



# Employer Supplementary Form Work Visa Application

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)*).

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
- Study to Work visa applicants (except for graduate job search work visa applicants); and
- Partners of NZAID-supported student visa holders, work visa applicants **only** as specified in the *Immigration Guide for Employers (INZ 1031)*; and
- Silver Fern Practical Experience work visa applicants.

This form must be submitted with the form *Work Visa Application (INZ 1015)*. 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 print clearly in English using CAPITAL LETTERS.

## 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. \_\_\_\_\_  
Telephone (daytime) \_\_\_\_\_ Telephone (evening) \_\_\_\_\_  
Fax \_\_\_\_\_ Email \_\_\_\_\_  
Mobile \_\_\_\_\_

**A3** Company name (if applicable) and physical and postal addresses. \_\_\_\_\_  
\_\_\_\_\_  
Telephone (daytime) \_\_\_\_\_ Telephone (evening) \_\_\_\_\_  
Fax \_\_\_\_\_ Email \_\_\_\_\_  
Website \_\_\_\_\_ Mobile \_\_\_\_\_

**A4** Have you received approval in principle from Immigration New Zealand to recruit overseas workers for this position?  
 Yes State your seven-digit approval in principle reference number \_\_\_\_\_ *Go to 'Section D: Employer's declaration.'*  
 No

**A5** State the type of business you operate (eg restaurant). \_\_\_\_\_  
\_\_\_\_\_

**A6** How long has your company been in operation? \_\_\_\_\_

**A7** How many people do you currently employ? \_\_\_\_\_

**A8** Have you made anybody redundant from this company or business in the last six months?  
 Yes *State how many people and their positions.*  
 No  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**A9** 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  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**A10** Is your business a registered company?  Yes  No

**A11** Is the company or business GST-registered?  Yes  No

**A12** State the names of any other companies or businesses you operate.

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## Section B Position details

Provide details of the position you have offered to the potential employee named in this application. (If you have a job description that already contains all of the information below it can be attached to this form and you need not complete the section below. If any information requested below IS NOT covered in the job description please complete the relevant questions).

**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 **A3**).

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

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**B5** Details of pay and conditions of employment (eg holidays).

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**B6** Hours of work

**B7** The duration of the job

**B8** Qualifications required

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**B9** Type of experience required

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Length of experience required

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**B10** 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**

Do not complete this section if:

- the employee you have offered employment to has been offered a position on the Immediate Skill Shortage List or the Long Term Skill Shortage List
- the employee you have offered employment to is applying under the family stream as the partner of an NZAID-supported student visa holder
- the employee you have offered employment to is applying under the Study to Work Instructions and requires practical experience that is relevant to their qualification, or
- the employee you have offered employment to is applying under the Silver Fern Practical Experience Instructions.

For the purposes of Essential Skills work instructions an employer is considered to have made genuine attempts to recruit suitable New Zealand citizens or residence class visa holders if:

1. any specifications or requirements stipulated in a job description and/or ideal person specification are restricted to those specifications or requirements necessary to perform the work on offer; and
2. the terms and conditions specified for the work on offer are not less than those of the New Zealand market, including payment at the New Zealand market rate; and
3. the extent and nature of advertising or use of other appropriate means of recruitment is such that any suitable New Zealand workers would apply or be likely to apply for the position(s), for example:
  - listing the vacancy with Work and Income
  - advertising the vacancy in a national newspaper and/or website
  - contracting a recruitment company appropriate to the industry.

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 and attach copies of the advertising you have undertaken and evidence of receipts for paid advertising.

**C1** Have you listed the vacancy with the Ministry of Social Development (MSD) – Work and Income? *Listing the vacancy with Work and Income may speed up the processing of your request. For more information see the Work Visa Guide (INZ 1016). For more information about your regional Work and Income office, see the website [www.workandincome.govt.nz](http://www.workandincome.govt.nz).*

Yes *Provide information regarding the outcome of that listing (eg number of Work and Income clients referred, percentage of referred who took up employment, and duration of employment of those who took up employment). Provide the contact name and phone number of the Work and Income work broker.*

No

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**C2** Provide details of the advertising media used (eg national newspaper, internet, etc.). Please include dates.

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**C3** Advertising audience (advertised locally, nationally, internationally).

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**C4** Duration and frequency of advertising campaign.

**C5** Letter from recruitment agency (where applicable – if not applicable please write n/a).

**C6** Explain why the New Zealand applicants were not suitable.

**C7** Detail the efforts you have made as an employer to train New Zealanders to fill the positions available. Include details of the type of training provided and the outcome of the training.

## 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 Department of Labour.

Signature

Date

Name

Job title or position



## 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)
- contact one of Immigration New Zealand's offices.

Our New Zealand offices are located in Auckland, Henderson, Manukau, Hamilton, Palmerston North, Wellington, Christchurch, Queenstown and Dunedin.



[newzealand.govt.nz](https://www.newzealand.govt.nz)