



MEMO

DATE 17 June 2022

TO Debbie Te Awhe, Acting General Manager, Enablement

PREPARED BY Privacy of natural persons, Business Analyst, Operational Policy

APPROVED BY Jeannie Melville, Head of AEWV

SUBJECT IMMIGRATION NEW ZEALAND FORM REQUIRING THE APPROVAL OF THE
ACTING GENERAL MANAGER, ENABLEMENT

PURPOSE

This paper seeks your approval for the new Immigration Online (ADEPT)¹ Accredited Employer Work Visa (AEWV) Job Check form under section 381 of the Immigration Act 2009 (the Act).

Section 381 of the Act confers the power to approve and issue forms necessary for the purposes of the Act, to the Chief Executive, Ministry of Business, Innovation and Employment (MBIE). This power was delegated to the Deputy Chief Executive - Immigration New Zealand by the Chief Executive, as outlined in the 'Immigration Act 2009 Instrument of Delegation' dated 26 September 2019.²

You have been delegated authority to approve forms under section 381(1) by the Deputy Secretary - Immigration as set out in a memorandum dated 10 September 2021.

RECOMMENDATIONS

It is recommended that pursuant to section 381 of the Act you:

- A. **Approve** the new online AEWV Job Check form, as outlined in Appendix 1.

Agree / Disagree

¹ Advance Digital Employer-led Processing and Targeting Platform (ADEPT)

² <http://inzkit/publish/opsmanual/#72983.htm>



- B. **Note** that approval of this form is subject to the ADEPT Operations Team being able to correct minor typographical errors that do not change the meaning of questions asked or information displayed.

Noted

Privacy of natural persons



Jeannie Melville

Head of AEWV

17 June 2022

Debbie Te Awhe

Acting General Manager
Enablement
(Acting under delegated authority)

17 June 2022



BACKGROUND

1. In August 2019, Cabinet agreed to implement a gateway system that employers will need to pass through in order to hire a migrant worker on an employer-assisted temporary work visa [DEV-19-MIN-0228]. The new system requires the employer to be approved accreditation and then a Job Check, before a migrant can be granted an AEWV.
2. On 26 March 2021 [BR 2021-2254] and 9 February 2022 [BR 2122-2326] the Minister of Immigration agreed to the detailed policy settings for employer accreditation.
3. The gateway system is being implemented in stages, with employers able to apply for accreditation since 23 May 2022 and Job Checks from 20 June 2022. Applications for an Accredited Employer Work Visa (AEWV) will open 4 July 2022.
4. On 20 May 2022, Stephen Dunstan, General Manager, Enablement, approved the new Immigration Online AEWV accreditation form and two associated paper forms.

JOB CHECK FORM

5. The AEWV Job Check accreditation form will be delivered on the ADEPT platform, which will streamline the process for both applicants and INZ.
6. Screenshots showing the new online form are included in Appendix 1. These screenshots show every possible piece of content in the current version of the form, however questions and other information will display differently (or not at all) based on the context of the application and the answers provided. The screenshots are annotated to show the circumstances in which they will display.
7. The Job Check form will only be available online. Regulation 23AA allows the Chief Executive to mandate applications be made online, however that's not required in this instance as reg 23AA only relates to visa applications.

CONSULTATION

8. The Job Check form has been reviewed by a number of groups, including MBIE Legal Services, Immigration Enabling, and ADEPT Operations.

IMPLEMENTATION

9. The form will be made available on 20 June 2022.

APPENDIX 1 – ONLINE ACCREDITED EMPLOYER WORK VISA JOB CHECK FORM

- Organisation details
- Employment details
- Remuneration
- Advertising
- Employment agreement

Organisation details

Page displays on selection of Apply for a Job Check from approved Employer Accreditation

We use this information to identify your organisation and check that it still meets the requirements for accreditation.

Organisation details

The following details have been populated from your organisation's last application.

Name of organisation

Date established in New Zealand

mm yyyy

Physical address

Start typing and select the address from the list, select 'Enter manually...' if not found

Section displays where employer is foreign embassy or consulate

Fields pre-populate with information entered in the Employer Accreditation application

Organisation details

The following details have been retrieved from the Companies Register. To update them visit the Companies Office website – it may take up to 24 hours after you make the change for them to update here. [Companies Register](#)

New Zealand Business Number (NZBN) of organisation

ACTION REQUIRED The NZBN of your organisation belongs to a business that is no longer current in the register. An NZBN must currently be registered for the approval of a job check application. Contact the Companies Office if you believe this is an error.

WARNING
The NZBN belongs to an organisation that is in administration. Your organisation should be viable and ongoing to qualify for a job check. Contact the Companies Office if you believe this is an error.

WARNING
The NZBN belongs to an organisation that is in administration and receivership. Your organisation should be viable and ongoing to qualify for a job check. Contact the Companies Office if you believe this is an error.

WARNING
The NZBN belongs to an organisation that is in liquidation. Your organisation should be viable and ongoing to qualify for a job check. Contact the Companies Office if you believe this is an error.

WARNING
The NZBN belongs to an organisation that is in receivership and liquidation. Your organisation should be viable and ongoing to qualify for a job check. Contact the Companies Office if you believe this is an error.

WARNING
The NZBN belongs to an organisation that is in administration and liquidation. Your organisation should be viable and ongoing to qualify for a job check. Contact the Companies Office if you believe this is an error.

WARNING
The NZBN belongs to an organisation that is in receivership. Your organisation should be viable and ongoing to qualify for a job check. Contact the Companies Office if you believe this is an error.

WARNING
The NZBN belongs to an organisation that is in administration, receivership and liquidation. Your organisation should be viable and ongoing to qualify for a job check. Contact the Companies Office if you believe this is an error.

Organisation name

Section displays where employer is not foreign embassy or consulate

NZBN pre-populates with the one entered in the Employer Accreditation application

Warning displays where pre-populated NZBN is no longer current in the register

Warning displays where pre-populated NZBN belongs to company in administration

Warning displays where pre-populated NZBN belongs to company in administration and receivership

Warning displays where pre-populated NZBN belongs to company in liquidation

Warning displays where pre-populated NZBN belongs to company in receivership and liquidation

Warning displays where pre-populated NZBN belongs to company in administration and liquidation

Warning displays where pre-populated NZBN belongs to company in receivership

Warning displays where pre-populated NZBN belongs to company in administration, receivership and liquidation

Fields pre-populate with information from Companies Register

Trading name

Registration date

Operating start date

Industry classification

Registered address

Key people

Key people

Key people include directors of a company, partners in a partnership, school principals, and any other person who can influence an organisation's compliance with employment and immigration law.

NOTE

We have listed the details of the key people that were provided with your organisation's last application.

Check their details are correct and edit or remove any you need to.

NOTE

If the key person has a mononym (a single name), enter it in the Surname or family name field and leave the first and middle name fields blank.

Given or first name

Middle names

Surname or family name

Date of birth

Gender

Country or territory of birth

Primary country of citizenship

Passport number

This must be issued by their primary country of citizenship. An expired passport can be used.

Is the key person a New Zealand citizen or resident?

Is the key person in New Zealand without a valid visa?

Is the key person breaching their visa conditions by acting as a key person for your organisation?

Role in organisation

+ ADD A KEY PERSON

Fields pre-populate with details of key people entered in either the last Employer Accreditation or Job Check application

Question visible where response to 'Primary country of citizenship' is a country other than 'New Zealand'

Field pre-populates with answer provided in either the last Employer Accreditation or Job Check application

Section visible where 'No' response to 'Is the key person a New Zealand citizen or resident?'

Field pre-populates with answer provided in either the last Employer Accreditation or Job Check application

Button repeats section allowing further instances of key people to be added

Employment details

Page displays on selection of Save and Continue from previous page

We use the information you enter in this section to record the job being offered, and to check that it is genuine.

Positions available

This job check application can include multiple positions, but only where the proposed terms and conditions are the same, including:

- occupation
- locations of work
- remuneration
- qualifications, work experience, skills or other job specifications
- job description
- employment agreement.

If a labour market test is required, all available positions must be included in the advertising.

Job title

Number of positions

A separate job check application must be submitted where the employment terms and conditions differ.

Section visible where accreditation type is High-volume, Triangular or Franchisee

ALERT

As your organisation holds standard accreditation, a maximum of five jobs can be associated with your organisation at any one time. If approval of this job check would exceed the limit, some positions may not be approved.

Number of positions

A separate job check application must be submitted where the employment terms and conditions differ.

Section visible where accreditation type is Standard

Location of work

Will the job require the employee to work in multiple regions?

Regional boundaries are set by regional councils. Answer No if all locations of work will be within a single region.

Map of North Island regions | Map of South Island regions

Yes No

Enter all regions of work

Work region

Map of North Island regions | Map of South Island regions

+ ADD ANOTHER REGION

Section visible where 'Yes' response to 'Will the job require the employee to work in multiple regions?'

Button repeats question allowing further regions to be added

Work region

Map of North Island regions | Map of South Island regions

Question visible where 'No' response to 'Will the job require the employee to work in multiple regions?'

Will all the work be done remotely?

For example, the employee will be working from home. Answer No if on-site work will be required some of the time.

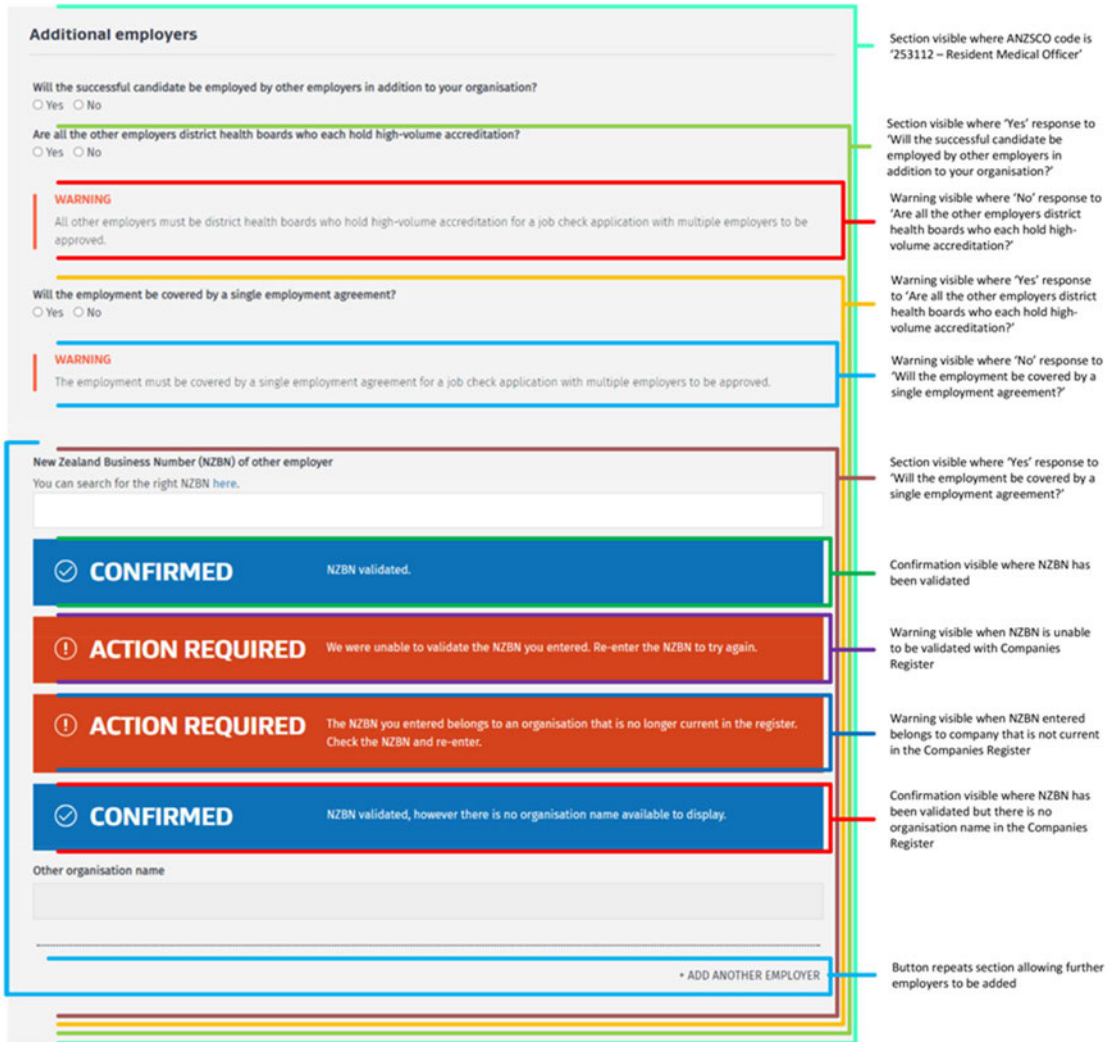
Yes No

Will the job require the employee to travel between multiple locations of work?

For example requiring an employee to complete a project at a different location.

Yes No

Section visible where 'No' response to 'Will all the work be done remotely?'



Address of work
 If the work is not to be done at an address, enter the main or head office address of your organisation.
 Start typing and select the complete address from the list, select 'Enter manually...' if not found

Primary address of work
 If work is to be done at various sites, or if the work will not be done at an address, enter the main or head office address of your organisation.
 Start typing and select the complete address from the list, select 'Enter manually...' if not found

ALERT
 All locations of work must be included in the proposed employment agreement, and must not have the potential to disadvantage the employee. Factors that may have the potential to disadvantage the employee include the notice period required when changing location, compensation for travel and accommodation, and the process for an employee who is unable to travel or change regions.

Does the job requirement for work to be done at multiple locations disadvantage the employee?
 Yes No

Are the terms and conditions of work being done at multiple locations set out in the employment agreement?
 Yes No

Provide details about the terms and conditions related to travel or changing location
 Include details of any notice period provided, any compensation, and the process for an employee who is unable to travel or change locations.

Job requirements

Enter the ANZSCO code that most closely matches the job. Search the ANZSCO website for the correct code.
 Start typing and select the code from the list...

NOTE
 This ANZSCO occupation appears on the Green List.
 → More information

WARNING
 This ANZSCO occupation appears on the restricted occupations list.
 → More information

Will the job require successful candidates to meet the minimum requirements as stated on the Green List?
 → Green List requirements
 Yes No

WARNING
 If you offer this job to a migrant and they apply for an Accredited Employer Work Visa, they will need to demonstrate that they meet the minimum requirements stated on the green list, as well as any further requirements you specify below.

Enter minimum requirements, additional to those on the Green List, that successful candidates for the job will need to have
 Enter the minimum requirements that successful candidates for the job will need to have

ALERT
 If you offer this job to a migrant and they apply for an Accredited Employer Work Visa, they will need to demonstrate that they meet these minimum requirements.

Minimum number of years of relevant work experience required for this job

Other minimum work experience requirements (optional)

Minimum qualification level required for the job
 Qualification levels are those of the New Zealand Qualifications Framework (NZQF) or equivalent.

Qualification area of expertise
 For example, 'Cookery' or 'Information technology'.

Other minimum qualification requirements (optional)

Question visible where 'No' response to 'Will the job require the employee to travel between multiple locations of work?'

Section visible where 'Yes' response to 'Will the job require the employee to travel between multiple locations of work?'

Question visible where 'Yes' response to 'Are the terms and conditions of work being done at multiple locations set out in the employment agreement?'

Note visible where ANZSCO code is one which appears on the green list

Warning visible where ANZSCO code is one which appears on the restricted occupations list

Question visible where ANZSCO code is one which appears on the green list

Warning visible where 'Yes' response to 'Will the job require successful candidates to meet the minimum requirements as stated on the Green List?'

Alternate subheadings visible depending on 'Yes' or 'No' response to 'Will the job require successful candidates to meet the minimum requirements as stated on the Green List?'

Question visible where response to 'Minimum qualification level required for the job' is not 'No qualification' or 'High school qualification'

- Options:
- None
 - Six months
 - One year
 - Two years
 - Three years
 - Four years
 - Five or more years

- Options:
- No qualification
 - High school qualification
 - NZQF level 3 (certificate or diploma)
 - NZQF level 4 (trade certificate or diploma)
 - NZQF level 5 (certificate or diploma)
 - NZQF level 6 (certificate or diploma)
 - NZQF level 7 (e.g. bachelor's degree, graduate certificate, graduate diploma)
 - NZQF level 8 (post-graduate certificate/ diploma or honours degree)
 - NZQF level 9 (masters degree)
 - NZQF level 10 (doctorate degree)

Are there any further requirements for the job?
 Yes No

Further requirements

Will the job require the employee to work overnight, but allow them to sleep during this time?
 Yes No

Is this job for planting, maintaining, harvesting or packing crops in the horticulture or viticulture industries?
 Yes No

WARNING
 A job check or an Accredited Employer Work Visa will not be approved for jobs to plant, maintain, harvest or pack crops in the horticulture or viticulture industries. If you want to recruit migrants in these jobs, you may need to apply to become a Recognised Seasonal Employer.

Is this job to work as a crew member on a fishing vessel?
 Yes No

WARNING
 A job check or an Accredited Employer Work Visa will not be approved for jobs to work as a crew member (including staff who do not fish, such as processors) on a fishing vessel in New Zealand fisheries waters. If you want to recruit migrants in these jobs, they may need to apply for a Fishing Crew Work Visa.

Employment type

NOTE
 Migrants cannot be granted Accredited Employer Work Visas as casual employees.

What type of employee is this job check for?

Options:
 - Permanent (full or part-time)
 - Fixed-term (full or part-time)

What is the duration of the fixed-term employment?

Explain the reason for a fixed term rather than permanent employment
 There must be a genuine reason based on reasonable grounds for the fixed term.

Date the job is available or the work starts from

Will the employee be placed with a controlling third party?
 Yes No

Is this job check for self-employment?
 Yes No

WARNING
 Self-employment does not meet the requirements for the approval of a job check or Accredited Employer Work Visa application.

Do you intend to use this job check to hire a family member?
 Yes No

Provide details of the family member you intend to hire, and the reasons for hiring them

Question visible where 'Yes' response to 'Are there any further requirements for the job?'

Warning visible where 'Yes' response to 'Is the job for planting, maintaining, harvesting or packing crops in the horticulture or viticulture industries?'

Warning visible where 'Yes' response to 'Is this job to work as a crew member on a fishing vessel?'

Section visible where response to 'What type of employee is this job check for?' is 'Fixed-term (full or part-time)'

Question visible where accreditation type is Triangular

Warning visible where 'Yes' response to 'Is this job check for self-employment?'

Question visible where 'Yes' response to 'Do you intend to use this job check to hire a family member?'

Remuneration

Page displays on selection of Save and Continue from previous page

We use this information to ensure that the rate of pay for the job meets the required minimum.

Remuneration type

Will the employee be paid a salary?
 Select No if the employee will be paid an hourly wage.
 Yes No

Deductions or allowances
 Certain deductions or allowances cannot be included when calculating an employee's salary:

- Do not include employment-related deductions or allowances, for example, tool or uniform allowances.
- Do not include benefits that are not guaranteed, such as piece rates, commissions or performance bonuses.

Reasonable deductions and allowances specified in the employment agreement may be included, such as accommodation provided in connection to the employment, meals and vehicles. The value of these must be specified as an allowance or deduction in the employment agreement.

[Employment New Zealand | Deductions](#)

Deductions or allowances
 Certain deductions or allowances cannot be included when calculating an employee's hourly rate of pay:

- do not include employment-related deductions or allowances, for example, tool or uniform allowances
- do not include benefits which are not guaranteed such as piece rates, commissions or performance bonuses.

Reasonable deductions and allowances specified in the employment agreement may be included, such as accommodation provided in connection to the employment, meals and vehicles. The value of these must be specified as an allowance or deduction in the employment agreement.

[Employment New Zealand | Deductions](#)

Does the employment agreement include allowances or benefits in addition to the employee's base rate of pay?
 Select No if only allowances that are not eligible for the calculation of remuneration are included, such as tool or uniform allowances.
 Yes No

Does the employment agreement include reasonable deductions taken from the employee's base rate of pay?
 Yes No

Text visible where 'Yes' response to 'Will the employee be paid a salary?'

Text visible where 'No' response to 'Will the employee be paid a salary?'

Hourly rate of pay

Answer the following questions based on the proposed hourly wage before tax, including guaranteed benefits or allowances. If the rate of pay in the employment agreement is not hourly, calculate what the equivalent hourly wage would be.

Do not include remuneration that is not guaranteed, for example, commission, bonuses or piece rates. Do not include employment-related deductions or allowances, for example, tool or uniform allowances.

Answer the following questions based on the proposed hourly wage before tax. If the rate of pay in the employment agreement is not hourly, calculate what the equivalent hourly wage would be.

Do not include remuneration that is not guaranteed, for example, commission, bonuses or piece rates. Do not include employment-related deductions or allowances, for example, tool or uniform allowances.

Minimum hourly rate of pay
 Answer in New Zealand dollars.

WARNING
 The hourly wage entered is below the New Zealand minimum wage. Total remuneration must be above the minimum wage under New Zealand law.
[Employment New Zealand | Minimum wage](#)

WARNING
 The hourly wage entered is below the median wage. For a job check application to be approved, your organisation must guarantee total remuneration above the median wage.

WARNING
 The hourly wage entered is below the Green List wage threshold for this ANZSCO code. As you have indicated that this job must meet the requirements of the Green List, for this job check application to be approved, your organisation must guarantee total remuneration above this wage threshold.

WARNING
 The hourly wage entered is below the wage threshold for this ANZSCO code. For a job check application to be approved, your organisation must guarantee total remuneration above the applicable wage threshold.

Section visible where 'No' response to 'Will the employee be paid a salary?'

Text visible where 'Yes' response to 'Does the employment agreement include allowances or benefits in addition to the employee's base rate of pay?', or 'Yes' response to 'Does the employment agreement include reasonable deductions taken from the employee's base rate of pay?'

Text visible where 'No' response to 'Does the employment agreement include allowances or benefits in addition to the employee's base rate of pay?', and 'No' response to 'Does the employment agreement include reasonable deductions taken from the employee's base rate of pay?'

Warning visible where 'Minimum hourly rate of pay' is less than 21.20

Warning visible where ANZSCO code is not one which is Construction and Infrastructure, Tourism, or Care Workforce, and 'Minimum hourly rate of pay' is less than 27.76

Warning visible where 'Yes' response to 'Will the job require successful candidates to meet the minimum requirements as stated on the Green List?', and ANZSCO code is either ICT with 'Minimum hourly rate of pay' less than 57.69, or '261211 - Multimedia Specialist' and 'Minimum hourly rate of pay' less than 45.67

Warning visible where ANZSCO code is Construction and Infrastructure or Tourism and 'Minimum hourly rate of pay' is less than 25.00, or Care Workforce and 'Minimum hourly rate of pay' is less than 25.39

Maximum hourly rate of pay
Leave blank if the minimum rate of pay is the most that will be paid for the job. Answer in New Zealand dollars.

Is the overtime pay rate lower than the normal hourly rate?
 Yes No

Overtime rate of pay
Answer in New Zealand dollars.

Is the rate of pay for paid leave lower than the normal hourly rate?
For example, paid annual leave or sick leave.
 Yes No

Paid leave rate of pay
Answer in New Zealand dollars.

Question visible where 'Yes' response to 'Is the overtime pay rate lower than the normal hourly rate?'

Question visible where 'Yes' response to 'Is the rate of pay for paid leave lower than the normal hourly rate?'

Hours worked

Does the employment agreement guarantee work for a minimum of 30 hours per week?
 Yes No

WARNING
For a job check application to be approved, work for a minimum of 30 hours per week must be guaranteed in the employment agreement.

Provide details and explain why the employment agreement does not guarantee work for a minimum of 30 hours per week

Maximum number of hours that will be worked per week
Answer excluding hours paid at overtime rates. The maximum number of hours must be detailed in the employment agreement.

Section visible where 'No' response to 'Does the employment agreement guarantee work for a minimum of 30 hours per week?'

Salary

Answer the following questions based on the proposed salary before tax, including guaranteed benefits or allowances.

Do not include remuneration that is not guaranteed, for example, commission, bonuses or piece rates. Do not include employment-related deductions or allowances, for example, tool or uniform allowances.

Answer the following questions based on the proposed salary before tax.

Do not include remuneration that is not guaranteed, for example, commission, bonuses or piece rates. Do not include employment-related deductions or allowances, for example, tool or uniform allowances.

Minimum annual salary
If the period of work is less than 52 weeks, calculate what the rate would be if 52 weeks were worked. Answer in New Zealand dollars.

Maximum annual salary
Leave blank if the minimum annual salary is the most that will be paid for the job. Answer in New Zealand dollars.

Section visible where 'Yes' response to 'Will the employee be paid a salary?'

Text visible where 'Yes' response to 'Does the employment agreement include allowances or benefits in addition to the employee's base rate of pay?', or 'Yes' response to 'Does the employment agreement include reasonable deductions taken from the employee's base rate of pay?'

Text visible where 'No' response to 'Does the employment agreement include allowances or benefits in addition to the employee's base rate of pay?', and 'No' response to 'Does the employment agreement include reasonable deductions taken from the employee's base rate of pay?'

Hours worked

Number of hours per week to be worked, as specified in the employment agreement

Number of hours specified in the proposed employment agreement

Maximum number of hours to be worked per week
Exclude hours paid at overtime rates.

Will the employment be based on a revolving roster?
This is a work roster system where the employee has a regular shift pattern that is not based on a seven-day week, for example three days on then three days off (a six-day shift pattern).
 Yes No

Section visible where 'Yes' response to 'Will the employee be paid a salary?'

Question visible where response to 'Number of hours per week to be worked, as specified in the employment agreement' is 'A fixed number of hours per week' or 'Only a maximum number of hours per week (no minimum)'

Question visible where response to 'Number of hours per week to be worked, as specified in the employment agreement' is 'A minimum and a maximum number of hours per week' or 'Only a minimum number of hours per week (no maximum)'

Section visible where response to 'Number of hours per week to be worked, as specified in the employment agreement' is 'A minimum and a maximum number of hours per week' or 'Only a minimum number of hours per week (no maximum)'

- Options:
- A fixed number of hours per week
 - A minimum and a maximum number of hours per week
 - Only a minimum number of hours per week (no maximum)
 - Only a maximum number of hours per week (no minimum)
 - Hours vary
 - No minimum or maximum hours specified

Number of days in each shift pattern
For example three days on, three days off would be a six-day shift pattern.

Are the number of hours worked per shift pattern the same throughout the year?
 Yes No

Maximum number of hours worked per shift pattern
Exclude hours paid at overtime rates.

Number of hours worked per shift pattern
Exclude hours paid at overtime rates.

Are the number of hours worked the same throughout the year?
 Yes No

Describe the variation in hours

Maximum number of hours worked per week
Exclude hours paid at overtime rates.

WARNING
For a job check application to be approved, work for a minimum of 30 hours per week must be guaranteed in the employment agreement.

Provide details and explain why the employment agreement does not guarantee at least 30 work hours per week

Hourly rate of pay

NOTE
The annual salary can be converted to an hourly rate by the following formula: $\text{Salary} \div 52 + \text{the maximum weekly hours worked} = \text{hourly rate}$.

For example, if someone makes \$70,000 per year, and works 45 hours per week, the hourly rate is \$29.91 ($70000 \div 52 + 45 = 29.91$).

NOTE
The annual salary can be converted to an hourly rate by the following formula: $\text{Salary} \div (365 + \text{the number of days in a shift pattern}) + \text{the maximum hours worked per shift pattern} = \text{hourly rate}$.

For example, if someone makes \$70,000 per year, works six-day shift patterns (three days on, three days off), and works 40 hours per shift pattern, the hourly rate is \$28.77 ($70000 \div (365 + 6) + 40 = 28.77$).

Minimum hourly rate of pay
Answer in New Zealand dollars.

WARNING
The minimum hourly rate of pay entered is below the New Zealand minimum wage. Total remuneration must be above the minimum wage under New Zealand law.
[Employment New Zealand | Minimum wage](#)

WARNING
The minimum hourly rate of pay entered is below the median wage. For a job check application to be approved, your organisation must guarantee total remuneration above the median wage.

WARNING
The minimum hourly rate of pay entered is below the Green List wage threshold for this ANZSCO code. As you have indicated that this job must meet the requirements of the Green List, for this job check application to be approved, your organisation must guarantee total remuneration above this wage threshold.

WARNING
The minimum hourly rate of pay entered is below the wage threshold for this ANZSCO code. For a job check application to be approved, your organisation must guarantee total remuneration above the applicable wage threshold.

Section visible where 'Yes' response to 'Will the employment be based on a revolving roster?'

Question visible where 'No' response to 'Are the number of hours worked per shift pattern the same throughout the year?'

Question visible where 'Yes' response to 'Are the number of hours worked per shift pattern the same throughout the year?'

Section visible where 'No' response to 'Will the employment be based on a revolving roster?'

Question visible where 'No' response to 'Are the number of hours worked the same throughout the year?'

Question visible where 'Yes' response to 'Are the number of hours worked the same throughout the year?'

Section visible where response to 'Number of hours per week to be worked, as specified in the employment agreement' is 'Only a maximum number of hours per week (no minimum)' or 'No minimum or maximum hours specified'

Note visible where response to 'Number of hours per week to be worked, as specified in the employment agreement' is 'A fixed number of hours per week' or 'A minimum and a maximum number of hours per week' or 'Only a minimum number of hours per week (no maximum)' or 'Only a maximum number of hours per week (no minimum)' or 'No minimum or maximum hours specified', or where 'Number of hours per week to be worked, as specified in the employment agreement' is 'Hours vary' and 'No' response to 'Will the employment be based on a revolving roster?'

Note visible where response to 'Number of hours per week to be worked, as specified in the employment agreement' is 'Hours vary' and 'Yes' response to 'Will the employment be based on a revolving roster?'

Warning visible where 'Minimum hourly rate of pay' is less than 21.20

Warning visible where ANZSCO code is not one which is Construction and Infrastructure, Tourism, or Care Workforce, and 'Minimum hourly rate of pay' is less than 27.76

Warning visible where 'Yes' response to 'Will the job require successful candidates to meet the minimum requirements as stated on the Green List?', and ANZSCO code is either ICT with 'Minimum hourly rate of pay' less than 57.69, or '261211 - Multimedia Specialist' and 'Minimum hourly rate of pay' less than 45.67

Warning visible where ANZSCO code is Construction or Infrastructure or Tourism and 'Minimum hourly rate of pay' is less than 25.00, or Care Workforce and 'Minimum hourly rate of pay' is less than 25.39

Maximum hourly rate of pay
Answer in New Zealand dollars.

Is the overtime pay rate lower than the minimum hourly rate calculated above?
 Yes No

Overtime rate of pay
Answer in New Zealand dollars.

Base rate of pay

Answer the following questions based on the proposed salary before tax, excluding all allowances or deductions.

Answer the following questions based on the proposed salary before tax, excluding all allowances.

Answer the following questions based on the proposed salary before tax, excluding all deductions.

Minimum base annual salary
If the period of work is less than 52 weeks, calculate what the rate would be if 52 weeks were worked. Answer in New Zealand dollars.

Maximum base annual salary
Answer in New Zealand dollars, including cents after a decimal point, for example 35000.00. Do not include a dollar sign or comma.

NOTE
The annual salary can be converted to an hourly rate by the following formula: $\text{Salary} \div 52 = \text{the maximum weekly hours worked} \times \text{hourly rate}$.

For example, if someone makes \$70,000 per year, and works 45 hours per week, the hourly rate is $\$29.91 (70000 \div 52 \div 45 = 29.91)$.

NOTE
The annual salary can be converted to an hourly rate by the following formula: $\text{Salary} \div (365 + \text{the number of days in a shift pattern}) = \text{the maximum hours worked per shift pattern} \times \text{hourly rate}$.

For example, if someone makes \$70,000 per year, works six-day shift patterns (three days on, three days off), and works 40 hours per shift pattern, the hourly rate is $\$28.77 (70000 \div (365 + 6) \div 40 = 28.77)$.

Answer the following questions based on the proposed hourly wage before tax, excluding all allowances or deductions.

Answer the following questions based on the proposed hourly wage before tax, excluding all allowances.

Answer the following questions based on the proposed hourly wage before tax, excluding all deductions.

Minimum base hourly rate of pay
Answer in New Zealand dollars.

Maximum base hourly rate of pay
Answer in New Zealand dollars.

Allowances and benefits

NOTE
Allowances or benefits are in addition to an employee's base rate of pay.

Will an allowance be paid on an hourly basis?
 Yes No

Additional hourly rate of pay
Answer in New Zealand dollars.

Provide details of the additional pay
Include when it is paid and what it is paid for.

Are any further allowances or benefits paid?
 Yes No

Enter the additional allowances or benefits and their value
Only include guaranteed allowances or benefits specified in the proposed employment agreement.

Question visible where a salary has been entered under 'Maximum annual salary'

Question visible where 'Yes' response to 'Is the overtime pay rate lower than the minimum hourly rate calculated above?'

Section visible where 'Yes' response to either 'Does the employment agreement include allowances or benefits in addition to the employee's base rate of pay?' or 'Does the employment agreement include reasonable deductions taken from the employee's base rate of pay?'

Alternate text visible depending on 'Yes'/'Yes', 'Yes'/'No' or 'No'/'Yes' responses to 'Does the employment agreement include allowances or benefits in addition to the employee's base rate of pay?' and 'Does the employment agreement include reasonable deductions taken from the employee's base rate of pay?'

Question visible where a salary has been entered under 'Maximum annual salary'

Note visible where response to 'Number of hours per week to be worked, as specified in the employment agreement' is 'A fixed number of hours per week' or 'A minimum and a maximum number of hours per week' or 'Only a minimum number of hours per week (no maximum)' or 'Only a maximum number of hours per week (no minimum)' or 'No minimum or maximum hours specified', or where 'Number of hours per week to be worked, as specified in the employment agreement' is 'Hours vary' and 'No' response to 'Will the employment be based on a revolving roster?'

Note visible where response to 'Number of hours per week to be worked, as specified in the employment agreement' is 'Hours vary' and 'Yes' response to 'Will the employment be based on a revolving roster?'

Section visible where 'No' response to 'Will the employee be paid a salary?'

Section visible where 'Yes' response to either 'Does the employment agreement include allowances or benefits in addition to the employee's base rate of pay?' or 'Does the employment agreement include reasonable deductions taken from the employee's base rate of pay?'

Alternate text visible depending on 'Yes'/'Yes', 'Yes'/'No' or 'No'/'Yes' responses to 'Does the employment agreement include allowances or benefits in addition to the employee's base rate of pay?' and 'Does the employment agreement include reasonable deductions taken from the employee's base rate of pay?'

Question visible where a rate of pay has been entered under 'Maximum hourly rate of pay'

Section visible where 'Yes' response to 'Does the employment agreement include allowances or benefits in addition to the employee's base rate of pay?'

Section visible where 'Yes' response to 'Will an allowance be paid on an hourly basis?'

Section visible where 'No' response to 'Will an allowance be paid on an hourly basis?' or 'Yes' response to 'Are any further allowances or benefits paid?'

ALERT

- Do not include employment-related allowances, for example, tool or uniform allowances.
- Do not include allowances that are not guaranteed, such as piece rates, commissions or performance bonuses.

Options:
- Accommodation
- Meals
- Vehicle
- Insurance
- Other

Type of allowance or benefit

Description of allowance or benefit

Value of allowance or benefit
Answer in New Zealand dollars.

Frequency of allowance or benefit

+ ADD ANOTHER ALLOWANCE OR BENEFIT

Question visible where response to 'Type of allowance or benefit' is 'Other'

Button repeats section allowing further instances of allowances or benefits to be added

Deductions

NOTE
Deductions are taken from an employee's base rate of pay.

Enter the deductions and their value
Include deductions specified in the proposed employment agreement. Include all employment-related deductions, for example, tool or uniform deductions.

Options:
- Accommodation
- Meals
- Vehicle
- Insurance
- Other

Type of deduction

Description of deduction

Value of deduction
Answer in New Zealand dollars.

Frequency of deduction

+ ADD ANOTHER DEDUCTION

Section visible where 'Yes' response to 'Does the employment agreement include reasonable deductions taken from the employee's base rate of pay?'

Question visible where response to 'Type of deduction' is 'Other'

Button repeats section allowing further instances of deductions to be added

Overnight work

Will employees be paid at the minimum rate of pay or higher for time spent sleeping during overnight work?
 Yes No

WARNING
Where an employee is working, even if they are allowed to sleep, they must be paid at least their minimum specified rate of pay.

Will the employee be paid at least the minimum wage for time spent sleeping during overnight work?
 Yes No

Section visible where 'Yes' response to 'Will the job require the employee to work overnight, but allow them to sleep during this time?'

Warning visible where 'No' response to 'Will employees be paid at the minimum rate of pay or higher for time spent sleeping during overnight work?' and ANZSCO is not Care Workforce

Question visible where 'Yes' response to 'Will employees be paid at the minimum rate of pay or higher for time spent sleeping during overnight work?' and ANZSCO is Care Workforce

Page displays on selection of Save and Continue from previous page if ANZSCO is not on the Green List and 'Minimum hourly rate of pay' is less than 55.52, or if ANZSCO is on the Green List, a 'No' response has been given to 'Will the job require successful candidates to meet the minimum requirements as stated on the Green List?' and 'Minimum hourly rate of pay' is less than 55.52

Advertising

We use this information to ensure your organisation has genuinely attempted to recruit New Zealanders.

Advertising platforms

NOTE

Your organisation must have made genuine attempts to attract and recruit suitable New Zealand citizens or residence class visa holders to fill the job on offer. A job check will only be approved if no suitable New Zealanders are available for the job.

Where did you advertise the job?

If you can't find the platform where the job was advertised, enter 'Other'.

Start typing to find the platform...

Platform where job was advertised

Explain how this platform is likely to attract suitable New Zealand citizen or resident applicants

+ ADD ANOTHER PLATFORM

Section visible where response to 'Where did you advertise the job?' is 'Other'

Button repeats section allowing further job advertising platforms to be added

Were the details in the advertisements the same across all platforms?

Answer Yes if the jobs was advertised on a single platform.

Yes No

Describe the differences between the listings

Question visible where 'No' response to 'Were the details in the advertisements the same across all platforms?'

Details of advertisement

The following details must have been included in the job advertisement:

- a job description detailing the key tasks and responsibilities
- the minimum and maximum rate of pay or salary
- a reasonable estimate of the actual earnings if pay includes commission, piece rates or bonuses that are not guaranteed
- the minimum guaranteed hours of work
- the location of the job
- the minimum qualifications, work experience, skills or other specifications for the job.

ALERT

Because you have indicated that the work is to be completed remotely, the job must have been advertised nationally.

Alert visible where 'Yes' response to 'Will all the work be done remotely?'

ALERT

Because you have specified a range for the hourly rate of pay, the job advertisement must also state this pay range.

Alert visible where 'No' response to 'Will the employee be paid a salary?' and an hourly rate of pay has been entered in 'Maximum hourly rate of pay'

ALERT

Because you have specified a range for the salary, the job advertisement must also state this salary range.

Alert visible where 'Yes' response to 'Will the employee be paid a salary?' and a salary has been entered in 'Maximum annual salary'

NOTE

Although this job has multiple employers, it must be advertised as a single role.

Alert visible where ANZSCO is '253112 – Resident Medical Officer' and 'Yes' response to 'Will the successful candidate be employed by other employers in addition to your organisation?'

Did the job advertisement include all of the details outlined above?

Yes No

WARNING

For a job check application to be approved, your organisation must include all of the above details in a job advertisement.

Section visible where 'No' response to 'Did the job advertisement include all of the details outlined above?'

Describe which details were excluded, and explain why the job advertisement does not include all of the above details

Did the job advertisement include any qualifications, work experience, skills or other specifications that are not necessary to do the work on offer?
 Yes No

ALERT
 Any qualifications, work experience, skills or other specifications included in the job advertisement must be relevant to the job.

Provide details of the qualifications, work experience, skills or other specifications that were included in addition to those necessary to do the work on offer

Section visible where 'Yes' response to 'Did the job advertisement include any qualifications, work experience, skills or other specifications that are not necessary to do the work on offer?'

Advertising timeframe

Has the job advertisement closed?
 Yes No

ALERT
 The job advertisement must have closed prior to this job check application being submitted.

Was the job advertised for at least 14 days?
 Yes No

WARNING
 For a job check application to be approved, your organisation must advertise the job for 14 days.

Explain why the job was not advertised for at least 14 days

Alert visible where 'No' response to 'Has the job advertisement closed?'

Section visible where 'No' response to 'Was the job advertised for at least 14 days?'

Did the job advertisement close within the last 90 days?
 If you save this application as a draft, make sure you update this question response on the date of submission.
 Yes No

WARNING
 For a job check application to be approved, the advertisement must have closed within 90 days of the date of submission.

Explain why the job advertisement closed more than 90 days ago

Section visible where 'Yes' response to 'Has the job advertisement closed?'

Warning visible where 'No' response to 'Did the job advertisement close within the last 90 days?'

Date the job was advertised
 dd mm yyyy

Date the job advertisement closed
 dd mm yyyy

Date the job advertisement closed
 dd mm yyyy

Section visible where 'Yes' response to 'Has the job advertisement closed?'

Alternate date fields visible depending on response to 'Did the job advertisement close within the last 90 days?'

Job applicants

Total number of applications received

Number of applications received from New Zealand citizens or residents

Number of New Zealand citizen or resident applicants deemed suitable for the job

Number of New Zealand citizens or residents hired for the job

Employment agreement

Page displays on selection of Save and Continue from previous page

This information helps us decide if the employment agreement meets the approval requirements of a job check.

Parties to the employment agreement

Is the employer listed in the employment agreement the legal name of the employer that was accredited?
 Yes No

Question visible if organisation type is 'Sole trader' or 'Other'

Is the employer listed in the employment agreement the partners of the partnership that was accredited?
 Yes No

Question visible if organisation type is 'Partnership'

Is the employer listed in the employment agreement the trustees of the trust that was accredited?
 Yes No

Question visible if organisation type is 'Trust'

Describe the employer listed on the employment agreement, and explain why it does not match the employer that was accredited

Question visible where 'No' response to 'Is the employer listed in the employment agreement the legal name of the employer that was accredited?' or 'Is the employer listed in the employment agreement the partners of the partnership that was accredited?' or 'Is the employer listed in the employment agreement the trustees of the trust that was accredited?'

Mandatory inclusions

The employment agreement must include:

- the job title
- a detailed description of the work to be performed
- the hours of work
- the duration and type of agreement (fixed-term or permanent)
- details of the pay and conditions of employment
- the place or places of work
- details about paid leave entitlements
- the maximum number of hours to be worked before overtime rates apply
- details of the overtime rate of pay
- the pay period
- the process for resolution of employment relationship issues
- if applicable, an employment protection provision that applies if your organisation is sold or transferred, or if the employee's work is contracted out
- any other matters agreed on, such as trial periods, probationary arrangements or availability provisions.

[Employment New Zealand | Things an employment agreement must contain](#)

Does the employment agreement include all of the above information?
 Yes No

Section visible where 'No' response to 'Does the employment agreement include all of the above information?'

WARNING

Including all of the above information in the employment agreement is required for a job check application to be approved.

Provide details of what has not been included, and explain why it has not been included in the employment agreement

Are the terms and conditions specified in the employment agreement less than those of the New Zealand market for this occupation?
 Including rate of pay and notice periods.
 Yes No

Warning visible where 'No' response to 'Are the terms and conditions specified in the employment agreement less than those of the New Zealand market for this occupation?'

WARNING

For a job check application to be approved, the terms and conditions specified in the employment agreement must not be less than those of the New Zealand market.

What is the pay period for the job as specified in the employment agreement?
 This is how frequently the employee receives their pay.

- Options:
- Daily
 - Weekly
 - Fortnightly
 - Monthly
 - Annually
 - Other

Pay period

Question visible where response to 'What is the pay period for the job as specified in the employment agreement?' is 'Other'

Does the employment agreement guarantee the employee work for at least 30 hours per week at their normal rate of pay?

This excludes the lower rate of pay that applies when they are sleeping during overnight work.

Yes No

WARNING

For a job check application to be approved, an employee must be guaranteed at least 30 hours of work per week at their normal rate of pay.

Section visible where ANZSCO is Care Workforce, 'Yes' response to 'Will the job require the employee to work overnight, but allow them to sleep during this time?', 'No' response to 'Will employees be paid at the minimum rate of pay or higher for time spent sleeping during overnight work?' and 'Yes' response to 'Will the employee be paid at least the minimum wage for time spent sleeping during overnight work?'

Warning visible where 'No' response to 'Does the employment agreement guarantee the employee work for at least 30 hours per week at their normal rate of pay?'

Lawful employment arrangement

As an employer, you must not pass on recruitment, training or equipment costs, inside or outside of New Zealand, to Accredited Employer Work Visa holders. This includes, but is not limited to:

- advertising costs
- recruitment agency fees
- employer accreditation and job check application fees, and any other associated costs such as immigration adviser fees
- compulsory training and induction costs related to the job (including on-the-job training)
- health and safety equipment required to undertake employment safely
- branded uniforms
- trade testing (including testing centre, tester accommodation and salary costs)
- tools where the ownership of the tools is retained by the employer.

I confirm that the employee has not, and will not pay any recruitment, training or equipment costs related to this job

ALERT

It is illegal for an employer, or representative of an employer, to seek or receive any premium to employ someone. Premiums are payments for the securing or retention of an employment relationship.

This is always illegal, whether the employee pays a lump sum or a regular amount to the employer, or if the employer deducts the money from the employee's pay.

[? Employment New Zealand | Deductions](#)

I confirm that there has not, and will not be any payment made by the employee to secure or retain their employment

I confirm that a premium has not been paid, and will not be paid, by any successful candidate resulting from this job check

ALERT

A bond is where an employee must pay back an employer for certain expenses. For example, an employee must pay back the cost of an employer-funded training course if they leave the job within a certain timeframe. Bonds are not lawful if they cover expenses an employer would normally pay and the employee does not benefit from the arrangement.

Does the employment agreement include any bonds?

Yes No

Provide details of the bond

Include the amount, what it is for, and the circumstances under which it must be paid.

Question visible where 'Yes' response to 'Does the employment agreement include any bonds?'

Note: Page already reviewed and signed off as part of Employer Accreditation

- of employer
ation
- franchisee
employer
accreditation
- Immigration
assistance**
- Supporting
documents
- Review and declare

Immigration assistance

Page displays on selection of Save and Continue from previous page

Application ID: undefined

Organisation name: undefined

We use the information you enter in this section to check that any immigration advice was provided lawfully, and to contact you if necessary.

Person completing form

- Options:
- Employee or owner of the organisation
 - Licensed immigration adviser
 - Person exempt from licensing
 - Assisting by recording information on the form

- Options:
- Informal advice: I provided immigration advice in an informal or family context only, not systematically or for a fee
 - Lawyer: I hold a current practicing certificate as a barrister or barrister and solicitor of the High Court of New Zealand
 - Foreign diplomat/consular staff: I am diplomatic or consular staff accorded protection under New Zealand law
 - Citizens Advice Bureau: I work/volunteer at a New Zealand Citizens Advice Bureau
 - Community law centre: I work/volunteer at a qualifying New Zealand community law centre
 - Member of Parliament or staff: I am a New Zealand member of Parliament/ member of their staff providing advice within the scope of my employment agreement
 - Public servant: I am a New Zealand public servant providing advice within the scope of my employment agreement

In what capacity are you completing this form?

If you are contracted to the organisation, for example, an external HR adviser, select 'Employee or owner of the organisation'.

What type of exemption do you have?

The Immigration Advisers Licensing Act 2007 requires that anyone providing immigration advice is licensed, unless exempt. [Adviser licensing information](#)

Question visible where 'Person exempt from licensing' response to 'In what capacity are you completing this form?'

Personal details

NOTE

If the you have a mononym (a single name), enter it in the Surname or family name field and leave the first and middle name fields blank.

Given or first name

Surname or family name

Role or job title

Company name - if applicable

New Zealand Business Number (NZBN) of company - if applicable

The NZBN applies for New Zealand businesses only. You can search for the right NZBN [online](#).

Section visible where 'Employee or owner of the organisation', 'Person exempt from licensing' or 'Assisting by recording information on the form' response to 'In what capacity are you completing this form?'

CONFIRMED

NZBN validated.

Confirmation visible where NZBN is validated with a display name

<p>ACTION REQUIRED We were unable to validate the NZBN you entered. Re-enter the NZBN to try again or clear the NZBN from the field.</p>	<p>Alert visible where NZBN is unable to be validated</p>
<p>ACTION REQUIRED The NZBN you entered belongs to an organisation that is no longer current in the register. Check the NZBN and re-enter or clear the NZBN from the field.</p>	<p>Alert visible where NZBN is validated but organisation is no longer current</p>
<p>CONFIRMED NZBN validated, however there is no organisation name available to display.</p>	<p>Confirmation visible where NZBN is validated with no display name</p>
<p>Business name for this NZBN Check that this is the correct name for the business.</p> <input type="text"/> <p>Email address This can be your work email address.</p> <input type="text"/> <p>Contact number This can be your work contact number. Enter country code, area code and phone number separated by spaces, for example +64 123 987654.</p> <input type="text"/> <p>Should the details you have given above be used to contact you about the application? <input type="radio"/> Yes <input type="radio"/> No</p> <p><input type="checkbox"/> I confirm that the organisation has consented to me receiving information about this application</p>	<p>Question visible where 'Yes' response to 'Should the details you have given above be used to contact you about the application?'</p>
<p>Immigration adviser details</p> <p>Provide your adviser number Start typing and select your adviser number from the list...</p> <input type="text"/> <p>Email address</p> <input type="text"/> <p>Contact number Enter country code, area code and phone number separated by spaces e.g. +64 123 987654</p> <input type="text"/> <p>Do you want to use these details for all correspondence regarding the application? If correspondence is to be sent directly to the organisation, select No. <input type="radio"/> Yes <input type="radio"/> No</p>	<p>Section visible where 'Licensed immigration adviser' response to 'In what capacity are you completing this form?'</p>
<p>Primary contact details</p> <p>NOTE This application should be shared with the primary contact. → Sharing applications</p> <p>Enter the details of the primary contact for this application</p>	<p>Section visible where 'No' response to 'Should the details you have given above be used to contact you about the application?' or 'No' response to 'Do you want to use these details for all correspondence regarding the application?'</p>

NOTE
If the primary contact has a mononym (a single name), enter it in the Surname or family name field and leave the Given or first name field blank.

Given or first name

Surname or family name

Role or job title

Email address

Contact number
 Enter country code, area code and phone number separated by spaces, for example +64 123 9876544.

Postal country or territory
 Start typing and select a country from the list.

Postal address

Business name – if applicable

New Zealand Business Number (NZBN) – if applicable
 The NZBN applies for New Zealand businesses only. You can search for the right NZBN online.

✔ CONFIRMED NZBN validated.

Confirmation visible where NZBN is validated with a display name

! ACTION REQUIRED We were unable to validate the NZBN you entered. Re-enter the NZBN to try again or clear the NZBN from the field.

Alert visible where NZBN is unable to be validated

! ACTION REQUIRED The NZBN you entered belongs to an organisation that is no longer current in the register. Check the NZBN and re-enter or clear the NZBN from the field.

Alert visible where NZBN is validated but organisation is no longer current

✔ CONFIRMED NZBN validated, however there is no organisation name available to display.

Confirmation visible where NZBN is validated with no display name

Business name for this NZBN
 Check that this is the correct name for the business.

Options:

- Interpretation/translation
- Immigration advice (as defined in the Immigration Advisers Licensing Act 2007)
- Other

Options:

- Informal advice: I provided immigration advice in an informal or family context only, not systematically or for a fee
- Lawyer: I hold a current practicing certificate as a barrister or barrister and solicitor of the High Court of New Zealand
- Foreign diplomat/consular staff: I am diplomatic or consular staff accorded protection under New Zealand law
- Citizens Advice Bureau: I work/volunteer at a New Zealand Citizens Advice Bureau
- Community law centre: I work/volunteer at a qualifying New Zealand community law centre
- Member of Parliament or staff: I am a New Zealand member of Parliament/ member of their staff providing advice within the scope of my employment agreement
- Public servant: I am a New Zealand public servant providing advice within the scope of my employment agreement

Advice

Section 7 of the Immigration Advisers Licensing Act 2007 defines immigration advice as 'using, or purporting to use, knowledge of or experience in immigration to advise, direct, assist, or represent another person in regard to an immigration matter relating to New Zealand, whether directly or indirectly and whether or not for gain or reward.'

→ [Adviser licensing information](#)

Have you, or your organisation, received assistance or immigration advice relating to this application?
 Yes No

Have you, or the organisation you assisted, received assistance or immigration advice relating to this application?
 Yes No

What was the nature of the advice or assistance?

Detail the advice or assistance that was provided

Was the immigration advice provided by a licensed immigration adviser?
 Yes No

Provide their adviser number
 You can search for their adviser number on the [Immigration Advisers Authority website](#).

Was the immigration advice provided by a person exempt from licensing?
 The Immigration Advisers Licensing Act 2007 requires that anyone providing immigration advice is licensed, unless exempt. [Licensing](#)
 Yes No

What type of exemption from licensing does the person have?

Provide the name, address and contact details of the person who provided advice or assistance

NOTE
 If the person has a mononym (a single name), enter it in the Surname or family name field and leave the Given or first name field blank.

Given or first name

Surname or family name

Email address

Contact number
 Enter country code, area code and phone number separated by spaces, for example +64 123 987654.

SAVE AND CONTINUE

Question visible where 'Employee or owner of the organisation' or 'Assisting by recording information on the form' response to 'In what capacity are you completing this form?'

Question visible where 'Employee or owner of the organisation' response to 'In what capacity are you completing this form?'

Question visible where 'Assisting by recording information on the form' response to 'In what capacity are you completing this form?'

Section visible where 'Yes' response to 'Have you, or your organisation, received assistance or immigration advice relating to this application?' or 'Yes' response to 'Have you, or the organisation you assisted, received assistance or immigration advice relating to this application?'

Section visible where 'Immigration advice (as defined in the Immigration Advisers Licensing Act 2007)' response to 'What was the nature of the advice or assistance?'

Question visible where 'Yes' response to 'Was the immigration advice provided by a licensed immigration adviser?'

Question visible where 'Yes' response to 'Was the immigration advice provided by a person exempt from licensing?'

Section visible where 'Interpretation/translation' or 'Other' response to 'What was the nature of the advice or assistance?' or 'No' response to 'Was the immigration advice provided by a person exempt from licensing?'

Supporting documents

Page displays on selection of Save and Continue from previous page

We use the information and documents you upload in this section as evidence that your organisation meets the requirements for this job check application.

Guidance

Based on the information you have provided, you must upload the following documents to support your organisation's job check application
The size of each document must not exceed 10MB. If you have more than one document as evidence for the same requirement, combine them into one PDF file to upload. Documents translated into English must be certified official translations.
→ [See our help pages for uploading documents](#)

Employment agreement

NOTE

The employment agreement should not include any details of a prospective employee.

Upload employment agreement

BROWSE

Upload job description

BROWSE

Section displays where ANZSCO is not on the Green List and 'Minimum hourly rate of pay' is less than 55.52, or if ANZSCO is on the Green List, a 'No' response has been given to 'Will the job require successful candidates to meet the minimum requirements as stated on the Green List?' and 'Minimum hourly rate of pay' is less than 55.52

Evidence of advertising

ALERT

Evidence of advertising must include, for all advertisements, the:

- content
- dates
- duration
- platforms.

Make sure these are clear in the evidence you upload. If the advertising platform is a website, screenshots displaying this information should be provided. Processing of your application may be delayed if we need to ask you for clarification.

Upload evidence of advertising

BROWSE

Description of advertising evidence

Authority

Upload authorisation for another person to submit this application on behalf of your organisation
→ [Employer accreditation declaration form](#)

Section visible where response to 'In what capacity are you completing this form?' is 'Licensed immigration adviser', 'Person exempt from licensing' or 'Assisting by recording information on the form'

Further evidence

Do you want to upload any further evidence to support this application?
 Yes No

Upload further evidence

Description of evidence

Section visible where 'Yes' response to 'Do you want to upload any further evidence to support this application?'

• ADD MORE EVIDENCE

Button repeats section allowing further instances of evidence to be added