

Employer Supplementary Form – Work Permit/Visa Application

Complete this form if you are an employer who has offered a position to a person from overseas who is applying for a work visa or permit (refer to the *Immigration Guide for Employers (INZ 1031)*).

This form **must** be used for:

- Essential Skills Work Policy visa and permit applicants; and
- Work to Residence: Long Term Skill Shortage List (LTSSL) Work Policy visa and permit applicants; and
- Study to Work Policy visa and permit applicants (except for graduate job search work permit applicants); and
- Partners of NZAID-supported student permit holders, work permit applicants ONLY as specified in the *Immigration Guide for Employers (INZ 1031)*.

This form must be submitted with the form *Work Visa/Permit Application (INZ 1015)*. Providing this information will help us to process the application, however we may need to contact you for more information.

Submit photocopies only. **Do not submit original documents** as they will not be returned to you. If we need to see an original document we will ask you to produce it at a later time.

Section A: Employment details

Attach a copy of the full employment agreement and complete the following.

A1 Employee details

State the full name of the person to whom you have offered a position in your business.

Surname:

Given names:

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A2 Employer details

Full name of person offering employment :

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| Address: | Phone number: |
| | Fax: |
| | Email: |
| | Mobile: |

A3 The full name of your company or business:

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| Site Address: | Phone number: |
| | Fax: |
| | Email: |
| | Mobile: |

A4 Have you received Approval in Principle from Immigration New Zealand to recruit overseas workers for this position?

Yes No

If Yes, state your seven digit Approval in Principle reference number.

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Go to Section D: Employer's declaration.

A5 State the type of business you operate (eg restaurant):

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A6 How long has your company been in operation?

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A7 How many people do you currently employ?

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A8

Have you made anybody redundant from this company or business in the last six months?

Yes No

If yes, state how many people and their positions.

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A9

Do you intend to make anybody redundant from this company or business in the next six months?

Yes No

If yes, state how many people and their positions.

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A10

Is your business a registered company?

Yes No

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Is the company or business GST registered?

Yes No

A12

State the names of any other companies or businesses you operate.

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Section B: Position details

Provide details of the position you have offered to the potential employee named in this application. (If you have a job description that already contains all of the information below it can be attached to this form and you need not complete the section below. If any information requested below IS NOT covered in the job description please complete the relevant questions).

B1

Job title

B2

ANZSCO occupation title, occupation code (if known), and skill level (if known).

(ANZSCO is the Australian and New Zealand Standard Classification of Occupations. Most New Zealand occupations are listed in the ANZSCO, with a six digit occupation code and a skill level. For more information see www.immigration.govt.nz/anzsco.)

ANZSCO occupation title

ANZSCO occupation code ANZSCO skill level (if known)

B3

The address of the place of employment (if different from that stated in question 2).

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B4

The type of work, duties and responsibilities.

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B5

Details of pay and conditions of employment (eg holidays, etc.)

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B6 Hours of work

B7 The duration of the job

B8 Qualifications required

B9 Type of experience required

Length of experience required

B10 Does the worker require occupational registration in New Zealand? Yes No

Note: if registration is required, the applicant will need to produce evidence that this has been obtained at the time of submitting the work permit application.

Section C: Overseas recruitment based on non-availability of New Zealand residents

Do not complete this section if:

- the employee you have offered employment to has been offered a position on the Immediate Skill Shortage List or the Long Term Skill Shortage List
- the employee you have offered employment to is applying under the family stream as the partner of a NZAID supported student permit holder; or
- the employee you have offered employment to is applying under the Study to Work Policy and requires practical experience that is relevant to their qualification.

For the purposes of Essential Skills work policy an employer is considered to have made genuine attempts to recruit suitable New Zealand citizens or residents if:

- i any specifications or requirements stipulated in a job description and/or ideal person specification are restricted to those specifications or requirements necessary to perform the work on offer; and
- ii the terms and conditions specified for the work on offer are not less than those of the New Zealand market, including payment at the New Zealand market rate; and
- iii the extent and nature of advertising or use of other appropriate means of recruitment is such that any suitable New Zealand workers would apply or be likely to apply for the position(s), for example:
 - listing the vacancy with Work and Income
 - advertising the vacancy in a national newspaper and/or website
 - contracting a recruitment company appropriate to the industry.

C1 Detail the attempts you have made to recruit New Zealand citizens or residents to fill the position by answering the questions set out below and attach the following:

- copies of the advertising you have undertaken
- evidence of receipts for paid advertising.

C2 Have you listed the vacancy with the Ministry of Social Development (MSD) – Work and Income? Yes No

If Yes, provide information regarding the outcome of that listing (eg number of Work and Income clients referred, percentage of referred who took up employment, and duration of employment of those who took up employment). Provide the contact name and phone number of the Work and Income work broker.

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Listing the vacancy with Work and Income may speed up the processing of your request. For more information see the *Work Visa/Permit Guide (INZ 1016)*. For more information about your regional Work and Income office, see the website www.workandincome.govt.nz.

C3 Provide details of the advertising media used (eg national newspaper, internet, etc.). Please include dates.

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C4 Advertising audience (advertised locally, nationally, internationally).

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C5 Duration and frequency of advertising campaign.

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C6 Letter from recruitment agency (where applicable – if not applicable please write n/a).

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C7 Explain why the New Zealand applicants were not suitable.

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C8 Detail the efforts you have made as an employer to train New Zealanders to fill the positions available. Include details of the type of training provided and the outcome of the training.

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Employer's Declaration

I understand the questions in, and contents of, this form, and the information I have provided is true and correct. I consent to INZ seeking information concerning my compliance with New Zealand's immigration and employment laws from any records held by the Department of Labour.

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Name

Position held within company

Date

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Privacy Act

The information about you on this form is collected to determine your request to recruit overseas workers. The main recipient of the information is Immigration New Zealand, a 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 Immigration New Zealand is PO Box 3705, Wellington, New Zealand. Do not send the form to this address.

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 your request is likely to be declined.

You have a right to access the information about you held by Immigration New Zealand and to ask for any of it to be corrected if you think that is necessary. Your request should be sent to the nearest Immigration New Zealand branch.

More Information and Advice

Get more information and advice from any of our INZ branch offices in New Zealand, located in Auckland, Henderson, Manukau, Hamilton, Palmerston North, Wellington, Christchurch and Dunedin.

Find INZ forms, leaflets, and fee information on our website www.immigration.govt.nz.

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