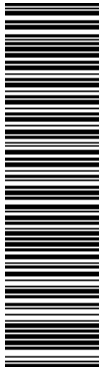


Mail documents to: VisaHQ.com Inc.  
Embassy Row  
2005 Massachusetts Ave. NW  
Washington, DC 20036

Tel: (800)345-6541



## New Zealand Work visa Application



### Please enter your contact information

**Name:**

**Email:**

**Tel:**  **Mobile:**

**The latest date you need your passport returned in time for your travel:**



### New Zealand work visa checklist

- Filled out and signed New Zealand work visa application form.** The form is enclosed.
- Original passport.** Passport must have at least 6 months remaining validity and have at least 1 visa page.
- 2 Photographs.** Standard passport photographs 2x2 inches on a white background.
- Payment.** Credit Card Authorization form, Certified Check, or Money Order payable to VisaHQ.com.
- Return mailer.** Prepaid self-addressed return label or payment for FedEx.

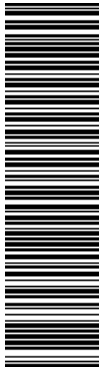
If you wish to prepay return shipping, please add the shipping fee to the total and provide return address:

<input type="checkbox"/> FedEx 2nd day delivery - From \$29	<b>Name:</b> <input type="text"/>
<input type="checkbox"/> FedEx Standard Overnight - From \$42	<b>Company:</b> <input type="text"/>
<input type="checkbox"/> FedEx Priority Overnight - From \$43	<b>Address:</b> <input type="text"/>
<input type="checkbox"/> FedEx Saturday delivery - From \$60	<input type="text"/>
<input type="checkbox"/> FedEx First Overnight - From \$72	<b>City:</b> <input type="text"/>
<input type="checkbox"/> Prepaid self addressed mailer - \$0	<b>State:</b> <input type="text"/>
<input type="checkbox"/> Local pick up in Washington - \$0	<b>Zip:</b> <input type="text"/>

\* Actual prices may vary based on location per FedEx.com.

Mail documents to: VisaHQ.com Inc.  
Embassy Row  
2005 Massachusetts Ave. NW  
Washington, DC 20036

Tel: (800)345-6541



**Proof of status. Original** evidence of your legal status in US (**Original** of Green card, US visa, I-20, H1B approval notice. VisaHQ cannot assist US **B1/B2 visa holders** at this time.)

---

**Itinerary.** Copy of round trip tickets or confirmed itinerary.

---

**Hotel Reservations.** Copy of hotel reservations (Applicant's name must be on Hotel Reservation).

---

**Business Letter.** A business letter from the sending company in the US. The letter should be printed on the company letterhead stationery, addressed to "The Consulate of New Zealand, Visa Section", and signed by a senior manager (an equivalent to Vice-President or above). The business letter must adhere to the following guidelines:

- Briefly introduce the applicant (please specify employment status/position held in the company by applicant).
- State the nature of the business to be conducted (ie. business meetings, contract negotiations, etc.) and the names and addresses of companies to be contacted in New Zealand.
- Specify the **Type and desired Validity** of the visa (ie. a one year multiple entry business visa).
- Guarantee of sufficient funds for travel.

The sample format for this letter can be found here

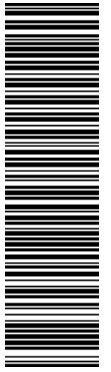
---

**Business Invitation.** A business invitation letter from the sponsoring company in New Zealand. The letter should be printed on company letterhead stationery, addressed to "The Consulate of New Zealand, Visa Section", and signed by a senior manager (an equivalent to Vice-President or above). The business letter must adhere to the following guidelines:

- Briefly introduce the applicant (please specify employment status/position held in the company by applicant).
  - State the nature of the business to be conducted (ie. business meetings, contract negotiations, etc.) and the names and addresses of companies to be contacted in New Zealand.
  - Specify the **Type and desired Validity** of the visa (ie. a one year multiple entry business visa).
-

Mail documents to: VisaHQ.com Inc.  
Embassy Row  
2005 Massachusetts Ave. NW  
Washington, DC 20036

Tel: (800)345-6541



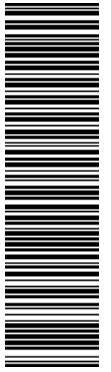
## New Zealand work visa fees for citizens of Bahamas

	Type of visa	Validity	Processing time	Embassy fee	Service fee	Total
<input type="checkbox"/>	Single entry	up to 365 days	20 business days	\$275.00	\$199.00	\$474.00

This order is subject to Terms of Service, posted on VisaHQ website.  
All fees and requirements may change without notice.

Mail documents to: VisaHQ.com Inc.  
Embassy Row  
2005 Massachusetts Ave. NW  
Washington, DC 20036

Tel: (800)345-6541



## Credit Card Authorization Form

By signing this form i accept VisaHQ.com Terms of Service and authorize to charge my credit card for the amount of \$

Name on the Credit Card:	<input type="text"/>			
Credit Card number:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Exp. date:	<input type="text"/>	<input type="text"/>		
Credit Card Billing Address:	<input type="text"/>			
	<input type="text"/>			
Signature:	<input type="text"/>			
Comments:	<input type="text"/>			

**Thank you!**  
**We accept all major credit cards.**



November 2014

INZ 1015



# Work Visa Application

based on qualifications, employment or humanitarian reasons

## Refer to the *Work Visa Guide*

The *Work Visa Guide (INZ 1016)* contains important information about the requirements for a work visa and how to complete the form. It can be downloaded from [www.immigration.govt.nz/forms](http://www.immigration.govt.nz/forms).

## Documents required

Use the checklist on page 2 of this form to find out which documents you must provide. If you have not provided the correct documents, we will return your application.

## Including your family

You cannot include family members on this form. Your partner must use the *Partnership Visa Application (INZ 1198)*. Dependent children must use the *Student Visa Application (INZ 1012)* if they have reached school age or the *Visitor Visa Application (INZ 1017)* otherwise.

## Who cannot use this form

This form cannot be used for some types of work visa. These work visas have separate forms that can be found at [www.immigration.govt.nz/forms](http://www.immigration.govt.nz/forms). Do not use this form to apply for a visa under the following categories:

- Partnership
- Working holiday scheme
- Recognised seasonal employer
- China Skilled Work
- Performing Artists, Entertainers and Entertainment Industry Personnel.

## 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](http://www.iaa.govt.nz) or email [info@iaa.govt.nz](mailto: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](http://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.
<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.

#### Applications for visas based on employment

<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 my job offer.
<input type="checkbox"/>	Evidence of work experience relevant to my job offer.
<input type="checkbox"/>	Evidence that I have met or am able to meet any necessary New Zealand registration requirements.

Visas based on employment include the following types:

- Essential Skills
- Work to Residence: Accredited Employer
- Work to Residence: Arts Culture and Sports
- Work to Residence: Long Term Skill Shortage List
- Approved in Principle
- Specific Purpose or Event
- Free Trade Agreement special work
- Work exchange
- Religious Worker
- Primary Sector Trainees

Unless listed below, applications for these types of visas do not require additional documents.

If I am applying for...	I must also provide...
<input type="checkbox"/> an Essential skills work visa	<input type="checkbox"/> Completed <i>Employer Supplementary Form (INZ 1113)</i> and associated documents.
<input type="checkbox"/> a Work to Residence: Arts, culture and sport work visa	<input type="checkbox"/> Completed <i>Talent (Arts, Culture and Sports) Sponsorship Form (INZ 1091)</i> and associated documents.
	<input type="checkbox"/> Evidence of my international reputation in my declared field and evidence I am still prominent in that field.
<input type="checkbox"/> a Work to Residence: Long Term Skill Shortage List work visa	<input type="checkbox"/> Completed <i>Employer Supplementary Form (INZ 1113)</i> and associated documents.

<input type="checkbox"/>	Silver Fern Practical Experience visa	<input type="checkbox"/>	Completed <i>Employer Supplementary Form (INZ 1113)</i> and associated documents.
<input type="checkbox"/>	Specific purpose or event work visa	<input type="checkbox"/>	Description of the specific purpose or event for which I am coming to New Zealand.
		<input type="checkbox"/>	Evidence of the specific purpose or event and if applicable, a completed <i>Employer Supplementary Form (INZ 1113)</i> .
<input type="checkbox"/>	Primary Sector Trainees visa	<input type="checkbox"/>	Evidence as specified in the primary sector trainee visa requirements of the <i>Work Visa Guide (INZ 1016)</i>
<input type="checkbox"/>	Foreign crew of fishing vessels work visa	<input type="checkbox"/>	Evidence as specified in 'Foreign crew of fishing vessels visa requirements' on page 9 of the <i>Work Visa Guide (INZ 1016)</i> .
<input type="checkbox"/>	Religious worker visa	<input type="checkbox"/>	Completed <i>Sponsorship Form for Religious Workers (INZ 1190)</i> and associated documents.
<input type="checkbox"/>	Work exchange visa	<input type="checkbox"/>	Evidence of acceptance to approved work exchange.
		<input type="checkbox"/>	Evidence of medical and dental insurance.
		<input type="checkbox"/>	Evidence I hold (or can purchase) outward travel from New Zealand.
<input type="checkbox"/>	Post-study work visa - open	<input type="checkbox"/>	Evidence I have completed a New Zealand qualification that would qualify for points under the Skilled Migrant Category.
		<input type="checkbox"/>	Evidence I have a minimum of NZ\$4200 in funds available to maintain myself.
<input type="checkbox"/>	Post-study work visa - employer assisted	<input type="checkbox"/>	Evidence I have completed a New Zealand qualification that would qualify for points under the Skilled Migrant Category.
		<input type="checkbox"/>	Completed <i>Employer Supplementary Form (INZ 1113)</i> and associated documents.

**Note:** Detailed information about the type of documents you should provide in support of your application is available from the Immigration New Zealand branch where you will submit your application. Go to [www.immigration.govt.nz/contactus](http://www.immigration.govt.nz/contactus) and select the appropriate branch.

If your circumstances are not covered in the above list, refer to the Immigration New Zealand website, [www.immigration.govt.nz/work](http://www.immigration.govt.nz/work), or the Immigration New Zealand Operational Manual, [www.immigration.govt.nz/opsmanual](http://www.immigration.govt.nz/opsmanual), for information about the documents you must provide.

## What type of work visa are you applying for?

### Visas based on employment

- Essential Skills
- Work to Residence: Accredited Employer
- Work to Residence: Arts Culture and Sports
- Work to Residence: Long Term Skill Shortage List
- Approved in Principle
- Specific Purpose or Event
- Primary Sector Trainees
- Free Trade Agreement special work
- Work exchange
- Foreign crew of fishing vessels

Religious Worker

Other (specify) \_\_\_\_\_

### Visas based on qualifications gained in New Zealand

- Post-study work visa - open
- Post-study work visa - employer assisted

### Visas based on humanitarian reasons

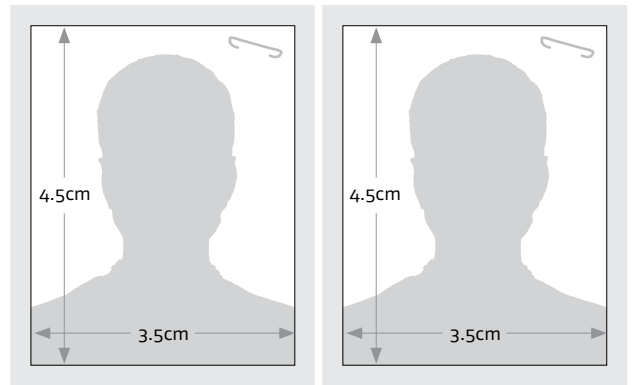
Refugee or protection status claimant

Other (specify) \_\_\_\_\_

## 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

Divorced

Married/in civil union

Engaged

Widowed

## Section B Contact details

**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 | \_\_\_\_\_

Company name (if applicable) and address | \_\_\_\_\_  
| \_\_\_\_\_

Telephone (daytime) | \_\_\_\_\_ Telephone (evening) | \_\_\_\_\_

Email | \_\_\_\_\_

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

**B5** Have you received immigration advice on this application?

**i** You can find a definition of immigration advice at [www.immigration.govt.nz/advice](http://www.immigration.govt.nz/advice).

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

No

**B6** Names and addresses of any friends, relatives, or contacts you have in New Zealand (if applicable).

Name | \_\_\_\_\_

Address | \_\_\_\_\_

Relationship | \_\_\_\_\_ Date of birth (if known) | 

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

.....  
Name | \_\_\_\_\_

Address | \_\_\_\_\_

Relationship | \_\_\_\_\_ Date of birth (if known) | 

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



## 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** Will you be in New Zealand for more than six months in total?

- No *You do not have to provide a chest X-ray certificate or a medical certificate. Go to Section D: Your character.*
- Yes *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. Then go to **C8**.*
- More than 12 months. *You must provide a Chest X-ray Certificate (INZ 1096) and a General Medical Certificate (INZ 1007). See notes below, then go to **C8**.*

Notes:

- Refer to 'Completing Section C: Your health' in the *Work Visa Guide* (INZ 1016) 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.
- You do not need to provide a chest X-ray certificate if you have provided one which was issued less than 36 months ago, with a previous Immigration New Zealand application, unless your health has deteriorated since your previous certificate was issued, or unless you have spent six consecutive months since your previous certificate was issued, in a place not listed as having a low incidence of tuberculosis.
- You do not need to provide a medical certificate if you have provided one which was issued less than 36 months ago, with a previous Immigration New Zealand application, unless your health has deteriorated since your previous certificate was issued.

**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**; or
  - I have previously provided a chest X-ray certificate; however:
    - it was dated by the radiologist more than 36 months ago go to **C9**, or
    - my health has deteriorated since my last certificate was issued, or
    - I have spent six consecutive months since my previous certificate was issued, in a place 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**.
- I am required to provide a *General Medical Certificate (INZ 1007)* because:
- I have provided a chest X-ray certificate which was issued less than 36 months ago with a previous Immigration New Zealand application, or
  - I have previously provided a medical certificate, however:
    - it was dated by the examining physician more than 36 months ago; or
    - my health has deteriorated since my last certificate was issued. Go to **C9**.
- I do not have to provide a *Chest X-ray Certificate (INZ 1096)* or a *General Medical Certificate (INZ 1007)* at this stage because:
- I have provided a medical certificate and chest X-ray certificate which were issued less than 36 months ago, with a previous Immigration New Zealand application; and
  - my health has not deteriorated; and
  - I have not spent six consecutive months in a place which is not listed as having a low incidence of tuberculosis since my previous certificate was issued. Go to Section D: Your character.

**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. If your application is declined for character reasons, Immigration New Zealand may place a notation in your passport indicating that you applied for a visa for New Zealand.

**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, including New Zealand?

- D4** Have you ever been refused a visa/permit to visit, work, study or reside in any country?  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** You must provide police certificates from your country of citizenship and any country you have lived in for five years or more since the age of 17 if:
- you are applying for a work to residence visa, or
  - you plan to be in New Zealand for 24 months or longer (including any time you have already spent in New Zealand), and, either
    - you have not provided police certificates to Immigration New Zealand with a previous visa application, or
    - you have provided police certificates to Immigration New Zealand but those certificates were issued more than 24 months ago.

- D8** You do not have to provide police certificates if:
- you are not **intending** to be in New Zealand for **24 months or longer**, or
  - you have already provided police certificates to Immigration New Zealand with a previous visa application and those police certificates were issued less than 24 months ago.

## Section E Employment and qualifications

Applicants who hold a current New Zealand work visa may go to Section F: Job offer. All other applicants must complete this section.

**E1** If you are currently employed, provide details

Employer's name

Employer's address

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
	/ /	
	/ /	
	/ /	
	/ /	

## Section F Job offer

**F1** Do you have a job offer in New Zealand?  Yes  No Go to 'Section G: Declaration by applicant'.

**F2** Name and address of employer who has offered you a job.

Employer's name

Employer's address

Telephone  Email

**F3** Name of position offered

Write your ANZSCO occupation code (eg 321212 Diesel Motor Mechanic) if known.

**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](http://www.immigration.govt.nz/anzsco).

**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

## Section G Declaration by applicant

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

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 via the online VisaView system. VisaView is authorised by legislation.

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 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](http://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](http://www.iaa.govt.nz), via email [info@iaa.govt.nz](mailto:info@iaa.govt.nz) or by telephone on 0508 422 422.*

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

Family/last name

Given/first name(s)

--	--

Company name (if applicable) and address

--

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
---	---	---	---	---	---	---	---

## → 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 3705, Wellington, New Zealand. **This is not where your application should be sent.**

### Other documents we may need

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

To find out how much the fee is and where to send your application, use our office and fees finder at [www.immigration.govt.nz/fees](http://www.immigration.govt.nz/fees).

**Note:** some offshore offices do not accept credit cards. The office and fees finder contains information about alternative methods of payment.

### Your application fee

Amount you are paying:

Currency

Application number   
*(office use only)*

### Preferred methods of payment

We recommend that you use one of the following methods of payment for better security and faster processing:

Bank cheque/bank draft

Credit card (choose one)

Mastercard

Visa

SWITCH card (UK only)  SWITCH card Issue number

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 card.*

Expiry date

Signature of cardholder

Date

### Other methods of payment

Personal cheque. *Note that we will hold your application for 10 working days to allow the cheque to be cleared.*

Cash. *Our New Zealand offices do not accept cash. Most of our offices outside New Zealand do not accept cash.*

EFTPOS. *Note this option is only available for applications lodged in person in one of our New Zealand offices.*

**We do not accept money orders.**

### Returning your documents

<i>Please tick one of the following options</i>	
Please return all documents to me by secure post at the address given at <input type="text"/> B3.	<input type="checkbox"/>
I wish to collect my documents when ready. <b>Note:</b> This option is not available in all branches, see your branch website at <a href="http://www.immigration.govt.nz/contactus">www.immigration.govt.nz/contactus</a> to check if you can collect your documents.	<input type="checkbox"/>



March 2015

INZ 1113



# Employer Supplementary Form

for employers who have offered a position to a person from overseas who is applying for a work visa

## Information for employers

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 (refer to the *Immigration Guide for Employers (INZ 1031)*) or varying the conditions of a work visa.

This form must be used for:

- Essential Skills work visa applicants; and
- Work to Residence: Long Term Skill Shortage List (LTSSL) work visa applicants; and
- Graduate Work Experience work visa applicants; and
- Silver Fern Practical Experience work visa applicants; and
- Specific Purpose work visa applicants, where a job offer is required; and
- Variation of Condition work visa applicants

This form is not required for any other work visa category.

This form must be submitted by the person you have offered a position to with the *Work Visa Application (INZ 1015)* form or the *Application for a Variation of Conditions or Variation of Travel Conditions [INZ 1020]* form.

**Note:** If you are an Accredited Employer, you do not have to complete this form to support a work visa holder applying to vary the conditions of their work visa.

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.

## Work entitlement

It is an offence under the Immigration Act 2009 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 through Immigration New Zealand's online VisaView system. For more information or to register please visit [www.immigration.govt.nz/visaview](http://www.immigration.govt.nz/visaview). Disclosure of information through VisaView is authorised by legislation.

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

## About the information you provide

Immigration New Zealand collects the information about you on this form to determine your request to recruit overseas workers. We may also use the information to contact you for research purposes or to advise you on immigration matters.

The address of Immigration New Zealand is PO Box 3705, Wellington, New Zealand. **Do not send your application to this address.**

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.

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 have the right to access the information we hold about you and have any of it corrected if you think it is necessary.

For more information

If you have questions about completing this form:

- see our website [www.immigration.govt.nz](http://www.immigration.govt.nz)
- telephone our call centre on 0508 558 855 (within New Zealand).

**Section A** Employment details

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

- A1** State the name of the person to whom you have offered a position in your business
- Family/last name \_\_\_\_\_ Given/first name(s) \_\_\_\_\_
- A2** Full name of person offering employment.  
\_\_\_\_\_  
Company name (if applicable) and physical and postal addresses.  
\_\_\_\_\_  
\_\_\_\_\_  
Telephone (daytime) \_\_\_\_\_ Telephone (evening) \_\_\_\_\_  
Fax \_\_\_\_\_ Email \_\_\_\_\_  
Website \_\_\_\_\_ Mobile \_\_\_\_\_
- A3** Have you received approval in principle from Immigration New Zealand to recruit overseas workers for this position?
- Yes State your eight-digit approval in principle reference number  
\_\_\_\_\_ *Go to 'Section D: Declaration by employer'*
- No
- A4** State the type of business you operate (for example, restaurant).  
\_\_\_\_\_
- A5** How long has your company been in operation? \_\_\_\_\_
- A6** How many people do you currently employ? \_\_\_\_\_
- A7** Have you made anybody redundant from this company or business in the last six months?
- Yes *State how many people and their positions.*
- No  
\_\_\_\_\_  
\_\_\_\_\_
- A8** Have you recently been through, or are you currently in, a consultation process in relation to potential redundancies?
- Yes *State how many employees could be affected, and their positions.*
- No  
\_\_\_\_\_  
\_\_\_\_\_
- A9** Is your business a registered company?  Yes  No

**A10** Is the company or business GST-registered?  Yes  No

**A11** State the names of any other companies or businesses you operate.

---

---

---

## Section B Position details

Provide details of the position you have offered to the potential employee named in this application.

**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](http://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 **A2**).

---

---

---

**B4** The type of work, duties and responsibilities.

---

---

---

**B5** Details of pay and conditions of employment (for example, holidays).

---

---

---

**B6** Hours of work.

**B7** The duration of the job.

**B8** Qualifications required.

---

---

---

**B9** Type of experience required.

---

---

Length of experience required.

**B10** Other skills or competencies required.

---

---

---

**B11** Does the worker require occupational registration in New Zealand?

- Yes *The applicant will need to produce evidence that this has been obtained at the time of submitting the work visa application.*
- No

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

**This section must be completed if the person you have offered employment to is applying under the Essential Skills work category unless:**

- the person has been invited to apply under the Skilled Migrant Category, or
- the occupation is on the Essential Skills in Demand Lists and the person meets the qualification and/or work experience requirements of the list.

Detail the attempts you have made to recruit New Zealand citizens or residence class visa holders to fill the position by answering the questions set out below.

**C1** Have you listed the vacancy with the Ministry of Social Development (MSD) – Work and Income?

- Yes *You need to attach any correspondence you have had with a work broker, copies of any listings and the outcome of those listings.*
- No *This may delay the application of the person you have offered employment to.*

**C2** Have you used other advertising media such as national newspapers, internet etc?

- Yes *You need to attach dated copies of the advertising and receipts for paid advertising. The evidence needs to show the duration and frequency of advertising. You also need to attach evidence of the outcome of your advertising.*
- No *This may delay the application of the person you have offered employment to.*

**C3** Did you list the vacancy with a recruitment agency?

- Yes *Attach a dated letter from the recruitment agency, outlining any recruitment they undertook, including why any New Zealand applicants were not suitable.*
- No

**C4** Have you made efforts as an employer to train New Zealanders to fill the positions available?

- Yes *Attach documents outlining the types of training provided and the outcome of that training.*
- No *Provide a written statement outlining why you have not made efforts to train New Zealanders.*

**If the place of employment is in the Canterbury region and the position is an ANZSCO skill level 3–5 occupation (see [B2](#)), you must engage with the Canterbury Skills and Employment Hub when attempting to recruit New Zealand citizens or residence class visa holders to fill the position. To contact the Canterbury Skills and Employment Hub, see [www.opportunitycanterbury.org.nz](http://www.opportunitycanterbury.org.nz) or phone 0800 CanHub (0800 226 482).**

**C5** Have you engaged with the Canterbury Skills and Employment Hub?

- Yes *You must attach the final letter from the Canterbury Skills and Employment Hub showing the outcome of your engagement with them.*
- No *This may delay the application of the person you have offered employment to.*

**Note:** Employment is in the Canterbury region if the entire or principal place of work is within the territorial authorities of Christchurch City Council, Selwyn District Council and Waimakariri District Council.

## Section D Declaration by employer

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 Ministry of Business, Innovation and Employment.

Signature  Date

Name

Job title or position