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INZ 1384



Employer additional form: Job Check

This additional form asks you Job Check questions that are not yet available on the online form.

When to use this form

Use this form as part of your Job Check application to hire migrants on the Accredited Employer Work Visa (AEWV).

You need to complete a Job Check application in the online form, then upload this completed form to the online Job Check form.

How to use this form

1. Complete all questions on the form that apply to you.
2. Gather any evidence that we ask for in this form to support your application.
3. Upload the completed additional form on the online form's **Additional Form** page.
4. Upload any supporting evidence we ask for in this form on the online form's **Supporting documents** page, in the **Additional form evidence** section.

What has changed

The rules employers must meet to hire migrants on the Accredited Employer Work Visa (AEWV) have changed.

There are more requirements at the accreditation, Job Check, and AEWV application stages. These changes include:

- setting a standard of English for migrants in Australia and New Zealand Standard Classification of Occupations (ANZSCO) level 4 or 5 roles
- higher work experience and qualification levels for migrants
- a need for employers to make sure migrants are suitably skilled
- a need for employers to advertise jobs for longer and engage with Work and Income for ANZSCO level 4 and 5 roles

To find out more about changes to the AEWV, go to www.immigration.govt.nz/aewv-changes

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

Section A Organisation name

A1 Enter the name of the organisation listed on the online Job Check application form:

Section B Green List

B1 Is the job you are getting a Job Check for on the Green List?

The Green List is a list of in-demand occupations in New Zealand. Search the Green List on **www.immigration.govt.nz/green-list**

☐ Yes ☐ No *Go to Section C*

B2 Does the job meet the requirements for the job as set out in the Green List?

☐ Yes *Go to Section F* ☐ No *Go to Section C*

Section C Suitably skilled

C1 If this Job Check is approved, do you agree to take reasonable steps to ensure migrants you offer the job to are suitably qualified and have the skills for the job?

Find out how you can check a person is suitably qualified and skilled on **www.immigration.govt.nz/aewv-suitably-qualified**

☐ Yes ☐ No *You must take reasonable steps to check migrants you want to hire have the skills for the job and are eligible for an AEWW. If you do not, it may impact your employer accreditation.*

Section D ANZSCO skill level

D1 What is the Australia and New Zealand Standard Classification of Occupations (ANZSCO) skill level of the job you are applying for?

For guidance on how to find the job's skill level go to **www.immigration.govt.nz/anzsco-list**

Is the role: ☐ Skill level 1, 2 or 3? *Go to Section F* ☐ Skill level 4 or 5? *Go to Section E*

Section E Advertising

E1 Have you advertised the role on a suitable national listing website or channel for at least:

☐ 14 days for dairy cattle farm workers ☐ 21 days for all other skill level 4 or 5 roles

To find out about advertising requirements and what is a suitable listing or channel go to **www.immigration.govt.nz/aewv-advertise-job**

For the Job Check application to be approved, you must have advertised it for at least 14 days for dairy cattle farm workers or 21 days for all other skill level 4 or 5 roles. From 14 July 2024, advertising for dairy cattle farm workers will change to 21 days.

Explain why you did not advertise the job for 21 days or 14 days for dairy cattle farm workers.

E2 Have you engaged with Work and Income about this job?

☐ Yes ☐ No *You must engage with Work and Income to list skill level 4 and 5 jobs for 21 days. Normally they will list a job for 21 days unless there is a lack of candidates.*

To find out how to engage with Work and Income about ANZSCO level 4 and 5 jobs, go to **www.immigration.govt.nz/aewv-advertise-job**

You need to provide evidence with this Job Check application that you have engaged with Work and Income.

Upload this evidence on the Supporting Documents page of the online Job Check application.

E3 Indicate why you did not hire New Zealand citizens or residents for the job after advertising and engaging with Work and Income.

Select all the reasons that apply.

☐ No New Zealand citizens or residents applied

Some New Zealand citizens or residents applied, but they did not:

☐ have the skills, experience, or qualifications I identify as being necessary to do the job, and could not be trained on the job

☐ meet other requirements for the job, such as having a driver's license, a good fitness level, or passing a drug or criminal check

☐ live close to where the job is, and could not move there

☐ have a practical way of travelling to the job

☐ have availability for full-time work in the hours I need

☐ meet other requirements not listed above

If you selected that they did not meet other requirements, describe the reason or reasons:

Section F Upload form

You have completed this additional form.

Check that you have answered all the questions that apply to you, then upload the form to the Additional Form page of the Job Check online form.

The requirements an applicant needs to meet to get an Accredited Employer Work Visa have also changed.

Find out more about the changes on **www.immigration.govt.nz/aewv-changes**



Te Kāwanatanga o Aotearoa
New Zealand Government