

If you are an employer wanting to recruit overseas workers you need to complete this form to obtain Approval in Principle from the New Zealand Immigration Service.

You do not need to complete this form if:

- You have already received Approval in Principle to recruit overseas workers – contact the New Zealand Immigration Service to see whether your previous request is still valid; OR
- The positions you are having difficulty filling are listed on our Immediate Skill Shortage List *formerly Occupational Shortages List* (OSL) or Long Term Skill Shortage List *formerly Priority Occupations List* (POL); OR
- You have already offered a position to an overseas person who is applying for a work visa or permit. (You may need to complete an *Employer Supplementary Form* (NZIS 1113).

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

A fee is payable. See the leaflet *New Zealand Immigration's Guide to Fees* (NZIS 1028) or the NZIS website www.immigration.govt.nz

(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

Business Details

Please complete the following questions relating to the type of company or business you operate.

1 Full name of person offering employment:

Address:	Phone number:
	Fax:
	Email:
	Mobile:

2 The full name of your company or business:

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

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

4 How many people does your company or business currently employ?

5 How long has your company or business been in operation?

6 Do you have any employees who are on temporary permits? If so please supply names, nationalities, dates of birth, positions held and details on when their permits expire in the table below:

Name of employee	Nationality	Date of birth	Position held	Permit expiry date

7 Is your business a registered company? Yes No
(If yes, please attach a copy of the Certificate of Incorporation)

8 Is the company or business currently GST registered? Yes No
(If yes, please provide GST number)

9 Please list the names and addresses of the company directors:

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

11 Please attach a final copy of the Company's financial statement for the last financial year, including a breakdown of:

- sales
- wages
- expenses
- net profit/loss

Section 2 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. (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).

12 How many overseas workers are you requesting on this form?

13 Job title:

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

15 The type of work, duties and responsibilities:

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

17 Hours of work:

18 The duration of the job:

19 Qualifications required:

20 Experience:
Type of experience required

Length of experience required

New Zealand Registration

21 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

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

- (i) 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*
- (ii) 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*
- (iii) 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**

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

23 Advertising audience (advertised locally, nationally, internationally).

24 Duration and frequency of advertising campaign.

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

26 Please explain why any New Zealand applicants were not suitable.

27 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.

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.

Signature

Name

Position held within company

Date

Payment Details

I am paying (amount)

Preferred methods of payment

Bank Cheque/Bank Draft

EFTPOS*

Credit card

Credit card (specify type)

Mastercard

Visa

Name of Cardholder

Card number

Expiry Date

Signature

day month year

The following methods of payment can be used but are not recommended for the noted reasons

Personal Cheque

Your application will be held for 10 working days to ensure the cheque has cleared before it will be processed

Cash

Cash should not be sent through the mail for security reasons

*Note: the Eftpos option is not available if lodging by mail.

Note: Please see our leaflet **New Zealand Immigration Guide to Fees** (NZIS 1028). All current fees and specific payment instructions for offshore branches can be found on the NZIS website at www.immigration.govt.nz

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 your application 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 will, if you come to New Zealand, 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