

THE PRINCIPALS' GUIDE TO TEACHER RECRUITMENT



INVEST

Area & Secondary 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



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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 or email 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.

In addition, 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, the DPSS lasts for three months.

Teachers appointed to PSS positions may be eligible for the National Relocation Grant (provided they are physically shifting residence), and the school may be eligible for the National Recruitment Allowance (see page 5).

APPLICATION FORM FOR DISCRETIONARY PRIORITY STAFFING IS AT: www.minedu.govt.nz/goto/resourcingforms

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

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.

SUBSIDY TOWARDS THE COST OF USING A MINISTRY OF EDUCATION PREFERRED RECRUITMENT AGENT

TeachNZ has negotiated contracts with three recruitment agents that have "Ministry of Education preferred recruitment agency" status and are active in the secondary sector. Under these contracts the TeachNZ unit of the Ministry will enable the agents to reduce their charges to schools by \$1,000 (GST exclusive) for the placement of a New Zealand trained secondary teacher or a suitably qualified overseas trained secondary teacher coming/returning from overseas.

MINISTRY OF EDUCATION PREFERRED TEACHER RECRUITMENT AGENCIES

Education Personnel

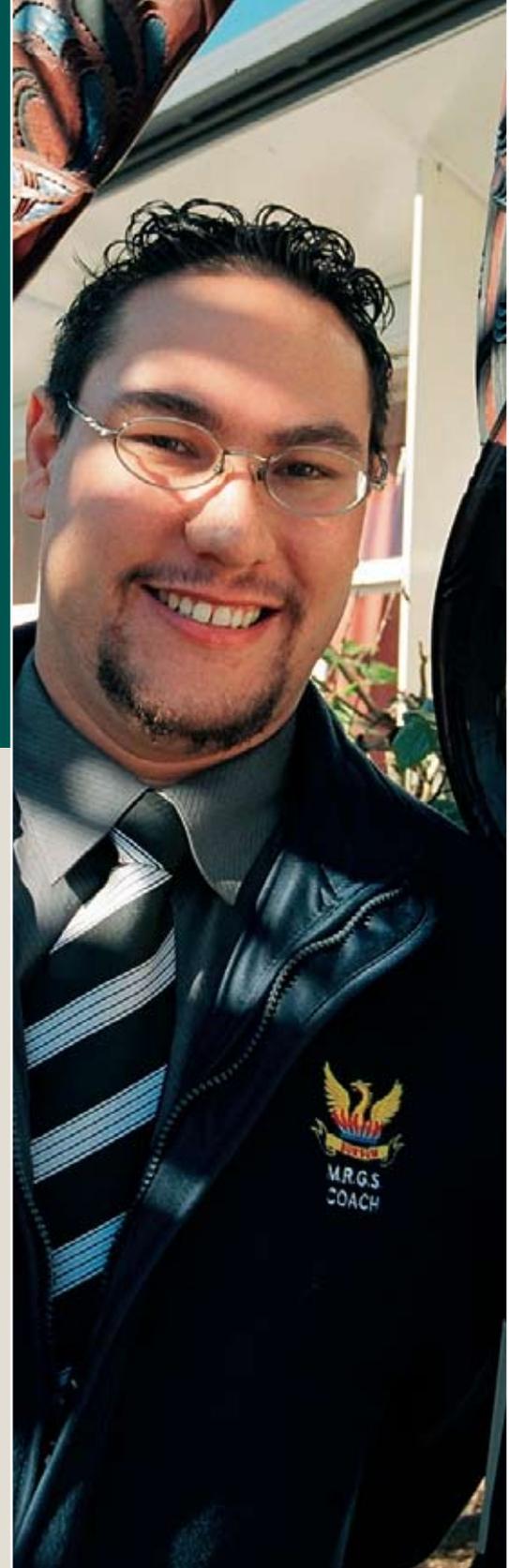
Vicki Campbell or Melanie Inglis
P O Box 14694
Wellington
Ph (0508) 832 243
Fax (04) 387 8988
vicki@edperson.co.nz
melanie@edperson.co.nz
www.edperson.co.nz

Oasis Education Ltd

Martin Strang
P O Box 1899 Shortland St
Auckland
Ph (09) 303 3616
Fax (09) 303 3834
martin@oasis-edu.co.nz
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
dwilson@selecteducation.co.nz
www.selecteducation.co.nz



RECRUITMENT WITHIN NEW ZEALAND

THE NATIONAL RELOCATION GRANT (NRG)

Registered teachers recruited, and moving household, from another housing district to Priority Staffing Status positions of full-time primary or 0.5 FTE 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.



TEACHER EDUCATION PROVIDERS

The following is a list of teacher education providers. It is a good idea to be in contact with a few of these places, especially around graduation dates, so that you can meet with graduates to discuss any future positions you may be offering. There may also be retrained secondary teachers available at various times during the year.

FACULTY OF EDUCATION UNIVERSITY OF AUCKLAND	Ngairé Hoben (Graduate Diploma in Teaching (Secondary)) Wayne Smith (Bachelor of P.E.)	74 Epsom Avenue Gate 4, Epsom, Private Bag 92 601, Symonds Street, Auckland	n.hoben@auckland.ac.nz wayne.smith@auckland.ac.nz
AUCKLAND UNIVERSITY OF TECHNOLOGY	Hilary Wynyard Michele Whitten	AUT North Shore Campus, Akoranga Drive, Northcote, Private Bag 92 006, Auckland	hilary.wynyard@aut.ac.nz michele.whitten@aut.ac.nz
UNIVERSITY OF WAIKATO	Beverley Cooper (Director, Centre for Teacher Education, School of Education)	Gate 5, Hillcrest Rd, Hillcrest, Private Bag 3105, Hamilton	bcooper@waikato.ac.nz
BETHLEHEM TERTIARY INSTITUTE	Bev Norsworthy	Private Bag 12015, Tauranga	b.norsworthy@bethlehem.ac.nz
COLLEGE OF EDUCATION MASSEY UNIVERSITY	Sally Hansen	Hokowhitu Campus, Centennial Drive, Private Bag 11 222, Palmerston North	s.e.hansen@massey.ac.nz
VICTORIA UNIVERSITY OF WELLINGTON COLLEGE OF EDUCATION	Louise Starkey (Associate Dean, Primary and Secondary Education)	Donald Street, Karori, P O Box 17 310, Karori, Wellington	louise.starkey@vuw.ac.nz
UNIVERSITY OF CANTERBURY COLLEGE OF EDUCATION	Lindsey Conner	Dovedale Avenue, Ilam, Private Bag 4800, Christchurch	lindsey.conner@canterbury.ac.nz
NEW ZEALAND GRADUATE SCHOOL OF EDUCATION	Lois Chick	1st Floor, Ernst & Young, P O Box 25 107, Christchurch	lois.chick@nzgse.ac.nz
UNIVERSITY OF OTAGO COLLEGE OF EDUCATION	Gaynor Corkery	Lower Union Street PO Box 56, Dunedin	gaynor.corkery@otago.ac.nz

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. The grant is:

OVERSEAS TRAINED TEACHERS:

- » \$4,000 for an overseas trained teacher for 0.5 FTE or more secondary positions or full-time primary positions of 20 weeks or more
- » \$2,000 for an overseas trained teacher for 0.5 FTE or more secondary positions or full-time primary positions of 6–19 weeks
- » \$5,000 for a New Zealand trained teacher returning after an absence of at least two terms and appointed to a 0.5 FTE or more secondary position or full-time primary position of 20 weeks or more

NEW ZEALAND TRAINED TEACHERS:

- » \$2,500 for a New Zealand trained teacher returning after an absence of at least two terms and appointed to a 0.5 FTE or more secondary position or full time primary position of 6–19 weeks
- » 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.

They must not have received an IRG within the past two years.

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

FINDERS FEE

Schools that actively recruit a teacher from overseas to a Priority Staffing Status position that is at least 0.5 FTE for secondary, for 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 QUALIFICATION

- » All teachers with overseas qualifications require an NZQA assessment of their qualifications. 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).
- » Application is online, and forms and instructions are on the NZQA website at www.nzqa.govt.nz



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 Teaching Status (QTS), this is a status and not an academic award.
- » The New Zealand Teachers Council (NZTC) has a discretionary pathway (Track 2) 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 make its decision.
- » The Ministry of Education for pay purposes recognises 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
- » 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 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 and 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 New Zealand Immigration Service website 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 Secondary School Teacher
 - B2 ANZSCO occupation title – Secondary School Teacher
ANZSCO occupation code – 241411
Skill level – one
 - B3 School address
 - B4 The position is that of a mathematics teacher with teaching responsibilities for years 9–13
 - B5 Salary and conditions of service will be by way of an individual employment contract with conditions similar to those set down in the Secondary Teachers’ 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 New Zealand Immigration Service website 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: FOR CURRENT REQUIREMENTS CHECK THE IMMIGRATION SERVICE WEBSITE AT WWW.IMMIGRATION.GOVT.NZ

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.

For ongoing employment beyond three years, all overseas teachers (other than Australian citizens or residents) would need to seek residency.

Teachers seeking work permits should tick the multiple journey 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.

NOTE: FOR CURRENT VISA AND WORK PERMIT COSTS, REFER TO THE NEW ZEALAND IMMIGRATION SERVICE’S WEBSITE 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 on 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
- » 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 NZTC 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 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 APPOINTING OVERSEAS TRAINED TEACHERS

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 (Teachers Council form is TCO, and NZQA is an online application) www.nzqa.govt.nz and 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 applications until they receive a certified copy of the NZQA assessment report confirming that qualifications are comparable to New Zealand teaching qualifications.
- » Reference to the New Zealand Immigration Service website www.immigration.govt.nz
- » The importance of obtaining a Statement of Service form for salary purposes – stress the importance of including both starting and finishing dates and whether service will be full time and continuous. If the service will be 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 an 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.
- » Remember to claim the overseas trained teacher time allowance (0.1 FTTE for one term). See form at www.minedu.govt.nz/goto/resourcingforms

OTHER WEBSITES TO SUGGEST IN CORRESPONDENCE

- » TeachNZ – 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 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 with information on the history and culture of New Zealand and other categories such as sights and events.
- » Stuff – 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 for a guide to the cost of food.
- » Real Estate – www.realenz.co.nz and 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 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?

INDUCTION IDEAS FOR OVERSEAS TEACHERS

The following are suggestions only for induction practices for overseas teachers and are based on a secondary school's current practices.

BEFORE ARRIVING IN NEW ZEALAND

- » In addition to the first letter outlined above, write a further letter detailing your induction day.

INDUCTION DAY

- » The induction process may vary in length from school to school.

FOR A HALF DAY

- » Welcome to school marae and powhiri.
- » Hand out teacher information packs containing relevant documentation for new teacher to go through in own time.
- » Principal/new staff member explain their roles. Part of this is to explain experience as new teacher.
- » Tour of school, explanation of support/buddy system, and discussion of Māori and Pasifika cultures.

LUNCH

- » For the afternoon session, new staff move on to faculty managers for a curriculum discussion.

OTHER PROCESSES

- » Complete the International Relocation Grant form. Refer to Chapter 4 of the Funding, Staffing and Allowances Handbook or the Ministry's website www.minedu.govt.nz/goto/resourcingforms

ONGOING SUPPORT

- » Daily meetings with appropriate staff for the next fortnight to touch base and answer issues which are arising.
- » Twice a term new teacher meetings.
- » Refer them to Team Solutions and other relevant professional development organisations.



CHECKLIST OF INCENTIVES AVAILABLE

If your school has recently employed a teacher, check to see if the school or teacher is eligible for any of the following:

SCHOOL

- » Finder's Fee
- » National Recruitment Allowance

TEACHER

- » International Relocation Grant
- » Beginning Teacher Time Allowance
- » National Relocation Grant
- » Overseas Teacher Time Allowance
- » Transfer and Removal costs

The application forms for the above can be found online at www.minedu.govt.nz/goto/resourcingforms

In addition, if you are having difficulty making a suitable appointment, check to see if you are eligible to apply for Discretionary Priority Staffing Status.

APPLICATION PROCESSES FOR OVERSEAS TRAINED TEACHERS

A checklist that can be sent to the teacher.

Before an overseas trained teacher can take up a New Zealand teaching position, the following must be completed:

STEP 1: Complete an application to the New Zealand Qualifications Authority for an evaluation of their qualifications (online at 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 and completion guide at www.teacherscouncil.govt.nz).

NOTE 1: 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).

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 their part of the process.

Be aware that the stages for New Zealand Teachers Council and Immigration are 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 time and whether it was continuous. If it was not continuous the exact number of days worked must be shown. This is required for salary assessment purposes.

Check the TeachNZ website for more information on teaching in New Zealand www.teachnz.govt.nz

Check residency requirements on the New Zealand Immigration website 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 to 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:

--	--

A2 Employer details

Full name of person offering employment :

--

Address:	Phone number:
	Fax:
	Email:
	Mobile:

A3 The full name of your company or business:

--

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.

	Go to Section D: Employer's declaration.
--	------------------------------------------

A5 State the type of business you operate (eg restaurant):

--

A6 How long has your company been in operation?

--

A7 How many people do you currently employ?

--

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.)

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.

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.

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May 2009



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