



## The Worker's Guide

### To make application for a Work Visa or Work Permit you will need to supply

- a completed, signed application form
- the application fee (see our leaflet *New Zealand Immigration's Guide to Fees* (NZIS 1028))
- your passport (which must be valid for at least 3 months past the date you plan to leave New Zealand)
- a recent passport size photograph

**Note:** If you applying under a Working Holiday Scheme do not use this form. Please use our form *Application for a New Zealand Working Holiday* (NZIS 1085), or

If you are applying under Business policy - Long-Term Business Visa and Permit Category please use our form *Application for Long-Term Business Visa and Permit* (NZIS 1058).

### General requirements you must meet

All applicants under Work Visa and Permit policy must be bona fide applicants, and meet health and character requirements. A bona fide applicant is a person who can show they genuinely intend a temporary stay in New Zealand for a lawful purpose. You should provide evidence of your genuine intent and lawful purpose with your application. Evidence may include:

- any information or documents showing you have a legitimate need to spend time working in New Zealand for a specific period, **and**
- any documents or information showing you meet the policy provisions relevant to the Work Visa or Permit policy you are applying under.

### You may also be asked to supply

- evidence of the arrangements you have made for your living expenses in New Zealand
- evidence of the arrangements you have made to leave New Zealand at the end of your stay
- any other documents or information requested by a visa or immigration officer.

There may be additional special requirements depending on which Work Visa and Permit policy you are applying under. For details on available policies and their requirements see our *Guide for Working in New Zealand* (NZIS 1016).

### Offers of employment in New Zealand

If the policy relevant to your application requires you to have an offer of employment, but does not specify what information that offer of employment must contain, any offer of employment you submit to the NZIS with your application must contain the following information:

- name, address, telephone and/or fax number of your employer, **and**
- confirmation of the job that is being offered to you, **and**
- a **full** job description of the job you have been offered including:
  - the job title or designation,
  - the address of the place of employment if different from that in bullet point 1 above,
  - the type of work, duties and responsibilities involved,
  - details of pay and conditions of employment,
  - any qualifications, experience or training required,
  - confirmation of whether or not registration in New Zealand is required,
  - the duration of the job, **and**
  - how long the offer of employment is open.

You **must** also provide evidence that you are suitably qualified by training and experience to do the job you have been offered.

### If you have an offer of employment and are applying under General Work Policy

You **must** also obtain the following information from your employer and submit it with your application:

- evidence of genuine attempts made by your employer to attract and recruit staff from within New Zealand, and the reasons why New Zealand applicants:
  - were not suitable, **or**
  - refused to perform the work, **or**
  - were unable to be readily trained to do the work.

### unless

- your employer has already obtained an **Approval in Principle** from the NZIS for your recruitment, **or**
- your offer of employment is in an occupation on the current **Occupational Skills List**, **or**
- you are applying under General Work Policy - Other Categories in a category which has specific requirements.

For details on these policies and their specific requirements see our *Guide for Working in New Zealand* (NZIS 1016).

If required to by a visa or immigration officer, your employer may also have to supply evidence of past and future compliance with New Zealand's employment and immigration law.

### **Health and Character requirements**

You must provide evidence that you meet immigration health and character requirements when you submit your application if:

- you intend to stay in New Zealand for longer than 24 months, **or**
- a specific Work Permit or Work Visa Policy requires you to provide evidence of your health and character, **or**
- a visa or immigration officer requires you to provide evidence of your health and character.

If you are required to provide evidence of your health and character you must provide the following:

#### **Health**

- a fully completed **Medical and X-Ray Certificate** form (NZIS 1007) Medical Certificate for New Zealand. (Pregnant women or children under the age of 12 are **not** required to provide an **x-ray** certificate unless a special report is required), **and**
- any associated medical or laboratory reports required by the Medical and X-ray Certificate form.

**Note:** All medical and X-ray certificates and associated reports must be less than 3 months old at the time you make your application. Some NZIS offices use a selected panel of medical practitioners or institutions to perform medical examinations. Contact your closest NZIS office to check for the names and addresses of the approved panels, or visit our website at <http://www.immigration.govt.nz>.

#### **Character**

- police certificates from your country of citizenship (unless you can provide satisfactory evidence that you have never lived there) and from any country in which you have lived for 5 or more years since attaining the age of 17 years.

**Note:** All police certificates must be less than 6 months old at the time you make application.

### **IF YOU ARE APPLYING UNDER**

- one of the Work to Residence policies, **or**
- Specific Purpose or Event policy, **or**
- Student and Trainee policy, **or**
- one of the International/Humanitarian policies,

you must submit any evidence required by the policy you are applying under at the time you make application.

For details on these policies and their specific requirements see our **Guide for Working in New Zealand** (NZIS 1016).

**OR**

**If you are the partner of a New Zealand citizen/resident, you must supply evidence that:**

- you and your partner have been living together in a genuine and stable relationship at the time the application is made, **and**
  - your partner is a New Zealand citizen or permanent resident, **and**
  - your partner supports your application, **and**
  - you and your partner intend to live in New Zealand for the same period of time, **and**
  - you and your partner meet the minimum requirements for the recognition of a partnership,
- and evidence of the duration of your partnership.**

**Note:** If your partner is not eligible to sponsor under Government Residence policy your application may be refused.

**OR**

**If you are the partner of the holder of a work visa or work permit current for more than six months, you must supply:**

- evidence that you and your partner have been living together in a genuine and stable relationship at the time the application is made, **and**
- evidence that you and your partner meet the minimum requirements for the recognition of partnership, **and**
- evidence that your partner holds a work visa or work permit or is eligible to obtain a work visa or work permit current for more than six months, **and**
- any other evidence required by a visa or immigration officer.

**OR**

**If you are part of an employment exchange, you must supply:**

- written evidence that you have been accepted on an exchange.

*If you intend to apply for residence on the basis of your partnership, you may need to supply evidence that your partner is eligible to sponsor your application. See the **Self Assessment Guide for Residence** (NZIS 1003) for sponsorship requirements.*

*Detach and retain this information sheet, if desired.*

# Application to Work in New Zealand

(to travel to New Zealand or to be in New Zealand temporarily to work)

Application No.

For NZIS Use Only

This form may be used to apply for a visa or permit, or both.

- I am applying for a **work visa**. Mark this box if you want to travel to New Zealand to work **or** if you already have a work permit and want to leave New Zealand and return to continue working.
- I am applying for a **work permit**. Mark this box if you are in New Zealand and want to work here temporarily **or** if you already have a work permit and want a further work permit.
- I am applying for a **work permit** and a **work visa**. Mark this box if you are in New Zealand and want to work here temporarily **and** you also want to be able to leave New Zealand while your work permit is current and return to continue working.

What Work Visa and Permit policy are you applying under?

Work to Residence  General Work  Family  Other (please specify)

**Please note: if you are in New Zealand and applying for a further permit, you need to allow sufficient time for a decision to be made on your application before your current permit expires.**

**If your permit does expire, your application for a further permit does not make your stay in New Zealand lawful or give you the right to remain in New Zealand while your application is being considered.**

## Section A Personal Details

### Principal applicant

Client number:

**A1** Name as shown in passport

Family:  Given:

**A2** Preferred title Mr  Mrs  Ms  Miss  Dr  other   
(please specify)

**A3** Other names you are known by

**A4** Your name in ethnic script

**A5** Gender Male  Female

**A6** Date of birth     
day month year

**A7** Place and country of birth Place:  Country:

**A8** Passport details Number:  Country:

Expiry Date:     
day month year

**A9** Your citizenship

**A10** Other citizenships currently held

**A11** Partnership status  Married  Never married  De Facto  Separated  
 Engaged  Widowed  Divorced

**A12** If you are applying for a visa/permit on the basis of a partnership:  
• are you living in a genuine and stable partnership? Yes  No   
If no please explain

  
  

- will your partner be in New Zealand for the same period of time? Yes  No
- do you meet the minimum requirements for the recognition of a partnership? Yes  No
- do you intend to apply for residence under Partnership policy? Yes  No
- If yes, will your New Zealand citizen or resident partner be eligible to sponsor this application and any application for residence under Partnership policy within 12 months? Yes  No
- How long have you been living together in this partnership? Years  Months

**Note:** You may be required to meet health and character requirements, however you will not need to provide this documentation unless the NZIS requests you to do so.

## Additional information

**A13** I may be contacted at this New Zealand residential address and telephone number:

	Telephone

**A14** Name and address of any friends, relatives or contacts I have in New Zealand are:

Name	Relationship
Address	
Name	Relationship
Address	
Name	Relationship
Address	

**A15** Name and address for correspondence about this application:

	Phone - day:
	Phone - night:
	Fax:
	Email:

**A16** If you have given the name and address of an agent in A15, do you authorise that agent to act on your behalf?

Yes  No

**A17** My residential address in my home country is:


**A18** I am currently employed by and my main occupation is:

(Please give name and address of employer. If not employed, please state this.)

Employer name:	Telephone:	Fax:
Employer address:	Email:	
Main Occupation:		

Your main occupation is the job you spent most hours doing in the last 12 months. If you have not worked in the last 12 months, please state your previous occupation. If you have not worked in the last 5 years or more, please state "Not applicable".

**A19** I have the following qualifications:

(Please give details of all qualification(s) below. If you have no qualifications please state this.)

Name of qualification	Date obtained	Institution where gained
	/ /	
	/ /	
	/ /	

**A20** My stay in New Zealand will be financially supported in the following way:


**A21**

The arrangement I have made for my outward travel from New Zealand is:


## Application Details

**A22**If applying for a **work visa**:

This is the date I will enter or re-enter New Zealand:

day	month	year

This is the date I will finally depart New Zealand

day	month	year

 I would like a **single** journey work visa

 I would like a **multiple** journey work visa
**A23**If applying for a **work permit**:

This is the date I will be leaving New Zealand:

day	month	year

This is the date I request my **work permit** to be current to:

day	month	year

**A24**

Do you have a job offer in New Zealand?

Yes  No If **Yes**, please provide the information requested below.

Employer name:	Telephone:	Fax:
Employer address:	Email:	
Name of position offered:		

- Do you have qualifications relevant to your job offer? Yes  No

If **Yes**, please attach evidence.

- Do you have work experience relevant to your job offer? Yes  No

If **Yes**, please attach evidence.

Note: If registration with a professional body is required for this job, please provide this also.

## Health and Character Requirements

*(If you are 17 years of age or over you must include evidence of your health and character if you intend to stay in New Zealand for more than 24 months or a specific Work Permit or Work Visa Policy requires you to. For details see our **Guide for Working in New Zealand** (NZIS 1016))*

**Note:** If you intend to stay in New Zealand for less than 24 months you may be required to meet health and character requirements, however you will not need to provide this documentation unless the NZIS requests you to do so.

**A25**Is a NZIS **Medical and X-Ray Certificate** form (NZIS 1007) included?Yes  No **A26**

Have you attached police certificates from:

- \* all countries in which you have lived for 5 years or more since attaining the age of 17 years? Yes  No

- \* your country(ies) of citizenship? Yes  No

If no, please state any country(ies) of which you are a citizen but for which you have not provided police certificates because you have never lived there.


If you are applying under **Work to Residence** policy go to **Section B**.If you are applying under **General Work** policy go to **Section C**.If you are applying under **Family** policy go to **Section D**.You must provide **all** information requested for the *relevant* policy you are applying under.If you are **not** applying under one of these three policies go to **Section E**.

## Section B

# Work to Residence Policy Requirements

B1

### Talent (Accredited Employers) Work Policy

Please mark the box to confirm you have supplied the following items:

- Offer of full time employment in New Zealand for a period of at least 24 months from an Accredited Employer for a position with a salary of NZ\$45,000 or more (*salary amount may be waived if you provide evidence to show you have exceptional talent in a field of art, culture or sport*)
- Evidence you are aged 55 years or under
- Evidence you have met or are able to meet any New Zealand registration requirements necessary to take up your offer of employment. (*If you do not have to meet any registration requirements state "N/A".*)

OR

B2

### Talent (Arts, Culture and Sports) Work Policy

a) Please briefly describe the particular field of art, culture or sport you consider you have exceptional talent in (*this will be treated as your 'declared field' for the purposes of this policy*).


b) Please mark the box to confirm you have supplied the following items:

A fully completed and signed **Talent (Arts, Culture and Sports) Sponsorship Form** (NZIS 1091)

Evidence that you have exceptional talent in the field of art, culture or sport you have described in B2 a) above.

This must include:

- Evidence of your international reputation and record of excellence in your declared field, and
- Evidence that you are still prominent in your declared field, and
- Any additional evidence to show that your presence in New Zealand will enhance the quality of New Zealand's accomplishments and participation in your declared field.

Evidence you are aged 55 years or under.

OR

B3

### Priority Occupations List Work Policy

Please mark the box to confirm you have supplied the following items:

- Offer of full time employment in New Zealand for a period of at least 24 months in an occupation currently included on the Priority Occupations List (POL) that meets the specifications for that occupation.
- Evidence you have met or are able to meet any New Zealand registration requirements necessary to take up your offer of employment. (*If you do not have to meet any registration requirements state "N/A".*)

**Note:** All applicants under the three Work to Residence policies above **must** include evidence of their health and character (see questions A24 and A25 in this form).

If you have completed the questions relevant to your application in **Section B** or have been invited to apply under the **Job Search Policy for General Skills Category Residence Applicants** please go to **Section E**.

B4

How many people do you intend to include on your residence application?

## Section C

# General Work Policy Requirements

C1

Please mark the box to confirm you have supplied the following items:

- An offer of employment in New Zealand in an occupation currently included on the Occupational Shortages List (OSL).

OR

- An offer of employment in New Zealand from an employer who has a current approval in principle from the NZIS to recruit non-New Zealand citizen or resident workers. (*Please include a copy of your employer's approval in principle from NZIS if you have it.*)

OR

- An offer of employment in New Zealand **and** evidence from your potential employer that shows:
  - genuine attempts have been made to attract and recruit suitable staff from within New Zealand, and
  - the reasons why suitable New Zealand citizen or resident workers were not suitable, or refused to perform the work, and
  - why New Zealand citizen or resident workers may not be readily trained to do the work.

C2

### General Work Policy - Other Categories

You need to supply evidence to show you meet the specific requirements for the policy relevant to your application. For details on specific requirements see our **Guide for Working in New Zealand** (NZIS 1016).

# Section D Family Work Policy Requirements

**D1**

**Partners of a New Zealand citizen/resident**

Please mark the box to confirm you have supplied the following items:

- evidence that you and your partner are living together in a genuine and stable relationship
- evidence of your partner's New Zealand citizenship or residence status in New Zealand
- a letter from your partner supporting this application
- evidence you and your partner (meet the minimum requirements for the recognition of a partnership) 
  - \* are both aged 18 years or older (or evidence of parental/guardian/other support if aged between 16 years and 19 years)
  - \* have met prior to this application being made
  - \* are not close relatives
- evidence that your partner is eligible to sponsor this application to work in New Zealand and a residence application
- evidence of the duration of your partnership

**D2**

**Partners of persons holding a work permit current for more than six months**

Please mark the box to confirm you have supplied the following items:

- evidence that you and your partner are living together in a genuine and stable relationship.
- evidence you and your partner are intending to live in New Zealand for the same period of time e.g. evidence of intended travel to New Zealand if you are both overseas.
- evidence of your partner's work visa or work permit or eligibility to obtain a work visa or work permit e.g. a letter from NZIS giving approval in principle to the issue of a work visa or grant of a work permit.

# Section E Character Details

Have you been:

- convicted Yes  No
- charged Yes  No
- under investigation Yes  No

for any offence(s) against the law in any country; or

- deported Yes  No
- excluded (refused entry) Yes  No
- removed Yes  No

from any country.

If you have marked **Yes** to any of the above. Please provide details below:


## Section F

## Health Details

Are you currently receiving, or likely to require during your time in New Zealand:

- dialysis treatment, or a consultant physician has indicated that such treatment will be required in the future; or
- treatment for active tuberculosis; or
- treatment for a mental disorder or intellectual disability that has needed care in a hospital or supervised residence for more than 90 days in the last 2 years; or
- treatment for a physical incapacity that requires full-time care.

Yes  No

Yes  No

Yes  No

Yes  No

If you have answered **Yes** to any of the above questions, please provide details below:


**Please Note:** All immigration visa and permit holders who access health services in New Zealand should carry a current passport to enable health providers to document eligibility status. We strongly recommend that you have comprehensive health insurance for the duration of your visit. For more information visit the Ministry of Health website at [www.moh.govt.nz](http://www.moh.govt.nz).

## Section G

## Declaration

I understand the questions and contents of this form, and the information I have provided is true and correct.

I understand that if, between the time that I make this application and the time it is decided, or between the time I am issued with a visa and the time I travel to New Zealand, any relevant matter relating to the application changes, I am obliged to inform the NZIS.

I understand I am responsible for making sure I leave New Zealand before my permit expires and that if I do not I may face removal action.

Residents and people holding work permits for a stay of two years or more (and their dependent children) are eligible for publicly funded health and disability services. Other work permit holders, students, and visitor permit holders generally are not eligible. People covered by New Zealand's Reciprocal Health Agreements with Australia and the United Kingdom are entitled to publicly funded health care for immediately necessary medical treatment only. I understand that if not entitled to free treatment, I will pay for any health care or medical assistance I or any person included in my application may require in New Zealand.

I authorise NZIS to provide information about my state of health and my immigration status to any health service agency. I authorise any health service agency to provide information about my state of health to the NZIS.

I authorise NZIS to make any enquiries it considers necessary in respect of information provided on this form in order to make a decision on this application and enquiries about my subsequent immigration status. I authorise any agency which holds information (including personal information) relevant to those matters to disclose that information to NZIS.

If granted a Limited Purpose Permit I understand that I am subject to immediate removal from New Zealand without appeal if I remain in New Zealand after the expiry date of that Permit.

Signature of principal applicant

day month year

**Important Note:** It is in your own interest to submit with your application the information and documents requested in this form, plus any other item you think will show you meet the Work Visa and Permit policy you are applying under. The NZIS does not have to seek any additional information from you and may make a decision based on the information contained in your application alone if that is all you provide. Failure to supply the information required at the time you make application could also delay the processing of your application.

# Section H

# Declaration for Person Assisting the Applicant to Complete This Form

To be completed and signed by any person who has assisted the applicant to complete this form by explaining, translating or filling in the form for the applicant.

Full name of person assisting:

Address of person assisting:

  

I understand that after the applicant has signed this form it is an offence to alter or enter further information on it, alter any material attached to it, or attach any further material to it, unless the person making the alteration or addition states on the form what information or material has been altered or attached, why, and by whom. I understand that the maximum penalty for this offence is a fine of up to \$NZ100,000 and/or a term of imprisonment of up to 7 years.

I certify that I have assisted in the completion of this form and any additional forms at the request of the applicant **and** that the applicant understood the content of the form(s) and agreed that the information provided is correct before signing the declaration. I have assisted the applicant as a:

- lawyer
- agent, consultant or representative
- translator
- friend or family member
- other advisor

Please specify:

Signature of person assisting:

day	month	year
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# Section I

# Fee Payment Details

I am paying (amount) \_\_\_\_\_

### Preferred methods of payment

- Bank Cheque/Bank Draft
- EFTPOS
- Credit card or SWITCH

SWITCH card issue number (in UK only)

Credit card (specify type) Mastercard  Visa

Name of Cardholder

Card number

Expiry Date

Signature of Cardholder

day month year

### The following methods of payment can be used but are **not recommended** for the noted reasons

- Personal Cheque Your application will be held for 10 working days to ensure the cheque has cleared before it will be processed
- Cash **Do not send cash through the mail for security reasons**

**Note:** Please see our leaflet *New Zealand Immigration Guide to Fees*. All current and specific payment instructions for offshore branches can be found on the NZIS website at [www.immigration.govt.nz](http://www.immigration.govt.nz)

## Collection Details

- I wish to collect my documents when ready.
- Please return all documents to me by "secure" post at the address given.

# Privacy Act

The information about you on this form is collected to determine your eligibility for a Work Visa or Permit.

The main recipient of the information is the New Zealand Immigration Service of the Department of Labour but it may also be shared with other Government agencies which are entitled to this information under applicable legislation, or with other agencies in accordance with an authority in the form.

The address of the New Zealand Immigration Service is PO Box 3705, Wellington, New Zealand. **This is not where your application should be sent.**

The collection of the information is authorised by the Immigration Act 1987 and the Immigration Regulations made under that Act. The supply of the information is voluntary, but if you do not supply it then your application is likely to be declined.

You will, if you come to New Zealand, have a right to see the information about you held by the New Zealand Immigration Service and to ask for any of it to be corrected if you think that is necessary.

**Your application should be sent to your nearest New Zealand Immigration Service Branch or New Zealand Embassy or High Commission.**

## More Information and Advice

You can get more information and advice from:

- Any of our NZIS branch offices overseas. We have overseas offices in Apia, Bangkok, Beijing, Hong Kong, Jakarta, London, Moscow, New Delhi, Nuku'alofa, Shanghai, Singapore, Suva, Sydney, and Taipei.
- Any of our NZIS branch offices in New Zealand, which are located in Auckland, Manukau, Hamilton, Palmerston North, Wellington, Christchurch and Dunedin.
- New Zealand diplomatic and consular offices.

All New Zealand Immigration Service forms and leaflets, and fee information, can be downloaded from the internet at: [www.immigration.govt.nz](http://www.immigration.govt.nz).



