



Please 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 or permit (refer to the **Guide for Employers in New Zealand** (NZIS 1031)).

This form **MUST** be used for:

- Long Term Skill Shortage List *formerly Priority Occupations Policy* (POL) visa and permit applicants; **and**
- general work policy visa and permit applicants; **and**
- study to work policy visa and permit applicants (except for graduate job search work permit applicants); **and**
- partners of NZAID supported student permit holders, work permit applicants **ONLY** as specified in the **Guide for Employers in New Zealand** (NZIS 1031).

This form **MUST** be submitted with the form **Application to Work in New Zealand** (NZIS 1015).

Please do NOT submit ORIGINAL documents as they will NOT be returned to you. Please submit photocopies only. If we need to see an original document you will be asked to produce it at a later time.

Section 1 Employment Details

Please attach a copy of the full employment agreement and complete the following:

Employee Details

Please state the full name of the person to whom you have offered a position in your business.

Surname:

Given Names:

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Employer Details

1 Full name of person offering employment :

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| Address: | Phone number: |
| | Fax: |
| | Email: |
| | Mobile: |

2 The full name of your company or business:

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| Site Address: | Phone number: |
| | Fax: |
| | Email: |
| | Mobile: |

If you have not received Approval in Principle from the New Zealand Immigration Service to recruit overseas workers, please complete questions 3 to 7 below. Providing this information will assist us to process the application, however we may need to contact you to obtain further information.

3 Please state the type of business you operate (e.g. restaurant):

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4 How long has your company been in operation?

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5 How many people do you currently employ?

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6 Is your business a registered company?

Yes No

7 Is the company or business GST registered?

Yes No

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Please state the names of any other companies or businesses you operate:

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Section 2 Position Details

Please 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).

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Job title:

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The address of the place of employment (if different from that stated in question 2):

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The type of work, duties and responsibilities:

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Details of pay and conditions of employment (eg: holidays etc):

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Hours of work:

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The duration of the job:

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Qualifications required:

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Experience:

Type of experience required:

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Length of experience required:

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New Zealand Registration

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Does the worker require occupational registration in New Zealand?

Yes No

(Note: If registration is required, the applicant will need to produce evidence that this has been obtained at the time of submitting the work permit application).

Section 3 Overseas Recruitment Based on Non-Availability of New Zealand Residents

Do not complete this section if:

- you have already received Approval in Principle from the New Zealand Immigration Service to employ overseas workers; or
- the employee you have offered employment to has been offered a position on the Immediate Skill Shortage List *formerly Occupational Shortages List (OSL)* or the Long Term Skill Shortage List *formerly Priority Occupations List (POL)*.
- the employee you have offered employment to is applying under the family stream as the partner of a NZAID supported student permit holder; or
- the employee you have offered employment to is applying under the Study to Work Policy and requires practical experience that is relevant to their qualification.

For the purposes of this policy an employer is considered to have made genuine attempts to recruit suitable staff from within New Zealand if:

- 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); and*
- 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*
- The nature of the work offered is such that New Zealanders could not be readily trained to fill the position(s).*

Please detail the attempts you have made to recruit New Zealand citizens or residents to fill the position by answering the questions set out below and attach the following:

- **copies of the advertising you have undertaken**
- **evidence of receipts for paid advertising**

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Please provide details of the advertising media used (eg national newspaper, internet, etc). Please include dates:

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Advertising audience (advertised locally, nationally, internationally):

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Duration and frequency of advertising campaign:

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

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Please explain why the New Zealand applicants were not suitable.

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Please 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.

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Employer's Declaration

I understand the questions in, and contents of, this form, and the information I have provided is true and correct. I consent to the NZIS seeking information concerning my compliance with New Zealand's immigration and employment laws from any records held by the Department of Labour.

Name

Position held within company

Date

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Privacy Act

The information about you on this form is collected to determine your request to recruit overseas workers.

The main recipient of the information is the New Zealand Immigration Service of the Department of Labour but it may also be shared with other Government agencies which are entitled to this information under applicable legislation, or with other agencies in accordance with an authority in the form.

The address of the New Zealand Immigration Service is PO Box 3705, Wellington, New Zealand. **This is not where this form should be sent.**

The collection of the information is authorised by the Immigration Act 1987 and the Immigration Regulations made under that Act. The supply of the information is voluntary, but if you do not supply it your request is likely to be declined.

You have a right to access the information about you held by the New Zealand Immigration Service and to ask for any of it to be corrected if you think that is necessary.

Your request should be sent to the nearest New Zealand Immigration Service Branch.

More Information and Advice

You can get more information and advice from any of our NZIS branch offices in New Zealand, which are located in Auckland, Henderson, Manukau, Hamilton, Palmerston North, Wellington, Christchurch and Dunedin. All NZIS forms, leaflets, and fee information can be downloaded from our website at: www.immigration.govt.nz