.

A PPS number is always made up of 7 digits and either 1 or 2 letters. It is a unique identifier for use in any transactions you may have with public bodies e.g. to claim benefits or to register with the Revenue Commissioners.

If you are starting work, you need a PPS number to register with the Revenue Commissioners. However, when you are still looking for work, employers should not ask for your PPS number when recruiting. An employer should only ask for your PPS number when you are actually taking up employment with the company.

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

Department of social security, opening hours, telephone numbers

To apply for a Personal Public Service number in Ireland, you can:

- [Download the relevant application forms](#)
- [Contact your local registration Centre](#)

You must provide evidence of:

- Identity
 - EU/EEA citizen (other than Irish and UK): Current Passport or National Identity Card
 - Non-EU/EEA citizen: Current Passport
- Reasons for needing a PPS Number (ex. a signed offer of employment from your employer confirming your job start date)
- Residence (ex. property lease or tenancy agreement)

You must complete the online application in full. The application process will require an in-person appointment.

What is the minimum wage in the Republic of Ireland?

Ireland (2025) minimum wage per week:

- 18+: €13.50 per hour
- Under 18: €9.45 per hour

