OFFICE USE ONLY	Client no.:	Date received: / /	Application no.:

November 2025

INZ 1113

NEW ZEALAND IMMIGRATION

Employer Supplementary Form

for employers who have offered a position to a person from overseas who is applying for a work visa

Information for employers

This form must be completed and signed by a person who has authority to make representations and enter into agreements on the employer's behalf. Please answer all questions. If any question does not apply please answer "`/A" for "not applicable". 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 varying the conditions of a work visa.

This form **must** be used for:

- Work to Residence: Long Term Skill Shortage List (LTSSL) work visa applicants; and
- Post-study work visa (employer assisted) applicants; and
- Specific Purpose work visa applicants, where a job offer is required; and
- Variation of Condition work visa applicants

This form is not required for any other work visa category.

This form must be submitted by the person you have offered a position to with the *Work Visa Application (INZ 1015)* form or the Application for a Variation of Conditions or Variation of Travel Conditions (INZ 1020) form.

Note: If you are an Accredited Employer, you do not have to complete this form unless the person you employ is applying for a Specific Purpose work visa under the Seasonal Workers category.

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.

Work entitlement

It is an offence under the Immigration Act 2009 to employ a person who is not entitled to work in New Zealand. One way for employers to avoid committing this offence is to check a person's entitlement to work through Immigration New Zealand's online VisaView system. For more information or to register please visit www.immigration.govt.nz/visaview. Disclosure of information through VisaView is authorised by legislation.

About the information you provide

Immigration New Zealand collects the information about you on this form to determine your request to recruit overseas workers. We may also use the information to contact you for research purposes or to advise you on immigration matters.

The address of Immigration New Zealand is PO Box 1473, Wellington 6140, New Zealand. **Do not send your application to this address.**

Collecting the information is authorised by the Immigration Act 2009 and the Immigration Regulations made under that Act. You do not have to provide the information, but if you do not we are likely to decline your application.

Immigration New Zealand may also share the information you have provided with other government agencies that are entitled to it by law, or with other agencies (as you have agreed in the declaration).

You have the right to access the information we hold about you and have any of it corrected if you think it is necessary.

For more information

If you have questions about completing this form:

- see our website www.immigration.govt.nz
- telephone our call centre on 0508 558 855 (within New Zealand).

Section A Employer details

A1 State the name of the person to whom you have offered a position in your business

Family/last name

Given/first name(s)

A2 Full name of person completing this form.

Position or title of person completing this form.

Business name (if applicable) and physical and postal addresses.

Telephone (daytime)

Telephone (evening)

Fax

Email

Website

Mobile

A3 New Zealand Business Number *For help search:* **www.nzbn.govt.nz**

A4 Do you hold current accreditation under the Accredited Employer Work Visa (AEWV) category? ☐ Yes ☐ No

A5 How long has this business been in operation?

A6 How many people does the business currently employ?

A7 How many current employees are New Zealand citizens or residence class visa holders?

A8 Has the business made anybody redundant, or been through a consultation with respect to potential redundancies, in the past six months?

☐ Yes *Provide details, including how many people were affected and their roles.* ☐ No

A9 State the names of any associated companies or businesses (such as parent or subsidiary companies, and companies associated with substantial owners or directors of this business).

This form has been approved under section 381 of the Immigration Act 2009.

Section B Position details

Provide details of the position you have offered to the potential employee named in this application.

B1 Job title

B2 ANZSCO occupation title, occupation code, and skill level (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 ranging from 1 (highly-skilled) to 5 (unskilled). For more information see **www.immigration.govt.nz/find-your-anzsco-skill-level**.

ANZSCO occupation title

ANZSCO occupation code

B3 The address of the place of employment (if different from that stated in question A2).

B4 The type of work, duties and responsibilities.

B5 Details of pay and conditions of employment (for example, holidays).

B6 Hours of work.

B7 The duration of the job.

B8 Qualifications required.

B9 Type of experience required.

Length of experience required.

B10 Other skills or competencies required.

B11 Does the worker require occupational registration in New Zealand?

☐ Yes *The applicant will need to produce evidence that this has been obtained at the time of submitting the work visa application.*

☐ No

B12 Are you seeking to employ a migrant under the Specific Purpose work visa Seasonal worker subcategory?

☐ Yes *If yes, go to **B13.***

☐ No *If no, go to **section C.***

B13 Have you advertised the role for at least 2 weeks on a general national job listing website?

☐ Yes *If yes, go to **B14**.*

☐ No *If no, you must advertise the role for 2 weeks prior to the employee applying for a work visa.*

B14 What evidence of advertising the role has been provided?

Section C Declaration by employer

This section must be read and signed by a person who has authority to make representations and enter into agreements on the employer's behalf.

I understand the notes and questions in this form and I declare that the information given about my business is true and correct.

I understand that further information relating to business records, sets of accounts, financial statements and other records deemed necessary may be requested.

I understand that if I make any false statements, or provide any false or misleading information, or have changed or altered this form in any way, that I may be committing an offence under sections 342 and 348 of the Immigration Act 2009 and may be liable to prosecution.

I agree to inform Immigration New Zealand about any relevant changes to the circumstances of my business that occur after I lodge this form that may impact on current or prospective applicant's employment.

I authorise Immigration New Zealand to:

- **seek information concerning my compliance with New Zealand's immigration and employment laws from any records held by the Ministry of Business, Innovation and Employment**
- **make any enquiries it deems necessary in respect of the documents or information provided in respect of this form**
- **share information provided about me or my business with other government agencies (including overseas agencies) to the extent necessary to make decisions.**

Signature _____ Date DD / MM / YYYY

Name _____ Job title or position _____