

How to Apply for a Job Check for the Accredited Employer Work Visa



After you are accredited to employ workers on an Accredited Employer Work Visa (AEWV), gather information about the roles you want to fill and apply online for a Job Check.

Step 1: Before you apply for a job check

Before you start an application you need to have:

- the right level of accreditation for the jobs you want to fill
- the job title and location of the work
- prepared an acceptable job offer, job description and a draft employment agreement
- the Australia and New Zealand Standard Classification of Occupations (ANZSCO) code and skill level that best matches the job you are offering
- advertised the job, unless your job is exempt
- engaged with Work and Income if it is ANZSCO level 4 or 5.

Find out how to find a job's ANZSCO code and skill level.

- [Check the ANZSCO list](#)

Advertise the job and engage with Work and Income

- Unless your role is exempt, you will need to advertise the job before you submit your Job Check application.
- If the job is ANZSCO level 4 and 5 you also need to engage with Work and Income before you start a Job Check application.
- You can apply for a Job Check within 90 days of your advertisement closing and your engagement with Work and Income ending.

You do not need to advertise the job or engage with Work and Income before you apply for a Job Check if your job:

- is on the Green List and meets the Green List role requirements, or
- pays at least NZD\$59.32 an hour (twice the February 2023 median wage).

You do not need to engage with Work and Income if the job is [Glossary for Australian and New Zealand Standard Classification of Occupations \(ANZSCO\)](#) level 1, 2 or 3. You will still need to advertise, unless your job is exempt.

Advertise the job

Before you apply for a Job Check, you must have advertised the job on a suitable national listing website or advertising channel. You can apply for a Job Check within 90 days of your listing closing. The listing must have closed before you apply for a Job Check.

How long you need to advertise for

- If the role is ANZSCO skill level 1, 2 or 3, you must advertise for at least 14 days.
- If the role is ANZSCO skill level 4 or 5, you must advertise for at least 21 days. You will also need to show that you engaged with Work and Income about the vacancy.

Job advertisement requirements - your job ad must include:

- the job description
- the minimum and maximum pay
- the location
- minimum hours of work
- estimated actual earnings if the job pays by piece, commission or there are other rates or bonuses
- the minimum skills, experience, and qualifications for the role.

Look for a New Zealander to do the job

When you advertise, you must check if there are suitable and available New Zealanders. To be a suitable and available New Zealander, someone must:

- be a New Zealand citizen or resident
- be qualified for the job or able to be trained on the job
- live close to where the job is or be able to move there
- have a practical way of travelling to the job, like a bus or their own car
- be available for full-time work in the hours you need.

In your Job Check application you need to declare if you found any suitable New Zealanders for the job. If the job is ANZSCO level 4 or 5 you need to indicate why any New Zealanders who applied were not suitable or available. Your Job Check will be declined if the information you provide shows there are suitable and available New Zealanders to fill your vacancy.

Using a recruitment agency

You can use a recruitment agency to advertise and find suitable applicants. You cannot pass on any recruitment costs to job applicants.

Engage with Work and Income

If your job is ANZSCO skill level 4 or 5, you must engage with Work and Income before you apply for a Job Check. This is in addition to advertising the role, but you can advertise the job at the same time you engage with Work and Income. You can apply for a Job Check within 90 days of engaging with Work and Income.

How to engage with Work and Income

You complete Work and Income's online form.

- [Hiring migrant workers | Work and Income](#)

You need to include a job description that shows:

- the main tasks and responsibilities of the role
- the terms and conditions of the employment
- the minimum and maximum rate of pay or salary
- estimated actual earnings if the job pays by piece, commission or there are other rates or bonuses
- the minimum guaranteed hours of work
- the location of the job.

The details should match what you will submit in your Job Check application.

Work and Income will decide:

- to list the job for up to 21 days
- they cannot fill the vacancy and you do not need to engage with them further.

They will contact you within 5 working days to let you know if they will list the job or not.

While they are listing a job, Work and Income may decide to reduce the listing time to less than 21 days.

Work and Income will send you an Engagement Check once the engagement is complete. It will confirm:

- how long they listed the job for and if they matched any job seekers with the job, or
- they cannot fill the vacancy and you did not need to list the job with them.

You upload a copy of the Work and Income Engagement Check to the Supporting Documents page of the Job Check form.

Step 2: Check that your migrant is suitably qualified

You must make sure that a person is suitably qualified and skilled to do the job before you ask them to apply for an Accredited Employer Work Visa.

What you need to check

Before you ask someone to apply for an AEWV, you must check they:

- meet the AEWV skill requirements we set
- have the skills and experience you have specified for the job.

You must keep accurate records of the steps you took and provide them to Immigration New Zealand (INZ) if we ask for them. If you are not able to do this, your accreditation may be revoked.

If you are using a third party like a recruitment agency to recruit on your behalf, you must confirm they will check the migrant is suitably qualified and keep records of the steps they take. You will be considered responsible if this is not done.

Meet the AEWV skills requirement

All migrants who apply for an AEWV on or after 7 April 2024 must show they have the minimum skills required for an AEWV. You must check a migrant meets one of these skill criteria before you ask them to apply for an AEWV:

- the job you are hiring for is on the Green List and they meet the Green List's job requirements
- the job you are hiring for pays at least NZD\$59.32 an hour (twice the February 2023 median wage)
- they have 3 years or more of relevant work experience
- they have a relevant qualification of Level 4 or higher on the New Zealand Qualifications and Credentials Framework (NZQCF).

A qualification or work experience is relevant if it is in the same or similar field or industry as the job offered. A Bachelor's degree or higher is considered relevant for any job. You must see evidence from a third party, for example letters from a manager or former employer, an education institution, or occupational registration body. Read about the different qualification levels on the New Zealand Qualification Authority (NZQA) website:

- [About the NZQCF](#)
- [Level descriptors for the NZQCF](#)

You must take steps to make sure the migrant is suitably qualified for the role you are offering. The required skills, qualifications and experience are set by you in the job advertisement and listed in the Job Check. To check someone is suitably qualified, you could ask:

- the applicant to do a practical test or demonstrate their knowledge in a job interview
- to see documents that support their resume or CV.

Evidence migrants can provide

The same evidence can be used to show the migrant will meet our skills requirement and any skills or experience you have asked for.

Work experience

Examples of documents workers can use to show relevant work experience include:

- reference letters from employers
- certificates of employment

- payslips
- tax certificates.

Qualification

You must see the qualification. It must show the type of qualification and the institute that awarded it.

To meet the skills requirement, the evidence must give you confidence that the qualification is Level 4 or higher on the NZQCF.

You do not need to see an International Qualification Assessment (IQA) from the New Zealand Qualification Authority (NZQA). If the qualification is below a Bachelor's degree, the migrant will need to provide an IQA as part of their visa application.

For information about the IQA process:

- [Evaluating international qualifications — NZQA](#)

Occupational registration

Their evidence should confirm:

- the registration authority
- the name of the registration
- that they meet any other requirements to gain the registration, if applicable.

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