

# THE PRINCIPALS' GUIDE TO TEACHER RECRUITMENT



INVEST

Primary & Intermediate Schools **September 2009**

# WELCOME

**Welcome to the Principals' Guide to Teacher Recruitment Resources. This is your quick reference guide to everything you need to know about recruiting and employing both New Zealand and overseas teachers.**

**There is information on who to contact to make the recruitment process easier, as well as a brief overview of some of the rules and regulations you need to keep in mind, and the allowances and grants that are available in certain circumstances.**

**For more detailed information, please refer to chapter 4 of the Funding, Staffing and Allowances Handbook or the Ministry of Education website [www.minedu.govt.nz/goto/resourcinghandbook](http://www.minedu.govt.nz/goto/resourcinghandbook)**



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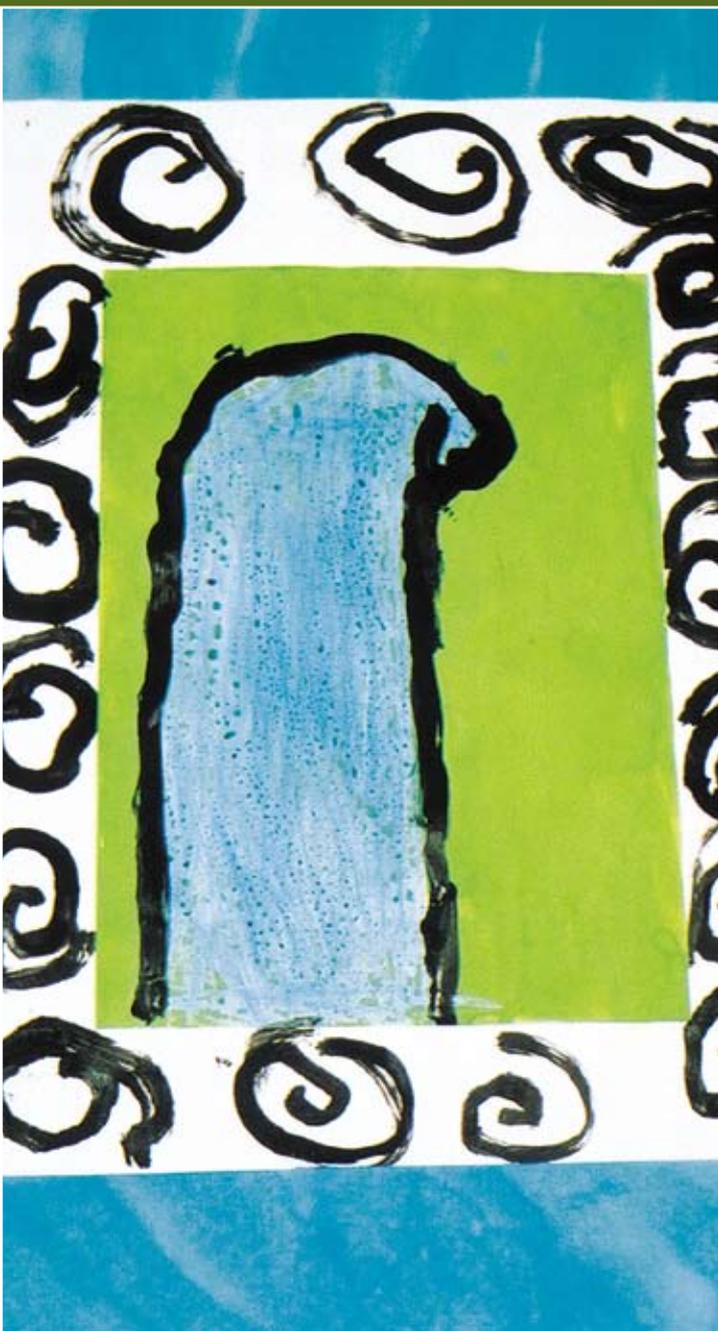
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# GENERAL INFORMATION

**Advice on recruitment is available from your local Ministry of Education Management Centre or from the TeachNZ unit of the Ministry.**

**Application forms for the allowances/grants are available at [www.minedu.govt.nz/goto/resourcingforms](http://www.minedu.govt.nz/goto/resourcingforms) or email [principals.advice@minedu.govt.nz](mailto:principals.advice@minedu.govt.nz) for advice.**



## PRIORITY STAFFING STATUS (PSS)

Priority Staffing Status (PSS) allows schools to apply for additional recruitment assistance. PSS applies to all decile one to four primary and secondary schools in Auckland, Northland, Tokoroa, Gisborne and Wairoa, and the West Coast of the South Island. Financial incentives are available for teachers who relocate to take up positions in these schools. Schools from other regions or with a higher decile rating that demonstrate difficulty in recruiting staff can apply for additional assistance. This is known as Discretionary Priority Staffing Status (DPSS).

Schools may apply for Discretionary Priority Staffing Status for specific positions, provided the position has been advertised twice nationally, at least one of which was in the Education Gazette and there were no suitable applicants. Once granted, DPSS lasts for three months.

Teachers appointed to PSS positions may be eligible for the National Relocation Grant (provided they are physically shifting residence).

Priority Staffing Status is essential for the school to claim the National Recruitment Allowance or Finders Fee, to contribute towards costs that have been incurred in recruiting the teacher for positions of 20 weeks or more (see pages 5 and 6).

APPLICATION FORM FOR DISCRETIONARY PRIORITY STAFFING IS AT: [www.minedu.govt.nz/goto/resourcingforms](http://www.minedu.govt.nz/goto/resourcingforms)

## RECRUITMENT AGENTS

It is a good idea to be registered with a teacher recruitment agency. Although you do have to pay a fee for recruitment services, it takes the pressure off having to find someone yourself, and you will often be presented with a much wider range of teachers from which to choose. Agents can recruit both New Zealand and overseas teachers. Schools retain the right to appoint or decline proposed candidates after applying their own recruitment criteria.



## MINISTRY OF EDUCATION PREFERRED TEACHER RECRUITMENT AGENCIES

### Education Personnel

Vicki Campbell  
P O Box 14694  
Wellington  
Ph (0508) 832 243  
Fax (04) 387 8988  
[vicki@edperson.co.nz](mailto:vicki@edperson.co.nz)  
[www.edperson.co.nz](http://www.edperson.co.nz)

### Oasis Education Ltd

Helen Murtagh  
P O Box 1899 Shortland St  
Auckland  
Ph (09) 303 3616  
Fax (09) 303 3834  
[helen@oasis-edu.co.nz](mailto:helen@oasis-edu.co.nz)  
[www.oasis-edu.co.nz](http://www.oasis-edu.co.nz)

### Select Education Ltd

Emma Watkins or Diana Wilson  
P O Box 5436 Wellesley St  
Auckland  
Ph (09) 300 7407  
Ph 0800 800 204  
Fax (09) 300 7409  
[ewatkins@selecteducation.co.nz](mailto:ewatkins@selecteducation.co.nz)  
[dwilson@selecteducation.co.nz](mailto:dwilson@selecteducation.co.nz)  
[www.selecteducation.co.nz](http://www.selecteducation.co.nz)

### Multi Serve Education Trust

April Sawyer  
Private Bag 92 617 Symonds St  
Auckland  
Ph (09) 638 4792  
Fax (09) 638 4768  
[relief@multiserve.co.nz](mailto:relief@multiserve.co.nz)



# RECRUITMENT WITHIN NEW ZEALAND

## THE NATIONAL RELOCATION GRANT

Registered teachers recruited, and moving household, from another housing district to Priority Staffing Status positions of full-time primary or 0.5 FTTE secondary or more in a state or state integrated school are eligible for either \$1,500 for a six – nine week appointment or \$3,000 for an appointment of 20 weeks plus.

### TEACHERS:

- » May have the option of choosing the NRG or contract entitlements such as transfer and removal costs if they meet the eligibility criteria.
- » Must apply within eight weeks of appointment.

## THE NATIONAL RECRUITMENT ALLOWANCE

The \$2,500 National Recruitment Allowance (NRA) is paid automatically to the school where a teacher has received a National Relocation Grant for an initial appointment of 20 weeks or more; or has been reimbursed transfer and removal costs under the collective employment contract.

REFER TO CHAPTER 4, FUNDING, STAFFING AND ALLOWANCES HANDBOOK FOR FURTHER INFORMATION.

## RELIEF TEACHER TRAINING INITIATIVE

Schools occasionally find that their pool of relief teachers becomes depleted during the year as these teachers take permanent positions or move elsewhere. This grant is available to assist schools in taking New Zealand or overseas trained teachers from their locality and providing training to assist them to become relief teachers for their schools. It is envisaged that such training would cover school systems and administration as well as recent developments affecting teachers.

It is acceptable for more than one school in a community to combine resources to guarantee a pool of relief teachers that all schools can draw on.

- » Up to \$5,000 per school is available.
- » Training may be on behalf of a cluster of schools.
- » Costs may include production of 'reliever kits', induction programme etc.
- » Proposal to be submitted for funding.

CONTACT THE RESOURCING DIVISION OF THE MINISTRY OF EDUCATION FOR FURTHER INFORMATION.



# RECRUITMENT FROM OVERSEAS

## THE INTERNATIONAL RELOCATION GRANT

All teachers recruited from outside New Zealand to state or integrated schools are eligible for the International Relocation Grant.

### OVERSEAS TRAINED TEACHERS:

- » \$4,000 for full-time primary positions of 20 weeks or more
- » \$2,000 for full-time primary positions of 6–19 weeks

### NEW ZEALAND TRAINED TEACHERS:

- » \$5,000 for a New Zealand trained teacher returning after an absence of at least two terms and appointed to a full-time primary position of 20 weeks or more.
- » \$2,500 for a New Zealand trained teacher returning after an absence of at least two terms and appointed to a full-time primary position of 6–19 weeks.

All teachers must hold New Zealand registration and a current practising certificate.

Teachers must be appointed to a position within three months of arriving in New Zealand to be eligible for this grant.

[REFER TO CHAPTER 4, FUNDING, STAFFING AND ALLOWANCES HANDBOOK FOR FURTHER INFORMATION.](#)

## FINDER'S FEE

Schools that actively recruit a teacher from overseas to a Priority Staffing Status position of 20 school weeks or more, are eligible to receive a Finder's Fee.

The current level of the Finder's Fee is:

- » Overseas trained teachers \$1,462.50 (incl GST)
- » New Zealand trained teachers \$3,000 (incl GST).

[REFER TO CHAPTER 4, FUNDING, STAFFING AND ALLOWANCES HANDBOOK FOR FURTHER INFORMATION.](#)

## NZQA ASSESSMENT OF QUALIFICATIONS

- » All overseas-trained teachers require an NZQA assessment of their qualification. One copy will be required by the New Zealand Teachers Council (NZTC) for registration. A second copy will be required by Payserve for salary assessment. Both should be certified.
- » When applying, the teacher should include a written request that the NZQA assessment be returned to the applicant and a copy be sent directly to the New Zealand Teachers Council.
- » Original documents must be forwarded with the application. These will be returned to the applicant as soon as they have been verified by the evaluator.
- » Fast tracking may be requested (for an additional fee).

## OVERSEAS TEACHER TIME ALLOWANCE

Schools appointing an overseas teacher are entitled to 0.10 FTE allowance for a maximum of ten weeks.

For the school to receive this allowance the teacher must:

- » Be appointed to their first teaching position in a New Zealand state or state integrated school
- » Have completed less than ten weeks teaching in New Zealand
- » Be fully employed from within the school's staffing entitlement
- » Be employed full time.

[REFER TO CHAPTER 4, FUNDING, STAFFING AND ALLOWANCES HANDBOOK FOR FURTHER INFORMATION.](#)

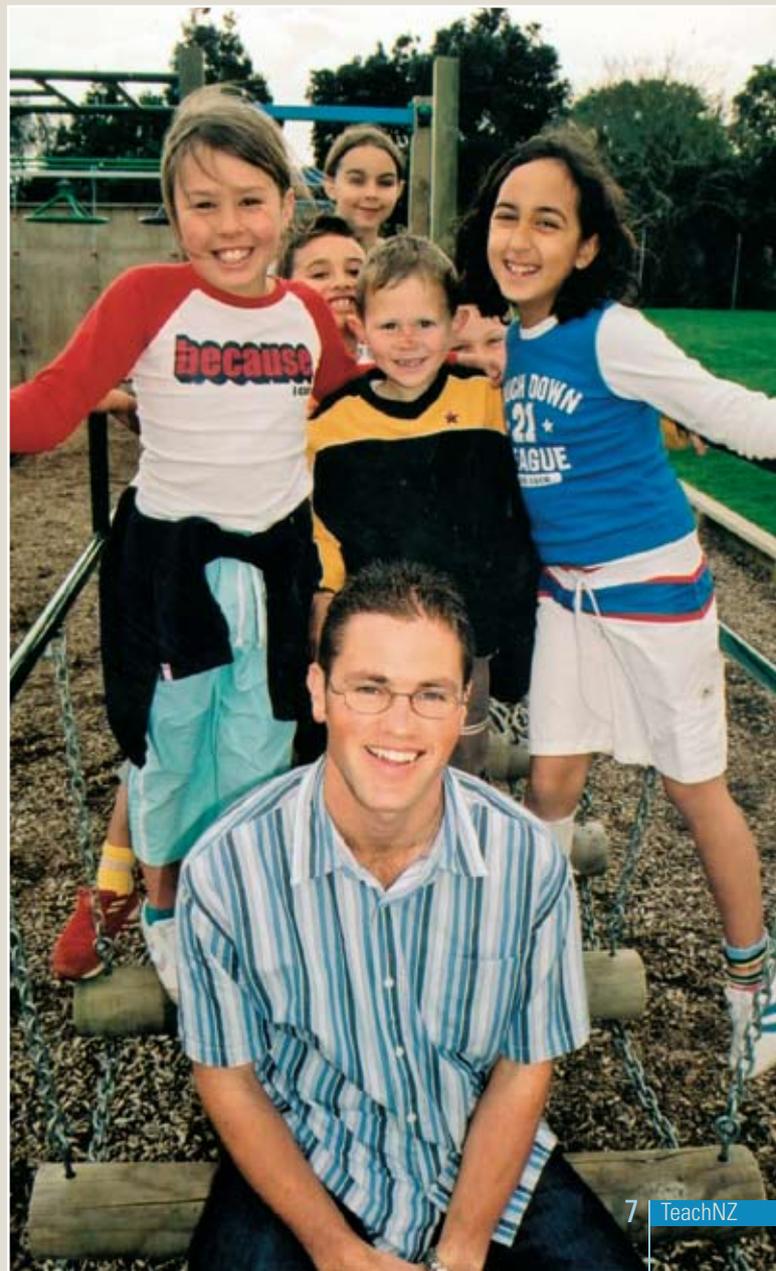
## TRAINING “ON THE JOB”

- » A number of overseas teachers are entering the profession by an employment based route e.g. Graduate Teacher Programme (GTP), Registered Teacher Programme (RTP), School Centred Initial Teacher Training (SCITT).
- » These teachers complete their teacher education while teaching. As they do not graduate with an academic award from an accredited institution at the completion of their programme, NZQA is unable to assess the study of such a programme. While these programmes may lead to Qualified Teacher Status (QTS), this is a status and not an academic award.
- » The New Zealand Teachers Council has a discretionary pathway (Track two) where the full Council considers registration applications for people without approved New Zealand teaching qualifications or an NZQA report that does not give comparability to a New Zealand teaching qualification. A person’s qualifications, teaching experience, appraisal material and professional development are taken into consideration as a package. When an application is considered in this way, there can be no prior assurances given about the final outcome until the Council makes its decision.
- » The Ministry of Education recognises for pay purposes all overseas trained teachers (primary and secondary) first registering with the New Zealand Teachers Council since 22 February 2007 as satisfactorily trained to teach.
- » Principals receiving applications for teaching positions from people who have completed an employment based route should consult the New Zealand Teachers Council and TeachNZ staff for current details.

## REGISTRATION

- » Overseas applicants should ensure that they have a separate set of certified qualification documents for the New Zealand Teachers Council.
- » The New Zealand Teachers Council is unable to complete the processing of applications for registration until it receives a copy of the NZQA assessment. Both the NZQA and New Zealand Teachers Council applications should be submitted as early as possible.
- » Teachers who are currently registered with the Teacher Registration Board of South Australia, the Victoria Institute of Teaching, Teachers Registration Board Tasmania, Teacher Registration Board of the Northern Territory, the Western Australian College of Teaching or Queensland College for Teachers could be eligible to apply for teacher registration under the Trans Tasman Mutual Recognition Agreement and should contact the New Zealand Teachers Council for more information.

- » Teachers who have completed their teacher education overseas must meet the New Zealand Teacher Council Language Policy. There are several options. If they have completed their Teacher Education in English and in a country where English is an official language, they can provide an official written statement on letterhead from the institution where they completed their teacher education confirming that English was the medium of instruction. Alternatively, they can sit an approved English language test. Please refer to the New Zealand Teachers Council website for the full language policy [www.teacherscouncil.govt.nz](http://www.teacherscouncil.govt.nz)
- » A teacher should not be offered a teaching position in New Zealand until the application for teacher registration has been successful, unless the offer is conditional on the applicant gaining registration or gaining authorisation from the New Zealand Teachers Council.
- » It is illegal for anyone to be employed in a teaching position in a New Zealand school or kindergarten for more than 10 full days or 20 half days in one calendar year without registration and a current practising certificate or authorisation from the New Zealand Teachers Council.





## WHO NEEDS A WORK PERMIT?

If you are employing an overseas teacher who is not a New Zealand citizen or resident you must ensure they have a work permit. To start teaching while on a visitor's permit is illegal for both the employee and the employer.

- » Overseas teachers (other than Australian residents or citizens) applying for teaching positions in New Zealand require a work permit/work visa.
- » An overseas teacher coming to New Zealand on a visitor's visa may apply for a work permit from within New Zealand once a job offer has been received.
- » Initial work permits can be granted for up to three years, but extensions may be applied for beyond that.
- » An overseas teacher may need to provide evidence that they have either a return air ticket or sufficient funds to enable them to leave New Zealand when their work permit expires.

### A WORK VISA/WORK PERMIT MAY BE OBTAINED BY:

- » Applying for a work visa at the nearest New Zealand diplomatic post (e.g. London, Toronto).
- » Arriving in New Zealand on a visitor's visa and seeking a work permit once a job offer has been received. If this option is taken, registration should be achieved before arrival. Those who have a working holiday visa or New Zealand residency may also work.

## COMPLETING A WORK PERMIT APPLICATION

An application for a work permit/visa is made by the teacher on the standard New Zealand Immigration Service form (NZIS 1015). It must be accompanied by an "Employer Supplementary Form" (NZIS 1113) which has been completed by the employing school. A copy of this form can be downloaded from the NZIS website [www.immigration.govt.nz](http://www.immigration.govt.nz).

Section B of the form requires details of the position, and answers for questions B1 to 10 could be constructed along the following lines:

- B1** Primary School Teacher
- B2** ANZSCO occupation title – Primary School Teacher  
ANZSCO occupation code – 241213  
Skill level – one
- B3** School address
- B4** The position is that of a general classroom primary school teacher with teaching responsibilities for years 0–6
- B5** Salary and conditions of service will be by way of an individual employment contract with conditions similar to those set down in the Primary Teacher's Collective Agreement. The minimum salary will be step six i.e. \$44,348 per annum
- B6** Full time
- B7** Permanent (or include period of contract)
- B8** University degree, graduate diploma of teaching (or equivalent as determined by the New Zealand Qualification Authority) and registration by the Teachers Council
- B9** Only needs a brief statement relating to the position being offered
- B10** Yes (note: evidence of registration must be provided)

The New Zealand Immigration Service has emphasised that it will no longer accept partial applications and incomplete applications will be returned to the applicant. This includes missing police certificates and teacher registration documents.

All potential migrants from countries with high rates of TB, or with risk factors for TB, will require medical examination. Details are available on the Immigration Service website [www.immigration.govt.nz](http://www.immigration.govt.nz).

Any work permit/visa extension beyond 12 months will require the applicant to undergo a full medical, including x-rays. This will be at the applicant's cost.

**NOTE: CHECK THE IMMIGRATION SERVICE WEBSITE [WWW.IMMIGRATION.GOVT.NZ](http://WWW.IMMIGRATION.GOVT.NZ) FOR CURRENT REQUIREMENTS.**

All persons who intend to stay in New Zealand for a total of more than 24 months must provide police certificates. Applicants aged 17 or over who are required to provide police certificates must obtain them from their country of citizenship and from any country in which they have lived for five or more years since attaining the age of 17 years. Certificates must be less than six months old when the application is lodged.

Teachers seeking work permits should tick the multiple work visa section of the application form so that they can come and go, e.g. overseas holidays or return visits to country of origin. For current visa and work permit costs, refer to the New Zealand Immigration Service's website [www.immigration.govt.nz](http://www.immigration.govt.nz).

## TEACHERS ARRIVING ON A VISITOR'S VISA

Overseas teachers arriving in New Zealand on a visitor's visa should apply to their nearest branch of the New Zealand Immigration Service for a work permit. A completed copy of the New Zealand Immigration Service "Employer Supplementary Form NZIS 1113", a copy of the New Zealand Teachers Council current practising certificate and registration details, plus a copy of the letter of appointment will need to accompany the application. Teachers who are employed while still on a visitor's visa are committing a serious breach of conditions of their visa and will jeopardise their chances of being granted a work permit. Employing schools may also be legally liable. Teachers who wish to stay in New Zealand beyond the three year maximum for work visas/work permits should be encouraged to seek residency status.

**NOTE: OVERSEAS TEACHERS ARRIVING ON A VISITOR'S VISA ARE ADVISED TO HAVE THEIR REGISTRATION COMPLETED BEFORE LEAVING THEIR OWN COUNTRY.**

## RESIDENCY

- » Overseas teachers seeking residency status should contact their nearest New Zealand High Commission or branch of the New Zealand Immigration Service for details.
- » The process for applications made under the skilled migrant policy can take up to six months. Other applications can take up to a year. For current costs refer to the New Zealand Immigration Service's website [www.immigration.govt.nz](http://www.immigration.govt.nz)
- » All family members wishing to obtain residency will have to meet medical and character requirements (police clearance).

## RELIEF TEACHING FOR OVERSEAS TEACHERS

- » Overseas teachers who are in New Zealand on visitor's permits may only undertake relief teaching if:
  - they are registered and hold a current New Zealand Teachers Council practising certificate; and
  - they have applied to the New Zealand Immigration Service and obtained a variation of conditions on their visitor's visa. Teachers on a Holiday Work Visa do not require such variation.
- » Refer to the New Zealand Immigration Service's website [www.immigration.govt.nz](http://www.immigration.govt.nz) for current visa costs.
- » The New Zealand Immigration Service is unlikely to approve an application where there is little possibility of at least four days work per week. Applications will need to be supported by a letter from the school(s), stating that the applicant will be employed as a relief teacher on an 'as needed' basis.





## CHECKLIST OF REQUIREMENTS FOR OVERSEAS TEACHERS

The following is a useful checklist for Principals and Executive Officers when appointing an overseas teacher.

### BEFORE OVERSEAS TEACHERS ARRIVE IN NEW ZEALAND:

- » Send appointment letter including a copy of "Employer Supplementary Form NZIS 1113", for work permit/visa application.

### WRITE A FURTHER LETTER TO THE OVERSEAS TEACHER WHICH SHOULD INCLUDE THE FOLLOWING INFORMATION:

- » NZQA and New Zealand Teachers Council registration application – refer them to websites [www.nzqa.govt.nz](http://www.nzqa.govt.nz) and [www.teacherscouncil.govt.nz](http://www.teacherscouncil.govt.nz). Remind them to apply for NZQA assessment of their qualifications and teacher registration at the same time and as early as possible. Be aware that the New Zealand Teachers Council will not complete the processing of an application until they receive a certified copy of the NZQA assessment report.
- » Reference to the New Zealand Immigration Service website [www.immigration.govt.nz](http://www.immigration.govt.nz)
- » A Statement of Service form – stress the importance of including both start and finish dates and whether service was full-time or part-time and continuous. If the service was part-time, the exact number of days employed must be stated. Supporting letters from schools/employers must be on original letterhead.
- » An application form for an IRD number – use school address as return address (school will hold mail until arrival). Attach IRD envelope.
- » Explain importance of completing documentation before leaving overseas and that certified copies (New Zealand Teachers Council) or originals (NZQA) must be produced as required.

## USEFUL WEBSITES TO SUGGEST IN CORRESPONDENCE

- » TeachNZ – [www.teachnz.govt.nz](http://www.teachnz.govt.nz) has comprehensive information on teaching conditions, personal stories and teacher education providers. Its Links section covers a range of relevant information such as the requirements for health insurance and immigration status of spouses and partners.
- » Te Kete Ipurangi – [www.tki.org.nz](http://www.tki.org.nz) which provides comprehensive material for teachers, school managers and the wider community. For those teachers who have family accompanying them, the site lists all schools in New Zealand.
- » PureNZ – [www.purenz.com](http://www.purenz.com) with information on the history and culture of New Zealand and other categories such as sights and events.
- » Stuff – [www.stuff.co.nz](http://www.stuff.co.nz) has links to the main city and provincial newspapers as well as sections on a range of information such as property, weather, travel and entertainment.
- » Woolworths – [www.woolworths.co.nz](http://www.woolworths.co.nz) for a guide to the cost of food.
- » Real Estate – [www.realenz.co.nz](http://www.realenz.co.nz) and [www.harcourts.co.nz](http://www.harcourts.co.nz) for the property market. You may also want to include web addresses for local real estate firms.
- » Turners Car Auctions – [www.turners.co.nz](http://www.turners.co.nz) for vehicle purchasing.

### OTHER POINTS TO COVER IN A LETTER ARE:

- » Do they want to be met at the airport?
- » Do they want temporary accommodation arranged for them?



## APPLICATION PROCESSES FOR OVERSEAS TRAINED TEACHERS

### A checklist that can be sent to the teacher.

Once a position has been offered, overseas trained teachers must complete the following:

**STEP 1:** Complete an application to NZQA for an evaluation of their qualifications (online at [www.nzqa.govt.nz](http://www.nzqa.govt.nz)). Provided an application for registration has already been lodged, NZQA, at the request of the applicant, will forward a copy of the assessment forms to the New Zealand Teachers Council.

**STEP 2:** Complete an application for registration with the New Zealand Teachers Council (Form TCO at [www.teacherscouncil.govt.nz](http://www.teacherscouncil.govt.nz)).

Steps 1 and 2 should be started at the same time.

**STEP 3:** The teacher will require the school to complete and forward to them a copy of the "Employer Supplementary Form NZIS 1113".

**STEP 4:** The teacher will need to obtain a work permit/visa from the New Zealand Immigration Service.

**NOTE 1:** Work permits for more than 12 months and residency applications will require medical information in support of the application. More stringent conditions apply to applicants coming from high risk TB areas. (Details can be found on the New Zealand Immigration Service website at [www.immigration.govt.nz](http://www.immigration.govt.nz))

**NOTE 2:** A new police clearance will be required if the clearance submitted with teacher registration is now more than six months old.

**NOTE 3:** A work permit will not be issued unless a job offer has been received and "Employer Supplementary Form NZIS 1113", included with the application form.

## TEACHERS SHOULD BE ENCOURAGED TO:

Start the application process as soon as possible as each agency may take some time to complete its part of the process.

Be aware that each of the above steps is dependent on the previous step being completed.

Bring a Statement of Service from all previous employers/schools. These must be on original letterhead and include details of the position held, the start and finish dates, whether this employment was full or part-time and if it was continuous. This is required to ensure they receive the correct salary.

Check the TeachNZ website for more information on teaching in New Zealand [www.teachnz.govt.nz](http://www.teachnz.govt.nz)

Check residency requirements on the New Zealand Immigration website [www.immigration.govt.nz](http://www.immigration.govt.nz) as the number of points required under the Skilled Migrant Scheme change regularly. Currently, an applicant is required to submit an "Expression of Interest" form and complete the residency application form when requested to do so by the New Zealand Immigration Service.

# Employer Supplementary Form – Work Permit/Visa Application

IMMIGRATION  
NEW ZEALAND



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 *Immigration Guide for Employers (INZ 1031)*).

This form **must** be used for:

- Essential Skills Work Policy visa and permit applicants; and
- Work to Residence: Long Term Skill Shortage List (LTSSL) 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 *Immigration Guide for Employers (INZ 1031)*.

This form must be submitted with the form *Work Visa/Permit 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.

## Section A: Employment details

Attach a copy of the full employment agreement and complete the following.

### A1 Employee details

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

Surname:

Given names:

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### A2 Employer details

Full name of person offering employment :

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Address:	Phone number:
	Fax:
	Email:
	Mobile:

### A3 The full name of your company or business:

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

### A4 Have you received Approval in Principle from Immigration New Zealand to recruit overseas workers for this position?

Yes  No

If Yes, state your seven digit Approval in Principle reference number.

	<i>Go to Section D: Employer's declaration.</i>
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### A5 State the type of business you operate (eg restaurant):

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### A6 How long has your company been in operation?

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### A7 How many people do you currently employ?

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**A8** Have you made anybody redundant from this company or business in the last six months? Yes  No

If yes, state how many people and their positions.


**A9** Do you intend to make anybody redundant from this company or business in the next six months? Yes  No

If yes, state how many people and their positions.


**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.


## 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 2).


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


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


**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  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 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 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 Essential Skills work policy an employer is considered to have made genuine attempts to recruit suitable New Zealand citizens or residents 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.

**C1** 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.

**C2** Have you listed the vacancy with the Ministry of Social Development (MSD) – Work and Income? Yes  No

If 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.


**Listing the vacancy with Work and Income may speed up the processing of your request.** For more information see the *Work Visa/Permit 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).

**C3**

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


**C4**

Advertising audience (advertised locally, nationally, internationally).


**C5**

Duration and frequency of advertising campaign.


**C6**

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


**C7**

Explain why the New Zealand applicants were not suitable.


**C8**

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.


## 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 INZ seeking information concerning my compliance with New Zealand's immigration and employment laws from any records held by the Department of Labour.

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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 Immigration New Zealand, a 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 Immigration New Zealand is PO Box 3705, Wellington, New Zealand. Do not send the form to this address.

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 Immigration New Zealand and to ask for any of it to be corrected if you think that is necessary. Your request should be sent to the nearest Immigration New Zealand branch.

## More Information and Advice

Get more information and advice from any of our INZ branch offices in New Zealand, located in Auckland, Henderson, Manukau, Hamilton, Palmerston North, Wellington, Christchurch and Dunedin. Find INZ forms, leaflets, and fee information on our website [www.immigration.govt.nz](http://www.immigration.govt.nz).

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May 2009



**TALENT**