

November 2014

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** 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

New Zealand Government