



# Applying for a job check

## Checklist for employers

Businesses are encouraged to train, upskill and hire New Zealand workers before they hire migrants. If you are an employer and you cannot find suitable New Zealanders for a role, you can apply to hire migrants on the Accredited Employer Work Visa (AEWW).

See [Job advertisement guide for accredited employers](#)

You can include multiple vacancies in one job check if:

- › the job details are the same – for example they all have the same occupation, pay, location and minimum requirements
- › they are covered by the same advertising and employment agreement.

If the location, job title or terms of work vary, you will need a separate job check for each role.

### Before you start

To learn about the job check process, visit:

- › [Job check: check what you need | Immigration New Zealand](#)

You need to have:

- accreditation to hire on the AEWV
- an acceptable job offer, job description and proposed employment agreement
- evidence you advertised if the job pays less than twice the median wage and is not on the [Green List](#)
- the Australian and New Zealand Standard Classification of Occupations (ANZSCO) code that best matches the job you are offering based on the Immigration New Zealand view of ANZSCO.

[INZ view of ANZSCO | Statistics New Zealand](#)

Review the checklist to ensure you have all the information and evidence you need to submit with your application. You will need to upload the job description, proposed employment agreement and evidence you have advertised the job (if required) in the online application form.

- Visit [apply.immigration.govt.nz](https://apply.immigration.govt.nz) to find the Immigration Online application form.
  - › You will need a **RealMe® login** to access Immigration Online.
  - › To apply for a job check, go to the **My granted accreditations** section in the **Employ migrants** page. Select **View accreditation** from the Options dropdown list for your organisation.
  - › Select **Request a job check** to start your application.



## Job check requirements

### To complete the online application form, you'll need to provide the following details.

Organisation details (note that most of the fields in this page will be pre-populated with information from your employer accreditation application).

#### Employment details, including:

- job title
- number of positions
- location of work
- the ANZSCO code
- minimum qualifications and experience, including if the job is on the **Green List**
- type of employment.

#### Remuneration, including:

- salary or hourly rate of pay  
Find out more at [immigration.govt.nz/calculating-pay-rates](https://immigration.govt.nz/calculating-pay-rates)
- deductions, benefits or allowances. Find out more at [Employment NZ | Deductions](#)
- hours of work per week as specified in the employment agreement, including any shifts or variation in hours.

#### Advertising (unless the job is on the Green List or pays at least twice the median wage) including:

- where you advertised the job, for example national job listing websites (platforms) where suitable New Zealanders are likely to apply, or another advertising channel more likely to attract New Zealanders
- confirm the required details were included in the job advertisement:
  - › a job description detailing the key tasks and responsibilities
  - › **the minimum and maximum rate of pay or salary**
  - › a reasonable estimate of the actual earnings if a significant portion of the pay is made up of commission, piece rates or bonuses that are not guaranteed
  - › minimum guaranteed hours of work

- › the location of the job
  - › the minimum qualifications, work experience, skills or other specifications for the job.
- how long the job was advertised (must be a minimum of 14 calendar days)
- whether the job advertisement closed within 90 days of submitting your job check application
- how many job applications you received, including from suitable New Zealand citizens or residents, and whether you hired any New Zealand citizens or residents for the job
- make sure you have a copy of the job advertisement to be uploaded as evidence when requested in the Supporting documents section. Also include the dates, duration, and platforms used.

**Proposed employment agreement, including:**

- parties to the agreement. These must match the accredited employer; if not, you need to explain why not.
- confirm the employment agreement includes all required information:
  - › the job title
  - › a detailed description of the work to be performed
  - › the hours of work (at least 30 per week)
  - › the duration and type of agreement (fixed-term or permanent)
  - › details of the pay and conditions of employment  
(The job must pay the market rate and at least the New Zealand median wage per hour unless it is on an [exemption list](#).)
  - › the place or places of work
  - › details about paid leave entitlements
  - › the point and rate of pay at which any overtime allowances are provided (if applicable)
  - › the pay period
  - › the process for resolution of employment relationship issues
  - › if applicable, an employment protection mechanism that applies if your organisation is sold or transferred, or if the employee's work is contracted out
  - › any other matters agreed on, such as trial periods, probationary arrangements or availability provisions.

Find out more at [Employment New Zealand | Things an employment agreement must contain](#)

- make sure you have a copies to upload when requested in the Supporting documents section of:
  - › the employment agreement (this should not include any details of a prospective employee)
  - › the job description.

- ▼  confirmation that you will not pass on any recruitment, training or equipment costs related to the job, inside or outside New Zealand. These include:
  - ▼ > advertising costs
  - ▼ > recruitment agency fees
  - ▼ > employer accreditation and job check application fees, and any other associated costs such as immigration adviser fees
  - ▼ > compulsory training and induction costs related to the job (including on-the-job training)
  - ▼ > health and safety equipment required to undertake employment safely
  - ▼ > branded uniforms
  - ▼ > trade testing (including testing centre, tester accommodation and salary costs)
  - ▼ > tools where the ownership of the tools is retained by the employer.

**Pay the application fee. You can use:**

- ▼  Credit card
- Debit card
- China UnionPay
- POLi

- ▶ Once the job check is approved, the next step for employers wanting to hire migrants on the AEWV is to request them to apply for a visa.

- ▶ **Applying for the AEWV**