

WORK PERMIT- GENERAL WORK POLICY CHECKLIST

General requirements

- A completed signed *Application to Work in New Zealand form (NZIS 1015)*.
- Application fee (payable by credit card, bank cheque/bank draft) as set out in *New Zealand Immigration's Guide to Fees (NZIS 1028)* and www.immigration.govt.nz/fees.
- Your passport or travel document (which should be valid for at least 3 months past the date you plan to leave New Zealand).
- Recent passport sized photograph attached to the application form.
- Completed **Employer Supplementary Form (NZIS1113)**.

Health requirements

Pregnant woman and children under 11 years of age are not required to have an X-ray unless a special report is required. Please refer to our *Health requirements Leaflet (NZIS 1121)* for more details on immigration health policy and a list of low incidence TB countries/areas/territories.

Applicants intending to stay 6-12 months (including time already spent in New Zealand)

- Temporary Entry X-Ray Certificate (NZIS 1096)* which is less than 3 months old, if:
 - o you are from a country/area/territory **not** listed as low incidence tuberculosis (TB) area/country/territory, OR
 - o you have spend more than a total of three months in the past five years in a country/area/territory not listed as low incidence tuberculosis (TB) area/country/territory

Applicants intending to stay 12 months or more including time already spent in New Zealand

Note that if you have already submitted a *Medical and Chest X-Ray Certificate (NZIS 1007)* within the last two years you do not need to submit another certificate with this application.

- Medical and Chest X-Ray Certificate (NZIS 1007)* which is less than 3 months old.

Character requirements

If you are aged 17 or over and you are intending to be in New Zealand for more than two years (including time already spent in New Zealand), you must submit:

- Original police certificates, less than 6 months old, from your country of citizenship and any country in which you have lived for five years or more since attaining the age of 17years (or satisfactory evidence that you have never lived in that country).

If you have submitted police certificates within last two years you do not need to submit them again with this application. We will advise you if we need you to submit updated police certificates at a later date.

Your job/job offer

- Full-time job offer and Employment Agreement. Full-time employment hour means a minimum of 30 hours per week. Commission-based employment or self employment are not acceptable for general work permit applications.
- Evidence of work experience and qualifications relevant to position offered.
- Evidence of registration if required to undertake employment in the position you have been offered.

Please note that the above documentation is required with every application that you submit regardless of whether this information was provided with a previous application.

If your position is on the Immediate Skill Shortage List (ISSL) or the Long Term Skill Shortage List (LTSSL) you must meet the requirements listed under those categories. Otherwise we will consider your application under general work policy.

General advice for applicants

The following steps are guidelines for ensuring that your application for a visitor's permit is processed smoothly and efficiently.

- Please do not submit any original documents other than your passports. We will advise you if we need you to submit original documents at a later date
- We recommend that on the application form that you list your mobile number, contactable landline number and email address (please write very clearly). This will help us to contact you quickly if we need to, and we will be able to process your application more quickly.
- We recommend that you lodge your work permit application at least 60 days before the expiry date of your current permit.
- If you do not pay the correct fee we will return your application without processing it.
- Visit www.ers.dol.govt.nz for information on current minimum wages and what should be included in employment agreement i.e. holidays act, sick leave.
- It is unlawful to undertake employment while you are not on valid work permit. You can undertake employment only after your work permit is approved.

For more information

Visit: www.immigration.govt.nz/work

Phone our National Call Centre:

- 09-914 4100 (if you are in Auckland) or
- 0508 55 88 55.