OFFICE USE ONLY | Client no.:

Date received:

Application no.:

December 2018 INZ 1112



Request for Approval in Principle

to recruit overseas workers under Essential Skills Work Instructions

Information for employers

If you are an employer wanting to recruit overseas workers you need to complete this form to obtain approval in principle from Immigration New Zealand (INZ). New Zealand employers who can establish that there are no New Zealand citizens or residence class visa holders suitably qualified by training and experience available, or readily able to be trained to do the work, may request approval in principle from INZ to temporarily employ non-New Zealand citizens or residence class visa holder workers. No approval in principle will be granted for recruitment of workers to plant, maintain, harvest, or pack crops in the horticulture or viticulture industries.

Refer to the Immigration Guide for Employers on our website www.immigration.govt.nz/employ-migrants.

A fee is payable. See our leaflet Fees Guide (INZ 1028) or our website www.immigration.govt.nz/fees.

Do not submit original documents as they will not be returned to you. Submit photocopies only. If we need to see an original document you will be asked to produce it at a later time.

Who do not need to complete this form

You do not need to complete this form if:

- you have previously received approval in principle to recruit overseas workers contact INZ to see whether your previous request is still valid, or
- you have already offered a position to an overseas person who is applying for a work visa. You may need to complete an *Employer Supplementary Form (INZ 1113)*, or
- the positions you are having difficulty filling are listed on the Immediate Skill Shortage List, or the Long Term Skill Shortage List, or the Construction and Infrastructure Skill Shortage List issued by INZ.

The Immediate Skill Shortage List (ISSL) is a list of identified occupations for which there is a shortage of skilled workers in New Zealand. It is centrally maintained and reviewed biannually by INZ. In compiling the list INZ uses a range of information sources and takes into account regional variations where appropriate. The current ISSL is published on the INZ website www.immigration.govt.nz.

The Long Term Skill Shortage List (LTSSL) is a list of identified occupations for which there is an ongoing and sustained shortage of skilled workers both globally and in New Zealand. The current LTSSL is held at Appendix 4 of the INZ Operational Manual that is published on the INZ website www.immigration.govt.nz.

The Construction and Infrastructure SkillShortage List (CISSL) is a list of identified occupations for which there is a shortage of skilled workers in the construction-related occupations in New Zealand. The current CISSL is published on the INZ website.

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, INZ will return your Request for Approval in Principle. For more information and to view the register of licensed advisers, go to the Immigration Advisers Authority website www.iaa.govt.nz or email info@iaa.govt.nz.

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. Disclosure of information through VisaView is authorised by legislation.



Se	ction A Business detai	ils					
lea	se complete the following qu	uestions relating to	the typ	e of compa	ny or business you ope	rate.	
1	Full name and address of the person offering employment						
	Family/last name			Given/first r	name(s)		
	Address						
	Telephone (daytime)			Telephone	(mobile)		
	Fax	Email					
2	Full name and address of bus	siness/company					
		,					
	Site address						
	1						
	New Zealand Business Number For help search: www.nzbn.govt.nz		1 1 1				
	Telephone (daytime)			Telephone	(mobile)		
	Fax	Email					
3	What type of business/compa	anv is it? (eg restaura	ant)				
44	How many people does your l			employ?			
ا5	How long has your business/o	company been in ope	eration?				
6	Do you have any employees v			lace vicae?			
v	Yes <i>Provide details in the table l</i>		y entry c	1922 A1292:			
	No Go to A7						
	Name of employee	Nationality		of birth IM/YY)	Position held	Visa expir (DD/MM	
			,	, ,		(22/	., ,
			/	/		/	/
			/	/		/	/
			/	/		/ /	/ /
			/ / /	/ / / /		/ / / /	/ / / / /

A8	Is the company or business currently GST registered?
	Yes Provide GST number
	□No
A9	List the names and addresses of the company directors (if applicable)
A10	State the names of any other companies or businesses you operate
Evid	dence you must provide
	ffers of employment must be genuine and sustainable. Please attach supporting evidence to demonstrate your ty to sustain the proposed employment.
Evid	ence may include GST returns, and/or statements of financial performance and position (including a breakdown ales, wages, expenses, net profit/loss).
Se	ction B Contact details
B1	Name and address for communication about this application
	Same as address at 🗚 or Same as address at 🗚 or as below
	Name of contact person
	Organisation name (if applicable) and address
	New Zealand Business Number (if applicable)
	Telephone (daytime) Telephone (evening)
	Fax Email
B2	Do you authorise the person stated at 🖪 to act on your behalf? 🗌 Yes 🗌 No
B 3	Do you authorise all other licensed immigration advisers or persons exempt from licensing who work for the organisation named at 🖪 to act on your behalf (if applicable)?
	Yes Note: the person identified at 🖪 will receive all communication from Immigration New Zealand.
	No Only the person indicated at B1 may act on my behalf.
B4	Have you received immigration advice on this application?
	Yes Please make sure that your immigration adviser completes Section F: Immigration adviser's details.
	□No
	1 You can find a definition of immigration advice at www.immigration.govt.nz/advice.

Section C Position details

Please provide details of the position(s) you have available that you wish to recruit a person(s) from overseas to fill. You may use one form for more than one person if the position you want to fill is exactly the same with regard to duties, pay, qualifications and experience required.

Please attach the job description (and employment contract if available) to this form.

For more information on employment relations matters, see the Ministry of Business, Innovation and Employment's website www.employment.govt.nz.

	Na	itionality			Number of employees
How do you intend to sou	rce and recruit	the oversea	is workers from	the nominated co	untries?
ob title					
ANIZCO a saventi a estitla (i	(Flue aa)		/:Elmanna\ ===		-1 (117555)
ANZSCO occupation title (i New Zealand Standard Classifica	it Known), occu tion of Occupation	ipation code is. Most New Ze	e (IT KNOWN), and ealand occupations a	re listed in the ANZSC	N). (ANZSCO is the Australi O, with a six-digit occupatio
and a skill level. For more inform					
ANZSCO occupation title					
ANZSCO occupation code			ANZSCO skill	level (if known)	
				,	
Address of the place of en	nployment (if d	lifferent fror	m that at 🕰)?		
Type of work, duties, and i	responsibilities	5			
Details of pay and condition	ons of employn	nent (eg pay	rates and pay n	nethod, overtime	rates, holiday and sick
eave, other benefits, etc)					

 -	s accommodation to be provided to workers? Yes Provide details. No
- ! [_	s transportation to be provided to the workplace? Yes <i>Provide details.</i> No
	Are there any proposed deductions from workers wages (such as for accommodation and meals)? Yes Provide details. No
)	The terms and conditions of employment must meet the New Zealand market rates. Please explain below why you consider the wage/salary on the offer of employment meets market rates. (You may wish to attach supporting evidence that the offer meets market rates.)
	Please provide information relating to any arrangements in place to assist the settlement of the overseas workers into the New Zealand workplace.
[Hours of work Duration of the job Qualification(s) required
- 1	Гуре of experience required
- 	_ength of experience required

Nev	w Zealand registration
C18	Does the worker require occupational registration in New Zealand? Yes No If registration is required, the applicant will need to produce evidence that this has been obtained at the time of submitting the work visa application.
Se	ection D Overseas recruitment based on non-availability of New Zealand residents
or re	btain approval in principle to recruit overseas workers you must establish that there are no New Zealand citizens esidence class visa holders suitably qualified by training and experience available, or readily able to be trained to he work.
Wh	en New Zealand citizens or residence class visa holders are not considered to be 'available'
	v Zealand citizens or residence class visa holders are not considered to be 'available' if the circumstances described ither a. or b. below apply.
a.	If, as a result of a labour market test, an immigration officer establishes that there are no suitable New Zealand citizens or residence class visa holders who can: i. take up the work on offer; or ii.readily be trained to do the work on offer.
b.	The position is for an occupation which is included on the current Long Term Skill Shortage List , Immediate Skill Shortage List, or Construction and Infrastructure Skill Shortage List.
worl	ther case it is not relevant to the determination of availability of New Zealand citizens or residence class visa holder kers whether those New Zealand citizen or residence class visa holder workers are prepared to do the work on the terms conditions proposed by the employer.
-	part of a labour market test, an immigration officer must be satisfied that an employer has made a genuine empt Empt to recruit suitable New Zealand citizen or residence class visa holder workers.
	the purposes of work instructions an employer is considered to have made genuine attempts to recruit suitable v Zealand citizens or residence class visa holders if:
i.	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
ii.	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
iii.	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.
	ail the attempts you have made to recruit New Zealand citizens or residence class visa holders to fill the position inswering the following questions.
D1	Provide details of the advertising medium used (eg national newspaper, internet, etc). Include dates, duration, and frequency of advertising. Please provide copies of advertising and evidence of receipts for paid advertising.

D2	What was the advertising audience? Tick one or more of the following options:
	☐ Local ☐ National ☐ International
D3	Did you use a recruitment agency?
	Yes Provide evidence such as a letter from the recruitment agency.
D4	Have you listed the vacancy with Work and Income? Listing the vacancy will speed up the processing of your request. For more information about your regional Work and Income office, see the website www.workandincome.govt.nz.
	Yes Provide information regarding the outcome of that listing eg number of Work and Income clients referred, percentage of those referred who took up employment, and duration of employment of those who took up employment). Please also provide the contact name and phone number of the Work and Income work broker.
	□No
D-	
υ5	Please explain and provide full details why any New Zealand applicants were unsuitable or unable to be trained.
D6	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 outcome of the training.

	Detail your future plans regarding the training and upskilling of New Zealanders to fill the positions available in the longer term.
	the longer term.
	Have you contacted your relevant industry organisation/union? Contacting your relevant industry organisation/union will speed up the processing of your request. For information on trade unions you can contact the New Zealand Council of Trade Unions. See www.union.org.nz.
[Yes Provide a copy of the comment received from the industry organisation/union. This comment should provide recent information on the terms and conditions of employment being offered and any other relevant information concerning the stated need for foreign labour, including comment on the availability of New Zealanders for the position(s) and whether your request is supported.
	□No
Sec	tion E Employer's declaration
	erstand the notes and questions in this form and I declare that the information given about my business is true correct.
	erstand that if I make any false statements, or provide any false or misleading information, or have changed ered this form in any way, this request for approval in principle to recruit overseas workers may be declined.
	erstand that I am required to inform Immigration New Zealand (INZ) about any relevant changes to the mstances of my business that occur after I submit this request.
l agre	ee to liaise and co-operate with the Ministry of Business, Innovation and Employment as appropriate and required.
meet	ee to comply with all relevant employment law in force in New Zealand. This includes, but is not limited to, ing holiday and special leave requirements or other minimum statutory criteria, eg occupational health and y obligations.
is no	erstand that if I have received immigration advice from an immigration adviser and if that immigration adviser t licensed under the Immigration Advisers Licensing Act 2007 when they should be, Immigration New Zealand eturn my application.
	n found to breach New Zealand employment law this will adversely affect my ability to obtain approval in principle cruit overseas workers in the future.
or fu	are that there are no matters or warrants outstanding, or investigations of any kind, which could have any current ture effect on the ability of my business to honour its obligations as an employer holding an approval in principle cruit overseas workers granted under the Essential Skills Work Instructions.
of thi overs overs as co	norise INZ to make any enquiries it deems necessary in respect of the documents or information provided in respect is request, and to share information provided about me or my business with other government agencies (including seas agencies) to the extent necessary to make decisions about whether I qualify for an approval in principle to recruit seas workers under the Essential Skills Work Instructions. Note: where any information is identified by the employer immercially sensitive and is provided in confidence to INZ, and INZ considers that disclosure of that information is assary for the processing of this request, it will consult the employer for the disclosure of that information.
actin	ept that any advice given to me by INZ before submitting this request was intended to assist me, and that go on that advice does not mean that this request for approval in principle to recruit overseas workers under assential Skills Work Instructions will be approved.
Signa	nture Name
Posit	ion held within company Date DIDI[MIM][Y]Y]Y]Y

Section F Immigration adviser's details

	isers within an organisation to act on its behalf at [B3], only the person named at [B1] must complete this tion. If the employer does not have an immigration adviser, this section does not have to be completed.						
Fi	Tick the one option that applies to you.						
	I am a licensed immigration adviser under the New Zealand Immigration Advisers Licensing Act 2007. Go to F2						
	\square I am exempt from licensing under the New Zealand Immigration Advisers Licensing Act 2007. Go to						
	If you are unlicensed when you should be licensed under the Immigration Advisers Licensing Act 2007, INZ will return your client's application. It is an offence to provide immigration advice without holding a licence, unless you are exempt.						
F2	Licensed advisers. Provide your licence details.						
	Licence type: full provisional limited. List conditions specified in the register.						
	Licence number 2 0 0 0 0 0 Go to Section G: Declaration by person helping the employer to complete this form.						
F 3	Exempt from licensing. Tick the boxes below to show why you are exempt from licensing.						
	☐ I provided immigration advice in an informal or family context only, and I did not provide the advice systematically or for a fee.						
	\square I am a New Zealand member of Parliament or member of their staff and I provided immigration advice as part of my employment agreement.						
	☐ I am a foreign diplomat or consular staff.						
	☐ I am an employee of the New Zealand public service and I provided immigration advice within the scope of my employment agreement.						
	☐ I am a lawyer and I hold a current practising certificate as a barrister or as a barrister and solicitor of the High Court of New Zealand.						
	☐ I am employed by, or I am working as a volunteer for, a New Zealand community law centre where at least one lawyer is on the employing body of the community law centre or is employed by or working as a volunteer for the community law centre in a supervisory capacity.						
	\square I am employed by, or I am working as a volunteer for, a New Zealand citizens advice bureau.						
	Go to Section G: Declaration by person helping the employer to complete this form.						

This section must be completed by the employer's immigration adviser. If the employer has authorised all

Section G Declaration by person helping the employer to complete this form

This section must be completed and signed by the employer's immigration adviser, or by any person who has assisted the employer by providing immigration advice, explaining, translating, or recording information on the form for the employer. If the employer does not have an immigration adviser, and no one helped the employer to fill in this form, this section does not have to be completed.

If you are unlicensed when you should be licensed under the Immigration Advisers Licensing Act 2007, Immigration New Zealand will return your client's application. It is an offence to provide immigration advice without holding a licence. For more information, go to the Immigration Advisers Authority website www.iaa.govt.nz, or email info@iaa.govt.nz or write to them at PO Box 6222, Wellesley Street, Auckland 1141, New Zealand. Name and address of person assisting employer. \square Same as name and address given at \square , or \square as below. Family/last name Given/first name(s) Organisation name (if applicable) and address New Zealand Business Number (if applicable) For help search: www.nzbn.govt.nz Telephone (daytime) Telephone (evening) Fax **Email** I understand that after the employer has signed this form it is an offence for me to change or add further information, change any documents attached to the form, or attach any further documents to the form. However, if changes are needed, the person making the changes must state on the form what information or documents have been changed or attached and give reasons for the changes or attachments. I note 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 employer asked me to help them complete this form and any additional forms. I certify that the employer agreed that the information provided was correct before signing the declaration. ☐ I have **assisted** the employer as an interpreter/translator. ☐ I have **assisted** the employer with recording information on the form. I have **assisted** the employer in another way. *Please specify* \sqcup I have provided immigration advice (as defined in the Immigration Advisers Licensing Act 2007) and my details in Section F: Immigration adviser's details are correct. Signature of person assisting Date | DIDIEMIMICALA PARA

About the information you provide

Deciding whether you are eligible to recruit overseas workers

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 1473, Wellington 6140, 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
- telephone our call centre on 0508 558 855 (within New Zealand)
- contact one of Immigration New Zealand's offices.

Section H Paying your application fee

To find out how much to pay, where to send your application, and how long a decision may take, see www.immigration.govt.nz/fees.

Your application fee
Amount you are paying:
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
Name of cardholder
Card number
Expiry date DDDDMMDLY LY LY LY
Signature of cardholder
Date DIDIMIMININIAN
Other methods of payment
Personal cheque. Note that we will hold your application

We do not accept money orders or cash.

for 10 working days to allow the cheque to be cleared.



