

July 2021

INZ 1266



Essential Skills Work Visa Application Form

Essential Skills work visa requirements

To be eligible for an Essential Skills work visa you must demonstrate that the requirements for applicants, employers, job offers, and the labour market test are met.

Applicants are required to:

- have a job offer for which they are suitably qualified and experienced
- meet health and character requirements

Your job offer must be for employment that is:

- genuine and sustainable
- full time (at least 30 hours per week)
- paid by wages or salary
- not paid less than the market rate for New Zealand workers in that occupation
- not self-employment
- not related to planting, maintaining, harvesting or packing crops in the horticulture or viticulture industries.

Employers are required to:

- be your direct employer
- have previously complied with all relevant New Zealand employment and immigration law, and immigration instructions
- have previously paid any employees who held an Essential Skills work visa the remuneration required by those workers' work visa conditions.

If your role is for employment paid below the median wage, your employer must have engaged with Work and Income and received a Skills Match Report before offering you employment, unless:

- you are currently employed in full time employment and are not changing employer, role or region and do not hold a Critical Purpose Visitor Visa as an Other Critical Worker with a duration of six months or less, or
- the employer holds valid approval in principle for the role identified, or

- the role is included in a list of occupations published by Work and Income that are exempt from the Skills Match Report process, and meets any additional requirements of that list.

Further information is available at www.workandincome.govt.nz/employers

Labour market test

We must be satisfied there are no New Zealand workers suitable or trainable for the job you have been offered.

We will consider no New Zealanders are available or trainable if the job offered is:

- on the Regional Skill Shortage List, the Long Term Skill Shortage List, or the Construction and Infrastructure Skill Shortage List, and you meet the requirements listed on the skill shortage list, or
- with an employer who has a current approval in principle from us for your recruitment. If the above criteria do not apply, your employer must provide evidence of having made genuine attempts to recruit or train New Zealanders, such as undertaking advertising or engaging a recruitment company.

We do not need to be satisfied there are no New Zealanders available if:

- you already hold a temporary work visa, and have a valid Skilled Migrant Category (SMC) invitation to apply or an SMC application currently under assessment, or
- you are currently in full time employment and you are not changing employer, role or region and do not hold a Critical Purpose Visitor Visa as an Other Critical Worker with a duration of six months or less.

Remuneration and visa duration

The visa duration for Essential Skills visas is determined by the remuneration level. Visas may be granted for up to 3 years for employment, which is being paid at or above the median wage, and for up to 2 years for employment paid below the median wage.

For more information, see www.immigration.govt.nz/new-zealand-visas/apply-for-a-visa/tools-and-information/work-and-employment/how-long-you-can-stay-on-an-essential-work-visa

If you are to be paid a salary and the number of hours worked each week can change, we may ask for evidence of the range of hours that will be worked. We will calculate the remuneration based on the maximum number of hours to be worked.

Supporting family members

Your family members may be eligible for the following visas based on their relationship to you.

Evidence of your relationship is required and visas granted for family members may be for the same duration as your visa. For more information, see www.immigration.govt.nz/new-zealand-visas/apply-for-a-visa/tools-and-information/support-family/work-support-partner

Immigration Advisers Licensing Act 2007

Under the Immigration Advisers Licensing Act 2007 it is an offence to provide immigration advice without being licensed or exempt. If your immigration adviser is not licensed when they should be, Immigration New Zealand will return your application. For more information and to view the register of licensed advisers, go to the Immigration Advisers Authority website www.iaa.govt.nz or email info@iaa.govt.nz. Lawyers provide immigration advice and are exempt from licensing under the Immigration Advisers Licensing Act 2007. For more information and to view the register of immigration lawyers, go to the New Zealand Law Society website www.lawsociety.org.nz.

When filling in this form, write clearly in English using CAPITAL LETTERS.

Application checklist

All applicants must provide:

<input type="checkbox"/>	Completed, signed application form.
<input type="checkbox"/>	Appropriate application fee and levies.
<input type="checkbox"/>	Two passport-sized colour photographs.
<input type="checkbox"/>	Passport or travel document.
<input type="checkbox"/>	Medical and chest X-ray certificates if required by Section C: Your health.
<input type="checkbox"/>	Police certificates if required by Section D: Your character.
<input type="checkbox"/>	A completed Employer Supplementary Form (INZ 1113) and associated documents.

Applicants who are not currently working in full time employment or are changing their employer, role or region or the holder of a Critical Purpose Visitor Visa as an Other Critical Worker with a duration of six months or less must provide the following:

<input type="checkbox"/>	A job offer, including a job description and the details of pay and conditions of the proposed employment.
<input type="checkbox"/>	Evidence of qualifications relevant to the job offer.
<input type="checkbox"/>	Evidence of work experience relevant to the job offer.
<input type="checkbox"/>	Evidence they have met or are able to meet any necessary New Zealand registration requirements.
<input type="checkbox"/>	Skills Match Report, completed by Work and Income, if required

Note: Detailed information about the type of documents you should provide in support of your application is available on the Immigration New Zealand website, www.immigration.govt.nz.

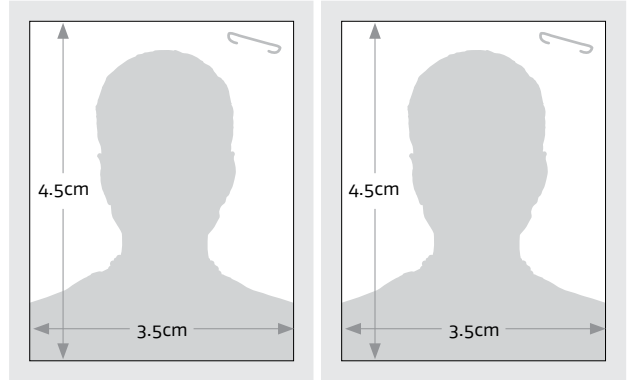
Which situation applies to you

- I am currently employed full time and will remain with the same employer, in the same role and region
- I am currently employed full time but will change my employer, role or region
- I am working part time, or not employed
- I hold a Critical Purpose Visitor Visa as an Other Critical Worker with a duration of six months or less.

Section A Personal details

i For more information about the questions in this section, see 'Completing Section A: Personal details' in the *Work Visa Guide*.

Attach **two** colour passport-size photographs of yourself here. The photographs must be less than six months old. Write your full name on the back of both photographs.



A1 Name as shown in passport

Family/last name

Given/first name(s)

A2 Preferred title Mr Mrs Ms Miss Dr Other (specify)

A3 Other names you are known by or have ever been known by

A4 Gender Male Female

A5 Date of birth

A6 Town/city of birth

Country of birth

A7 Passport details

Number

Country Expiry date

A8 Other citizenships you hold

A9 Partnership status Single Separated Partner/De facto Divorced
 Married/in civil union Engaged Widowed

Section B Contact details

Note: We prefer to contact you using email. Please provide your email address if you have one.

B1 Your current residential address:

Address

Telephone (landline) Telephone (mobile)

Email

B2 If you are currently in New Zealand, your most recent overseas address:

Address

B3 Name and address for communication about this application.

Same as address at **B1**, or as below

Name of contact person

Organisation name (if applicable) and address

New Zealand Business Number (if applicable) For help search: www.nzbn.govt.nz

Telephone (daytime) Telephone (evening)

Email

B4 Do you authorise the person stated at **B3** to act on your behalf? Yes No

B5 Do you authorise all other licensed immigration advisers or persons exempt from licensing who work for the organisation named at **B3** to act on your behalf (if applicable)?

Yes Note: the person identified at **B3** will receive all communication from Immigration New Zealand.

No Only the person indicated at **B3** may act on my behalf.

B6 Have you received immigration advice on this application?

i You can find a definition of immigration advice at www.immigration.govt.nz/advice.

Yes Make sure that your immigration adviser completes 'Section H: Immigration adviser's details'.

No

B7 Names and addresses of any friends, relatives, or contacts you have in New Zealand (if applicable).

Name

Address

Relationship Date of birth (if known)

Name

Address

Relationship Date of birth (if known)

Section C Your health

i For more information about the questions in this section, see 'Completing Section C: Your health' in the *Work Visa Guide*.

C1 Do you have tuberculosis (TB)? Yes No

C2 Do you have any medical condition that requires, or may require, one of the following during your stay in New Zealand?

- Renal dialysis Yes No
- Hospital care Yes No
- Residential care Yes No

Residential care is defined as in-patient care for people with psychiatric, sensory or intellectual disabilities or live-in facilities for the aged.

C3 If you have answered Yes to any of the questions in **C1** and **C2**, provide details.

C4 Are you pregnant?

- Yes Date you are due to give birth

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

 Go to **C5**
- No Go to **C6**

C5 If you intend to give birth in New Zealand, please indicate how the cost of maternity health services will be paid for and provide the relevant evidence.

- Not applicable as I do not intend to give birth in New Zealand.
- I am, or will be eligible for publicly-funded maternity health services and have provided evidence of my eligibility.
- I will cover the cost myself and have attached copies (not originals) that I have at least NZ\$9000 of funds available.
- My sponsor has guaranteed to cover the cost and I have attached a completed *Sponsorship Form for Temporary Entry (INZ 1025)*.

Medical certificates you must provide

C6 Have you ever provided a chest x-ray certificate and a medical certificate to INZ in a previous application?

- Yes Go to Section D: Your character.
- No You may have to provide a chest X-ray certificate and a medical certificate if indicated at **C7**.

C7 How long do you intend to stay in New Zealand? If you are in New Zealand, this includes time you have already spent here.

- More than six months but not more than 12 months. You must provide a Chest X-ray Certificate (INZ 1096) if you are from, or have visited for more than three months, a place that is not listed as having a low incidence of tuberculosis unless the notes below apply to you.
- More than 12 months. You must provide a Chest X-ray Certificate (INZ 1096) and a General Medical Certificate (INZ 1007). See notes below.

Notes:

- Refer to www.immigration.govt.nz for the 'List of countries, areas and territories with a low incidence of tuberculosis'.
- Pregnant women are not required to have an X-ray, unless a special report is required.

C8 Tick the option below which applies to you

I am required to provide both a *Chest X-ray Certificate (INZ 1096)* and a *General Medical Certificate (INZ 1007)*.
Go to **C9**.

I am required to provide only a *Chest X-ray Certificate (INZ 1096)* because:

I am staying between six to 12 months and I am from, or have visited for more than three months, a place that is not listed as having a low incidence of tuberculosis. Go to **C9**.

I am required to provide a *Chest X-ray Certificate (INZ 1096)*, however, as I am pregnant I am not required to have an X-ray; and:

I am not required to provide a *General Medical Certificate (INZ 1007)* at this stage; or

I have therefore provided only a *General Medical Certificate (INZ 1007)*. Go to **C9**.

C9 Tick the option that applies to you: Is a physician submitting your medical and/or chest X-ray certificate to Immigration New Zealand on your behalf?

Yes Has your physician supplied you with an eMedical Reference Code (NZER)?

Yes Enter your eMedical Reference Code here: _____

No Enter the name of the clinic that is submitting your health information: _____

No If the physician has returned the medical and/or chest X-ray certificate to you, then you will need to submit these with your visa application.

Section D Your character

All applicants must complete this section.

i For more information about the questions in this section, see 'Completing Section D: Your character' in the *Work Visa Guide*.

D1 Have you been convicted at any time of any offence, including any driving offence? Please note that this includes any conviction(s) outside of New Zealand subsequently cleared or wiped by 'clean slate' legislation.

Yes No

D2 Are you currently:

• under investigation Yes No

• wanted for questioning Yes No

• facing charges Yes No

for any offence in any country?

D3 Have you ever been:

• excluded Yes No

• refused entry Yes No

• removed or deported Yes No

from any country, excluding New Zealand?

D4 Have you ever been refused a visa/permit to visit, work, study or reside in any country, excluding New Zealand?

Yes No

D5 Have you ever been a member of, or adhered to, any terrorist organisation? Yes No

D6 Have you had (or currently have) an association with, membership of, or involvement with, any government, regime, group or agency that has advocated or committed war crimes, crimes against humanity and/or other gross human rights abuses? Yes No

If you have answered yes to any of the questions above give full details. This includes full details of any charges, convictions and the sentence or penalty imposed. Continue on a separate piece of paper if necessary.

Police certificates you must provide

Select the appropriate option to indicate whether you are required to provide a police certificate with this application. Police certificates must be less than six months old when you submit them to Immigration New Zealand.

- D7** I have not provided police certificates because I have already provided police certificates to Immigration New Zealand with a previous visa application or I do not intend to be in New Zealand for 24 months or longer (including any time I have already spent in New Zealand).
- I have provided police certificates because I intend to be in New Zealand for 24 months or longer (including any time I have already spent in New Zealand) and I have not previously provided police certificates.

Section E Employment and qualifications

All applicants must complete this section.

E1 If you are currently employed, provide details

Employer's name

Employer's address

New Zealand Business Number (if applicable) For help search: www.nzbn.govt.nz

Telephone Email

Your position:

E2 List all periods of previous employment, including self-employment and employment outside New Zealand.

Date from (DD/MM/YY)	Date to (DD/MM/YY)	Name of employer	Location	Type of work/occupation/job title
/ /	/ /			
/ /	/ /			
/ /	/ /			
/ /	/ /			

E3 Give details of all qualifications you hold. If you have no qualifications, write 'No qualifications'.

Name of qualification	Date obtained (DD/MM/YY)	Institution where gained
	/ /	
	/ /	
	/ /	
	/ /	

E4 Do you hold registration, if required by law, for the role you currently have or have been offered?

- Yes
 No

If you are not currently in full time employment or are changing employer, role or region or are the holder of a Critical Purpose Visitor Visa as an Other Critical Worker with a duration of six months or less you must provide:

- Evidence of qualifications relevant to the job offer
- Evidence of work experience relevant to the job offer
- Evidence you have met or are able to meet any necessary New Zealand registration requirements.

Section F Job offer

F1 Name and address of employer who has offered you a job.

Employer's name

New Zealand Business Number (if applicable) For help search: www.nzbn.govt.nz

Employer's address

Telephone Email

F2 Name of position offered

Write the ANZSCO occupation code (eg 321212 Diesel Motor Mechanic) for the job you have been offered.

i ANZSCO is the Australian and New Zealand Standard Classification of Occupations. You can search the ANZSCO by going to www.immigration.govt.nz/anzsco.

F3 Are you currently working in full time employment for the employer named at **F1** and will continue to work in the same role and region?

Yes Go to Section G: Declaration by applicant.

No You must provide a job offer, including a job description and the details of pay and conditions of the proposed employment.

F4 Do you hold a valid Skilled Migrant Category (SMC) Invitation to Apply, or have a SMC application currently under assessment, for the position noted above? Yes No

i If you are applying for an Essential Skills work visa your remuneration level will be assessed. The remuneration level determines the maximum duration of your visa, the total period of time you can remain in New Zealand on Essential Skills work visas and your eligibility to support partnership based work visas.

Section G Declaration by applicant

I have provided true and correct answers to the questions in this form.

I understand that if false or misleading information is submitted, my application may be declined without further warning.

I agree to tell Immigration New Zealand about any changes to my circumstances (including a change in my employment or partnership status) that occur after making this application.

I agree to leave New Zealand before my visa expires. If I remain in New Zealand after my visa has expired, I may be deported by Immigration New Zealand.

I agree that if I am not entitled to free health care in New Zealand, I will pay for any health care or medical assistance I may require in New Zealand.

I understand that if I have received immigration advice from an immigration adviser and if that immigration adviser is not licensed under the Immigration Advisers Licensing Act 2007 when they should be, Immigration New Zealand will return my application.

I understand that Immigration New Zealand may provide information about my entitlement to work to potential employers including via the online VisaView system. If I undertake a course of study while in New Zealand, I authorise Immigration New Zealand to provide information about my immigration status to my education provider, including via VisaView.

I authorise Immigration New Zealand to provide information about my health and my immigration status to any health service agency. I authorise any health service agency to provide information about my health to Immigration New Zealand.

I authorise Immigration New Zealand to make any necessary enquiries about information on this form and/or accompanying documentation. I authorise any agency whether in New Zealand or overseas, including but not limited to border or immigration agencies, education providers, financial institutions, foreign embassies, government authorities, healthcare providers, police or other law enforcement agencies, that holds information (including personal information) related to information on this application form and/or accompanying documentation to disclose that information to Immigration New Zealand so that they can:

- make a decision on this application
- answer enquiries about my immigration status once my application has been decided.

I have provided all the documents required by the checklist on page 2.

Signature of principal applicant Date

Signature of parent or guardian if principal applicant is under 18 years of age

Date

Section H Immigration adviser's details

This section must be completed by the applicant's immigration adviser. If the applicant has authorised all advisers within an organisation to act on their behalf at **B5**, only the person named at **B3** must complete this section. If the applicant does not have an immigration adviser, this section does not have to be completed.

H1 If you are a licensed adviser, please provide your licence details.

Licence type full provisional limited *List conditions specified in the register*

Licence number *Go to Section I: Declaration by person assisting the applicant*

H2 If you are exempt from licensing, tick **one** box below to show why you are exempt from licensing then go to Section I: Declaration by person assisting the applicant.

I provided immigration advice in an informal or family context only, and I did not provide the advice systematically or for a fee.

I have provided immigration advice in the course of my work (employed or volunteer) and that work exempts me from the requirement to be licensed. Indicate the reason for your exemption below.

Lawyer with current New Zealand practicing certificate Community Law Centre Citizens Advice Bureau

New Zealand Member of Parliament or staff New Zealand public servant Foreign Diplomatic/Consular

i See www.immigration.govt.nz/adviserlicensing for more information about who is exempt from licensing.

Section I Declaration by person assisting the applicant

This section must be completed and signed by the applicant’s immigration adviser, or by any person who has assisted the applicant by providing immigration advice, explaining, translating, or recording information on the form for the applicant. If the applicant does not have an immigration adviser, and no one helped the applicant to fill in this form, this section does not have to be completed.

If you are not exempt under the Immigration Advisers Licensing Act 2007, it is an offence for you to provide immigration advice without holding a license, and Immigration New Zealand will refuse to accept your client’s application. More information about immigration adviser licensing can be obtained from the Immigration Advisers Authority website www.iaa.govt.nz, via email info@iaa.govt.nz or by telephone on 0508 422 422.

Name and address of person assisting applicant. Same as name and address given at **B3**, or as below.

Family/last name

Given/first name(s)

Organisation name (if applicable) and address

New Zealand Business Number (if applicable) _____ For help search: www.nzbn.govt.nz

Telephone _____ Email _____

I understand that after the applicant has signed this form it is an offence for me to change or add further information, or change or add any documents attached to the form, without making a statement identifying what information or material has been changed, added or attached and by whom. If I make these changes or additions, I must state on the form what they were, who made them and the reason they were made.

I understand that the maximum penalty for this offence is a fine of up to NZ\$100,000 and/or a term of imprisonment of up to seven years.

I certify that the applicant asked me to help them complete this form and any additional forms. I certify that the applicant agreed that the information provided was correct before signing the declaration.

- I have assisted the applicant as an interpreter/translator
- I have assisted the applicant with recording information on the form
- I have assisted the applicant in another way. Specify _____
- I have provided immigration advice (as defined in the Immigration Advisers Licensing Act 2007) and my details in Section H: Immigration adviser’s details are correct.

Signature of person assisting _____

Date

D	D	M	M	Y	Y	Y	Y
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Returning your documents

Please return documents to me by secure post at the address given at:

B1

B2

B3

Deciding whether you are eligible for a visa

Immigration New Zealand collects the information about you on this form to decide whether you are eligible for a work visa. We may also use the information to contact you for research purposes or to advise you on immigration matters.

Collecting the information is authorised by the Immigration Act 2009 and the Immigration Regulations made under that Act. You do not have to provide the information, but if you do not we are likely to decline your application.

Deciding whether you are eligible to board a flight to New Zealand

The information we collect may also be used to determine whether you are allowed to board a flight to New Zealand. We will not share your personal information with airline check-in agents; however, we will send a boarding message to the airline check-in agent based on the information you have provided in this form.

Immigration New Zealand may also share the information you have provided with other government agencies that are entitled to it by law, or with other agencies (as you have agreed in the declaration). You are able to ask for the information we hold about you and have any of it corrected if you think it is necessary. The address of Immigration New Zealand is PO Box 1473, Wellington 6140, New Zealand. **This is not where your application should be sent.** Sometimes we may ask for additional documents or information so that we can consider it with this application.

Other documents you may wish to send

You may wish to send other documents or information so that we can consider it with this application. Send photocopies only (not original documents), as these documents will not be returned to you. If we need to see an original document, you will be asked to produce it later.

VisaView

It is an offence to employ a person who is not entitled to work in New Zealand. One way for employers to avoid committing this offence is to check a person's entitlement to work with Immigration New Zealand's online VisaView system. Disclosure of information through VisaView is authorised by legislation.

If you believe that an employer has been given the wrong entitlement information about you via VisaView, you may contact the Immigration Contact Centre (0508 558 855) to request correction of that information.

Section J

Paying your application fee and levies

To find out how much to pay, payment method, where to send your application, and how long a decision may take, see www.immigration.govt.nz/fees.

Your application fee and levies

Amount you are paying:

Amount

Currency

(e.g. NZD, USD, RMB)

Application number

(office use only)

Credit/debit card details

Mastercard Visa

Name of cardholder

Card number

CVC/CVV number

Note: your CVC/CVV number is the three-digit number found on the signature strip on the back of your credit/debit card.

Expiry date

Signature of cardholder

Date

