

# WORK PERMIT ESSENTIAL SKILLS CHECKLIST



## APPLICATION FEE

Acceptable Methods of Payment for Fees are Bank Cheque or Credit Card ONLY

- Work PERMIT \$200.00       Work VISA (multiple journey) \$200.00       BOTH \$400.00

*(A permit allows you to work in NZ in accordance with the conditions specified on the permit label. A Visa allows you to enter NZ in accordance with the conditions specified on the visa label. A permit expires when you leave NZ, so if traveling overseas a Visa is required in addition to a permit)*

## GENERAL REQUIREMENTS

- Completed and signed Application form (INZ 1015)
- Passport or travel document (which must be valid for at least 3 months past the date you plan to leave NZ)
- A recent passport size photograph **attached** to the application

## HEALTH

- An Immigration New Zealand Chest X-ray Certificate is required if you intend to stay in New Zealand for more than 6 months and up to 12 months and you are a citizen of a high incidence TB country or have spent 3 months or more in high incidence TB countries within the past 5 years, or
- An Immigration New Zealand Medical and Chest X-Ray Certificate is required if you have been or intend to stay in New Zealand for longer than 12 months and have not provided a Medical and Chest X-Ray Certificate in the last 24 months. Please note this includes time already spent in New Zealand.

**Your Medical certificate must accompany your Work Permit Application**

## CHARACTER

- An original and translated Police Clearance Certificate is required if you intend to stay in New Zealand for longer than 24 months and have not provided one previously from your countries of citizenship and from any country which you have lived for more than 5 years or more since attaining the age of 17 years of age. For information on how to obtain a Police Clearance Certificate go to [www.immigration.govt.nz/forms](http://www.immigration.govt.nz/forms)

## FROM YOUR EMPLOYER

- A completed and signed Employer Supplementary Form (*INZ 1113*), including an assessment of the skill level of the position offered. Refer to ANZSCO at [www.immigration.govt.nz](http://www.immigration.govt.nz)
- A full time job offer from your prospective employer. **Please note:** Full time employment is defined as AT LEAST 30 hours or more per week. This must be clearly shown in the employment agreement.
- Evidence of your prospective employers' attempts to advertise and recruit a New Zealand citizen or resident worker for the job on offer including listing the vacancy with Work and Income NZ
- Evidence of Qualifications or Work Experience to demonstrate your suitability for the position offered. Please provide work references from your past employers, a C.V is not sufficient as evidence of your work experience.
- If the position offered to you is an **ANZSCO skill level 4 or 5**, we must seek advice from Work and Income with every application to determine if there are any unemployed New Zealanders available to take up the work. To shorten the application processing time it is recommended that the employer approach Work and Income themselves before supporting an application of an overseas worker.
- A **copy** of your Employment Agreement as this will **not** be returned to you.

## APPLICATION AND SUPPORTING DOCUMENTATION COMPLETE?

- Please bring your completed application to Immigration NZ and place in the Drop Box
- An envelope will be supplied to put your application in.
- You may be asked for additional information.
- **If your application is incomplete it will be returned to you**