



Application to participate in the Pacific Trades Partnership

GUIDE TO COMPLETING THE APPLICATION FORM

To apply for this programme, you must complete and sign the application form.

Incomplete applications will not be processed.

Translations of documents

If you provide a translation, it must:

- be in English; and
- be accompanied by copies of the original documents; and
- not be made by you, any of your family members or an adviser assisting with your application; and
- be certified as a correct translation made by a person familiar with both languages and competent in translation work; and
- be on the official letterhead of the translation business (if applicable); and
- have the stamp or signature of the translator or translation business; and
- be paid for by you.

Translations may be prepared by:

- an official translation service recommended by the Labour Sending Unit in your home country
- the Translation Service of the New Zealand Department of Internal Affairs; or
- reputable people within the community who are known to translate documents accurately; or
- embassies or high commissions (if the translation is endorsed with the appropriate embassy or high commission seal); or
- any other private or official translation business.

Completing Section A Personal details

Passport photographs

You must attach two passport-size photographs to the form at the section indicated. The photographs must be original, and taken within the last six months. The size of the photographs should be about 45 mm by 35 mm. The photographs should be in good quality colour (not black and white).

A3 Other names you are known by or have ever been known by: This includes your birth name, your name from marriage or from adoption, or your English name.

A10 Passport details: The passport details must be those of the passport or travel document you will use to travel to and from New Zealand.

You must send a notarised/verified copy of your passport or travel document with your application. It must be valid to at least three months past the date you plan to leave New Zealand.

A13 Partnership status

You have the following options for your partnership status:

- married/in civil union (a civil union is a legally recognised union of a couple of the same or opposite sex, with rights similar to those of marriage)
 - single (not currently married or in a partnership or civil union)
 - partner (this includes being in a de facto partnership)
 - separated (this includes being separated from a civil union)
 - engaged
 - widowed
 - divorced (this includes having a dissolved civil union)
- You must choose the option that describes your current, partnership status.

Completing Section B Contact details

B3 You are required to authorise if the person named in B2 can be contacted to discuss your application.

Completing Section C Employment and Qualifications

C1 Please include the details of your current employer. If you are not currently employed, write 'NOT EMPLOYED' in the Employer area.

C2 Curriculum Vitae/Resume. You need to attach a current detailed curriculum vitae or resume to this application as described in C2. If you do not have one you will need to complete the provided CV Template. An example and guidance are provided for assistance.

C3 References. You are required to submit information from employment references to support your application. Please provide each reference person with a copy of the Applicant Work Reference Form to complete. If your reference person wishes to attach additional information or a reference letter to the form they may do so. Make sure your full name is at the top of the form, and include the reference forms with your application package.

C4 Skills self-assessment checklist. This table lists all the skills of a Carpenter based on the New Zealand Certificate in Carpentry requirements. Please be honest in declaring which skills you may or may not have – **you are not required to have the equivalent of every skill listed** to participate in the programme. We will consider your overall work and training history, as well as your indicated skills from the checklist.

C7 Drivers licence. Please attach a copy of your licence (if you have one) with this application, clearly labelled 'C7 Drivers Licence'. If there are any restrictions on your licence you will need to provide details, i.e. expiration date, not allowed to carry passengers, etc.

Completing Section D Character Details

D1 If you answer yes to any of the questions and wish to provide supporting documents or references, you are welcome to do so. Please clearly label any additional information 'D1 – Character questions'

D2 If you have any personal or professional connection with the Labour Sending Unit (for example if you have a relative working at the Labour Sending Unit, or in your current work you do business with the Labour Sending Unit) you need to declare this. If you wish to provide extra information (for example an official Conflict of Interest Declaration Form, a service contract or other documents) you are welcome to do so. Please clearly label any additional information 'D2 – Conflict of interest'

Completing Section E Additional Details

E1 National ID numbers. If you have any national identification cards (such as a national resident registration card) for your country or another country in addition to your passport, please list the card details here

Completing Section F Health Details

F3 If you answer yes to any of the questions listed, please include brief details as requested in the space below

F4 If you or your spouse/partner is pregnant, please include the expected date of birth in the field provided

F5 Employers may require a drug and alcohol screening test as a condition of employment. Please indicate your consent to undertake drug or alcohol testing here

Assessing your application: bona fides

When we assess your application and the information you provide, we ensure that it meets all the requirements of the programme. This includes the requirement to be 'bona fide', which means you intend a genuine temporary stay to work.

When we assess if you are a bona fide worker, we consider all of the information that we have.

For example, we will consider:

- your personal circumstances, such as:
 - your family ties in your home country and New Zealand;
 - personal, financial, employment or other commitments in your home country and New Zealand;
 - any circumstances that might mean you may not want to return to your home country when any visa expires,
- information that we have about previous applications, such as whether you have previously overstayed or breached visa conditions.
- whether you have dependants who are unlawfully in New Zealand.
- your ability to leave or be deported from New Zealand to your country of citizenship.

INZ will consider all of the information you provide in support of your application but is not obliged to ask you for more. So, with evidence that you meet the particular requirements for this programme you are applying for, you should provide any evidence that you think demonstrates that you are a bona fide applicant.

Submitting your application:

Please send your application and supporting materials to the Labour Sending Unit. This is the government office promoting the Pacific Trades Partnership in your country. Applications will be collected and checked for completeness before being assessed and applicants notified of the outcome. We will contact you using the contact details provided if we have any additional questions or require additional information.