



07 WORK

EVERYTHING YOU NEED TO KNOW
ABOUT WORKING IN NEW ZEALAND,
INCLUDING EMPLOYERS' AND EMPLOYEES'
RIGHTS AND THE JOB MARKET



WORK

NEW ZEALAND'S ECONOMY IS GROWING BUT THE JOB MARKET REMAINS COMPETITIVE.

There is strong demand for skilled migrants in a number of industries, but getting a job can still be a challenge if you have not arranged work before arriving. The New Zealand job market is very different from most countries. Businesses are small with the average company employing between five and ten staff. Consequently, job and personality fit is critical and this can sometimes make finding a position more difficult than market demand would indicate. The more experience and qualifications you have to offer, the better your chances of securing a suitable position. However, even well qualified migrants can take six or more months to find appropriate employment and will often need to move out of their specialist field.

It is also common for migrants to accept more junior positions than they held at home. Disappointing as this may be, it does provide an opportunity to acquire the New Zealand work experience most employers demand. These difficulties tend to diminish with time, but it is important to be prepared for a period of adjustment during at least the first year of residence.

"OVER THE YEARS I HAVE WORKED HERE I HAVE ALWAYS FELT PART OF THE TEAM AND RESPECTED FOR MY KNOWLEDGE AND SKILLS."

ADRIAN CHIVERS.



MAJOR NEW ZEALAND INDUSTRIES BY REGION

- **Northland**
 - Dairy farming
 - Fruit growing
 - Tourism
 - Forestry
 - Fishing
 - Boat-building
 - Ceramic clay and cement mining

- **Auckland**
 - Education
 - Manufacturing
(40% of New Zealand's manufacturing)
 - Distribution
(around 45% of New Zealand's wholesalers are based in Auckland)
 - Service industries

- **Waikato, Bay of Plenty**
 - Dairy farming industries
 - Forestry and timber processing
 - Pulp and paper production
 - Tourism
 - Fishing
 - Horse breeding
 - Horticulture and floriculture
 - Food processing
 - Mining
 - Scientific and industrial research and development
 - Education

- **Hawkes Bay, Gisborne**
 - Pastoral farming
 - Horticulture and viticulture
 - Fishing
 - Food processing
 - Tourism
 - Forestry and wood processing
 - Light industrial manufacturing

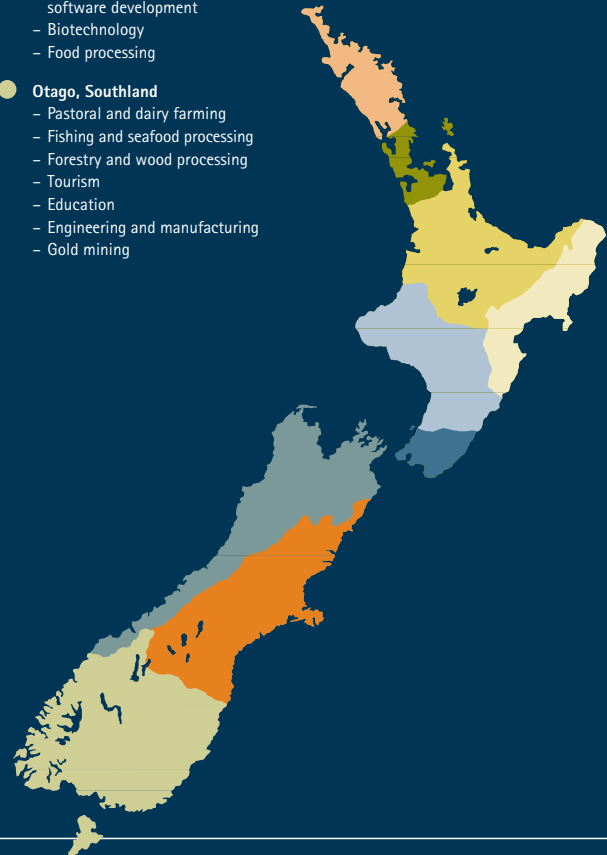
- **Manawatu, Wanganui, Taranaki**
 - Pastoral and dairy farming
 - Education
 - Scientific and industrial research
 - Vocational development and training
 - Oil, gas and petrochemical production
 - Processing and engineering
 - Forestry

- **Wellington**
 - Finance
 - Government
 - Education
 - Scientific and industrial research
 - Tourism
 - Film and television
 - Information technology and telecommunications
 - Secondary processing

- **Nelson, Marlborough, West Coast**
 - Tourism
 - Viticulture
 - Horticulture
 - Pastoral farming
 - Food processing
 - Fishing and seafood processing
 - Forestry and wood processing
 - Mining

- **Canterbury**
 - Pastoral and dairy farming
 - Horticulture
 - Viticulture
 - Tourism
 - Education
 - Research and development
 - Manufacturing
 - Electronics, telecommunications, software development
 - Biotechnology
 - Food processing

- **Otago, Southland**
 - Pastoral and dairy farming
 - Fishing and seafood processing
 - Forestry and wood processing
 - Tourism
 - Education
 - Engineering and manufacturing
 - Gold mining



FINDING A JOB

For information about employment, New Zealand-style curriculum vitae (CV)/resume, job hunting, and interview techniques go to:

- Career Services: phone 0800 222 733 or www.careers.govt.nz
- New Kiwis: www.newkiwis.co.nz

To find jobs, go to:

- Situations vacant listings in newspapers. The largest listings can be found in The New Zealand Herald (Auckland region), The Dominion Post (Wellington region) and The Press (Canterbury region). Wednesday and Saturday editions carry the most extensive job vacancy sections
- Job vacancy websites e.g. www.seek.co.nz, www.trademejobs.co.nz
- Private recruitment agencies listed in the Yellow Pages or at www.yellowpages.co.nz
- Work and Income: www.workandincome.govt.nz
- New Kiwis: www.newkiwis.co.nz

Professional journals and company websites

Job vacancies are often listed in professional journals and sometimes on the websites of individual companies.

Career opportunities in education

Primary and secondary school posts are advertised in *The Education Gazette*, published by the Ministry of Education, and can be accessed at www.edgazette.govt.nz

Vacancies within universities and polytechnics are advertised in major papers and on the websites of individual institutions.

University websites are listed in *Education*.

For primary and secondary school teaching positions:

Freephone: 0800 832 246 (0800 TEACHNZ)


Visit: www.teachnz.govt.nz

APPLYING FOR A JOB

Speaking English

Employers will require that you understand and speak English. The standard of English demanded by most employers is much higher than the qualifying International English Language Testing System (IELTS) score required for permanent residence. The more skilled your job, the better your English will need to be.

Consequently, even if you have scored 6.5 or higher in the IELTS, there is much to be gained from continuing to improve your skills in spoken and written English. A wide range of English language courses is available at all levels. See *Education*.

A woman with dark hair, wearing a black quilted jacket and a colorful patterned scarf, is smiling broadly. She is holding a large, white ceramic vase with blue floral and dragon patterns. The background is a blurred indoor setting, likely a shop, with various items and red lanterns visible.

"YOU HAVE TO LEARN A NEW SET OF RULES HERE. WORKING CONDITIONS AND LABOUR LAWS ARE VERY DIFFERENT."

CHINESE MIGRANT, LINDA ZHANG -
OWNER, CHINESE MEDICAL SHOP.

YOUR SKILLS AND QUALIFICATIONS

Professional trade and academic qualifications are evaluated by the New Zealand Qualifications Authority (NZQA).

NZQA's Qualification Recognition Services will establish the nearest comparable New Zealand qualification(s) to your international qualification(s). If an international qualification is not comparable to any New Zealand qualification this is stated on the assessment report.

The report is not binding on any institution or registration body and it is based on information available to NZQA at the time of the assessment.

It is advisable to contact the NZQA before leaving for New Zealand. You should also ensure that you bring original or certified copies of all certificates, diplomas, degrees and professional qualifications with you, as these are required as part of NZQA assessment and may need to be sighted by prospective employers.

For further information, see *Education* or visit: www.nzqa.govt.nz

CVs/RESUMES

When responding to a job advertisement in writing, you will be required to submit a *curriculum vitae (CV)*/professional *resume*, along with your letter of application.

Your *curriculum vitae* should be brief. Most employers prefer CVs of between two and four pages.

It should provide a concise summary of your:

- contact details
- residence status – eg. permanent residence, work visa
- qualifications and computer skills
- professional/trade skills
- work experience and achievements
- referees.

It is not necessary to include letters of reference or academic/professional certificates with your application. These will be requested later for review during the job selection process. Make sure that you either deliver these personally or by courier, and that they are returned once the job selection is completed.

Acceptability of professional/trade qualifications

Some employers require you to have professional registration even if this is not a legal requirement. Consequently, the status of your professional training and qualifications is extremely important. Although you may be professionally qualified in your home country and have practised for a number of years, this does not mean your experience and qualifications will be recognised automatically in New Zealand. If your qualification does not gain comparability with the New Zealand professional or trade qualification, you may have to undertake extra study or re-training to secure the job you want.

Registration

Many professional and trades people (such as doctors, lawyers, plumbers and electricians) need to register with a Registration Board before they can work in New Zealand. A complete list of these boards is provided on pages 17-18 of this section.



CONDITIONS OF EMPLOYMENT

Rates of pay

The following table provides information on average earnings in major New Zealand sectors. It should be used only as a guide, as the amount of pay usually depends on your employment agreement, your experience and qualifications and your employer's employment policies. There are also significant regional differences in average earnings.

Useful additional sources of salary information include:

www.kiwicareers.govt.nz

www.hays-hps.co.nz/salary/default.aspx

For sample data and advice on how to use the Kiwi Careers website, see next page.

The Hays Recruitment website features the latest Hays Salary Survey. Salaries quoted reflect those actually being paid or offered by employers over the past 12 months. It covers mainly professional positions.



Average Annual Earnings by Occupation Sector (As at June 2008)

Legislators, administrators and managers	\$65,000
Professionals	\$60,000
Technicians and associate professionals	\$49,000
Clerks	\$40,000
Service and sales workers	\$33,000
Agriculture and fisheries workers	\$37,000
Trades workers	\$43,000
Plant and machine operators and assemblers	\$39,000
Elementary occupations	\$33,000

Average Annual Earnings by Industry Group (As at June 2008)

Agriculture, forestry and fishing	\$38,000
Manufacturing	\$47,000
Construction	\$46,000
Wholesale and retail trade etc(5)	\$37,000
Transport, storage and communication(6)	\$50,000
Business and financial services(7)	\$57,000
Education	\$51,000
Health and community services	\$47,000
Other services(8)	\$50,000

Source: Statistics New Zealand Income Survey, June Quarter 2008

THE KIWI CAREERS WEBSITE

The Kiwi Careers website offers a comprehensive range of information about working in New Zealand.

It offers general advice on making career decisions, finding and applying for a job, and getting further training.

Detailed information is also available on specific jobs in New Zealand. Information is grouped either by job, by industry or by interest areas.

Information available includes:

- a general look at the make-up of the sector, including what it involves and some interesting facts and statistics
- current industry outlook
- a list of jobs in the sector, including salary ranges, turnover and other important trends
- qualifications required and links to where courses are available
- some information about the industry and jobs by region.

To get information about a particular job, visit:
www.kiwicareers.govt.nz and select 'Jobs'.

From here, you can find out what the job involves, the training and skills required, working conditions, and pay and prospects. There are also case studies where people talk about their job and what it involves.

A dedicated website matching prospective migrants' skills to employer needs in New Zealand is available at www.newkiwis.co.nz





"THERE'S A GOOD BALANCE
BETWEEN WORK AND FAMILY
LIFE. IN KOREA WORK
DOMINATED EVERYTHING AND
I HARDLY SAW MY FAMILY."

KOREAN MIGRANT, WOO CHANG HONG –
COMPUTER SYSTEMS MANAGER,
INLAND REVENUE.

Minimum Wage Rates from 1 April 2009

NZ\$ before Tax

Children Under 16 – No Minimum Wage

Children under 16 may work outside school hours. All other Employment Rights apply.

New Entrants – \$10.00 an hour*

New Entrants are employees aged 16 and 17 except for:

- those who have completed 200 hours or three months of employment, whichever is shorter (Adult Minimum applies)
- those who are supervising or training other workers (Adult Minimum applies)

The Training Minimum Wage – \$10.00 an hour*

Applies to those who are doing recognised industry training involving at least 60 credits a year.

The Adult Minimum Wage – \$12.50 an hour.

Applies to all employees aged 16 and over who are not new entrants or trainees

**The New Entrants Wage and the Training Minimum Wage are two separate entities in law and may differ from time to time. Current Government policy is that they are the same.*

Paying tax

As a New Zealand resident you will be required to pay tax on all the income you receive, whether this is generated in New Zealand or overseas. To do so you will need to apply to Inland Revenue for an IRD number. This number is required to start a job. It also ensures that personal tax records are recorded properly.

For further information, see *Government*.

Accident insurance

Workplace injuries are covered by the Government's accident insurance scheme, which is managed by the Accident Compensation Corporation (ACC).

In order to reduce the incidence of workplace injuries, the ACC also runs incentive programmes which provide employers with discounts on their premiums if certain safety targets are met.

For further information, see *Health*.

Health and safety

New Zealand's occupational health and safety laws require all employers to provide a safe working environment. Likewise, employees must follow all safety procedures.

For further information, visit: www.osh.dol.govt.nz

If you need income support

Migrants are responsible for their own welfare during their first two years of residence. However, in circumstances of special hardship, new residents can still apply for financial support from Work and Income.

For further information, freephone: 0800 559 009 or visit: www.workandincome.govt.nz



A smiling man with glasses, wearing a brown jacket over a white shirt, is holding a silver tray with two stacks of steamed buns. The background is a warm, blurred indoor setting.

YOU ARE ENTITLED
TO MINIMUM
EMPLOYMENT RIGHTS
WHETHER OR NOT THEY
ARE INCLUDED IN
YOUR EMPLOYMENT
AGREEMENT.

EMPLOYMENT RIGHTS

Everyone has the same basic rights at work. These include:

- Your employer has to give you a written Employment Agreement
You are allowed four weeks paid annual holidays after 12 months employment
- You are allowed 11 paid public holidays if they are days when you would normally work
- You are allowed five days paid sick leave a year after six months in the job. If you do not use your leave, it is carried over to the next year – up to a maximum of 20 days
- You are allowed three days bereavement leave on the death of an immediate family member, or one day of leave where your employer recognises that you have suffered a bereavement (entitled after six months in the job)
- You can choose for yourself whether to join or not to join a union
- You are entitled to be paid at least the minimum wage
- You have the right to health and safety at work
- You have the right to parental leave
- You have the right to undertake voluntary military service
- You should be protected from discrimination and sexual harassment at work

Minimum wage

As of 1 April 2009 the minimum adult wage in New Zealand is \$12.50 an hour before tax. ALL people in paid employment over the age of 16 are entitled to this rate except where the New Entrants or Training Minimums apply – the table on the previous page outlines these exceptions. For more information on wage rates and other conditions of employment in New Zealand, visit: www.ers.govt.nz

Parental leave

You are eligible for parental leave if you have worked for the same employer for an average of at least 10 hours a week (including at least one hour in every week or 40 hours in every month) in the six or 12 months immediately before the baby's expected due date or the date you have assumed the care of a child you intend to adopt.

Parental leave includes the following types of unpaid leave (some of which can be shared with your spouse/partner if they are also eligible):

- Maternity leave of 14 continuous weeks
- Special leave of up to 10 days for reasons connected with pregnancy (e.g. antenatal checks)
- Partner's/paternity leave (where the spouse/partner is an employee) of either one week (for a spouse/partner with six months eligible service), or two weeks (for a spouse/partner with 12 months eligible service)
- Extended leave of up to 52 weeks is available for employees with 12 months eligible service.

Paid parental leave

You may be eligible for parental leave payments if you:

- Are an employee who meets either the six or 12 month eligibility criteria described above
- Have been self-employed for an average of at least 10 hours a week for either the six or 12 months before your due date, or the date you assume care of a child under the age of six you intend to adopt.

Parental leave payments are made for 14 weeks. You are entitled to these minimum employment rights whether or not they are included in your Employment Agreement. For further information, freephone: 0800 20 90 20 or visit the Department of Labour.

If problems do arise in an employment relationship, employees and employers can get information and guidance by contacting the Department of Labour. Freephone: 0800 20 90 20 Visit: www.ers.dol.govt.nz

Employment Agreements

All employees must have an Employment Agreement. If an employee belongs to a union this will be the Collective Employment Agreement negotiated between their employer and the union. If an employee is not part of a union they will have an Individual Employment Agreement. By law, Individual Employment Agreements must be in writing and must include:

- the names of the employer and employee
- a description of the work the employee is expected to do
- where the work will be done
- the hours of work
- wage rates or salary
- a plain language explanation of services is available to help sort out employment relationship problems
- a requirement to pay at least time and a half for work on a public holiday
- for most employees, an employment protection provision that will still apply if the employer's business is sold, or transferred or the employee's work is contracted out.

Other topics can be covered in Employment Agreements, including training that will be given, company rules and policies, and processes that will be followed if the employment ends.

Fixed-term Employment Agreements

Fixed-term agreements can only be offered when a fixed term is genuinely required as in the case of seasonal or temporary work.

"THIS IS AN AMAZINGLY
CREATIVE ENVIRONMENT
TO WORK IN."

PATRICIA PAWLAK, CANADIAN MIGRANT –
CREATURE TECHNICAL DIRECTOR FOR
'THE LORD OF THE RINGS'.

The employer must make this clear to the employee before work starts and explain why this is the case.

If these conditions are met there is no automatic right to the renewal or extension of a fixed-term employment agreement.

As a general rule, a fixed-term agreement means just that. So it pays to be cautious about your expectations of continued employment, even though you may feel you have performed well in a temporary position. However, most agreements are open-ended.

Resignation

Employees can resign at any time within the term of their employment agreement if they provide reasonable notice.

Dismissal

There must be good reason for a dismissal and the dismissal must be carried out fairly. If the employee believes they have been treated unfairly in their employment, whether they have been dismissed or not, they may take action against their employer in the form of a 'personal grievance'.

Redundancy

There is no right to redundancy compensation unless employers and employees and/or their union have agreed to it. This can be before or after an actual redundancy is planned.

Retirement

Pension entitlements under New Zealand's National Superannuation Scheme begin at the age of 65. Residence requirements vary. There is no set age to retire and it is illegal to force retirement because of an employee's age.

Unions and bargaining

Employees can choose whether they wish to join a union. Jobs cannot be withheld on the basis of membership or non-membership of a union. Employees who choose to belong to a union are covered by the union's Collective Employment Agreement but are also free to negotiate extra conditions.

Employees who choose not to belong to a union must negotiate an Individual Employment Agreement.

New employees

Conditions depend on whether a Collective Agreement covers the employee's work.

If there is **no Collective Agreement**, then an Individual Employment Agreement can be negotiated. The employer must make a written offer and give the employee the opportunity to get advice about it.

If there is a **Collective Agreement**, the following options are available if the employee:

- **belongs to the union**

Conditions of employment are those in the Collective Agreement. The employer and employee can also negotiate extra conditions.

- **is not a union member**

The employee has an Individual Employment Agreement. This comprises the conditions in the Collective Agreement and any extra conditions negotiated with the employer. After 30 days the employee must decide whether to join the union.

- **chooses not to join the union**

The employer and employee negotiate an Individual Employment Agreement.

EMPLOYMENT RELATIONS

The Department of Labour provides information on all aspects of employer/employee relations.

If problems arise in an employment relationship, employees or employers can get help from the *Department of Labour*, Freephone: 0800 20 90 20 or visit: www.ers.dol.govt.nz

New Zealand unemployment rates

In June 2009, New Zealand's unemployment rate was 6.0%, lower than the United Kingdom at 7.2%, Canada at 8.6% and the USA at 9.3%. The OECD average in June 2009 was 8.3%.

UNEMPLOYMENT RATES

International comparisons			
	Unemployment	Jun 09	Mar 09
Country	Rate %	Ranking	Ranking
Norway	3.1	1	2
Netherlands	3.2	2	1
Korea, Republic of	3.9	3=	3
Switzerland	3.9	3=	4
Austria	4.3	5	5
Japan	5.2	6	6
Denmark	5.7	7	7
Australia	5.8	8	10
New Zealand	6.0	9	9
Czech Republic	6.1	10=	8
Mexico	6.1	10=	11
Luxembourg	6.4	12	12
United Kingdom	7.2	13	13
Italy	7.4	14	15
Iceland	7.6	15	17=
Germany	7.7	16	15=
Finland	8.1	17=	14
Poland	8.1	17=	19=
Belgium	8.2	19	19=
All OECD	8.3
Canada	8.6	20	17=
Greece	8.7	21	23
Sweden	8.9	22	19=
Portugal	9.3	23=	24=
France	9.3	23=	24=
United States	9.3	25	22
Hungary	10.2	26	26
Slovak Republic	11.1	27	27=
Ireland	11.7	28	27=
Spain	18.7	30	30=

Source: OECD/Statistics NZ



WORK-LIFE BALANCE
IS AN IMPORTANT
CONSIDERATION FOR
MANY NEW ZEALANDERS.

NEW ZEALAND REGISTRATION BOARDS

Accountants

New Zealand Institute of Chartered Accountants
PO Box 11-342, Wellington
Telephone: +64 4 474 7840
Facsimile: +64 4 473 6303
Website: www.nzica.com
Email: registry@nzica.com

Architects

New Zealand Registered Architects Board
PO Box 11-106, Wellington
Telephone: +64 4 471 1336
Facsimile: +64 4 472 5352
Website: www.nzrab.org.nz
Email: into@nzrab.org.nz

Barristers & Solicitors

New Zealand Law Society
PO Box 5041, Wellington
Telephone: +64 4 472 7837
Facsimile: +64 4 473 7909
Website: www.lawyers.org.nz
Email: inquiries@lawyers.org.nz

Chiropractors, Dietitians, Dispensing Opticians, Midwives, Osteopaths, Optometrists, Podiatrists and Psychologists

Website: www.regboards.co.nz
Click onto "our customers" for a list of links to websites run by registration boards and councils

Dental/Clinical Dental Technicians and Dental Surgeons

Dental Council of New Zealand
PO Box 10-448, Wellington
Telephone: +64 4 499 4820
Facsimile: +64 4 499 1668
Website: www.dcnz.org.nz
Email: inquiries@dcnz.org.nz

Medical Laboratory Scientists

Medical Laboratory Science Board
PO Box 7242, Wellington South
Telephone: +64 4 801 6250
Facsimile: +64 4 381 0270
Website: www.misboard.org.nz

Medical Radiation Technologists

Medical Radiation Technologists Board
PO Box 7242, Wellington South
Telephone: +64 4 801 6250
Facsimile: +64 4 381 0270
Website: www.mrtboard.org.nz

Electrical Workers

Electrical Workers Registration Board
PO Box 10-156, Wellington
NZ Freephone: 0800 661 000
Facsimile: +64 4 978 3125
Website: www.ewrb.govt.nz
Email: info@ewr.govt.nz

Engineers

The Institution of Professional Engineers New Zealand
PO Box 12-241, Wellington
Telephone: +64 4 473 9444
Facsimile: +64 4 474 8933
Website: www.ipenz.org.nz
Email: membership@ipenz.org.nz

Enrolled Nurses & Nurses

Nursing Council of New Zealand
PO Box 9644, Wellington
Telephone: +64 4 385 9589
Facsimile: +64 4 801 8502
Website: www.nursingcouncil.org.nz
Email: admin@nursingcouncil.org.nz

Medical Practitioners

Medical Council of New Zealand
PO Box 11-649, Wellington
Telephone: +64 4 384 7635
NZ Freephone: 0800 268 801
Facsimile: +64 4 385 8902
Website: www.mcnz.org.nz
Email: firstenquiry@mcnz.org.nz

Occupational Therapists

Occupational Therapy Board of New Zealand
PO Box 10-202, The Terrace, Wellington
Telephone: +64 4 918 4740
Facsimile: +64 4 918 4746
Website: www.otboard.org.nz
Email: enquiries@otboard.org.nz

**Pharmacists**

Pharmacy Council of New Zealand
PO Box 25-137, Wellington 6146
Telephone: +64 4 495 0330
Facsimile: +64 4 495 0331
Website: www.pharmacycouncil.org.nz
Email: enquiries@pharmacycouncil.org.nz

Physiotherapists

Physiotherapy Board of New Zealand
PO Box 10-734, Wellington
Telephone: +64 4 471 2610
Facsimile: +64 4 471 2613
Website: www.physioboard.org.nz
Email: physio@physioboard.org.nz

Plumbers, Gasfitters and Drainlayers

New Zealand Plumbers, Gasfitters Et Drainlayers Board
PO Box 10-655, Wellington 6143
Telephone: +64 4 494 2970
Facsimile: +64 4 494 2975
Website: www.pgdb.co.nz
Email: registrar@pgdb.co.nz

Real Estate Agents

Real Estate Agents Licensing Board
PO Box 99-881, Newmarket, Auckland
Telephone: +64 9 520 6949
Facsimile: +64 9 520 6995

Surveyors

New Zealand Institute of Surveyors
PO Box 831, Wellington
Telephone: +64 4 471 1774
Facsimile: +64 4 471 1907
Website: www.surveyors.org.nz
Email: nzis@surveyors.org.nz

Teachers

New Zealand Teachers Council
PO Box 5326, Wellington 6145
Telephone: +64 4 471 0852
Facsimile: +64 4 471 0870
Website: www.teacherscouncil.org.nz
Email: inquiries@teacherscouncil.org.nz

Veterinarians/Veterinary Surgeons

Veterinary Council of New Zealand
PO Box 10-563, Wellington 6143
Telephone: +64 4 473 9600
Facsimile: +64 4 473 8869
Website: www.vetcouncil.org.nz
Email: vet@vetcouncil.org.nz

WEBSITES AND NEW ZEALAND FREEPHONES

NEW ZEALAND NOW

www.newzealandnow.govt.nz

Government site that links you to all the information about living and working in New Zealand.

IMMIGRATION NEW ZEALAND SITE

www.immigration.govt.nz

Official site of Immigration New Zealand.

Comprehensive information on all aspects of New Zealand immigration policy and procedures. All policy guidelines and most application forms can be downloaded.

IMMIGRATION NEW ZEALAND SPONSORED EMPLOYMENT SITE

www.newkiwis.co.nz

Specialises in placing resident migrants in appropriate work. You can register only after you have arrived in New Zealand.

GOVERNMENT SITES

www.govt.nz

The official gateway to New Zealand Government online.

www.acc.co.nz

Accident Compensation Corporation

Freephone: 0800 101 996

www.dol.govt.nz

Department of Labour

Comprehensive information on all aspects of work in New Zealand. Publishes a useful range of free booklets on such topics as employment relations and occupational safety and health. Many can be downloaded from the site.

Freephone: 0800 20 90 20

www.kiwicareers.govt.nz

Career Services Rapuara

Provides comprehensive information about training courses, job applications, CVs and employment opportunities.

Freephone: 0800 222 733

www.tec.govt.nz

Tertiary Education Commission

Comprehensive guide to vocational training courses and apprenticeships across all industries.

Freephone: 0800 832 463 (0800 TEC INFO)

www.hrc.co.nz

Human Rights Commission

An independent agency responsible for investigating and resolving complaints about discrimination and other human rights issues.

Freephone: 0800 496 877 (0800 4 YOUR RIGHTS)

www.ird.govt.nz

Inland Revenue

Government department responsible for administering New Zealand's tax system.

Freephone: 0800 277 774

www.jobs.govt.nz

New Zealand Government Jobs Online

Lists state sector employment vacancies.

www.nzqa.govt.nz

New Zealand Qualifications Authority

Information on New Zealand qualifications and overseas equivalents.

www.teachnz.govt.nz

Teacher training and job opportunities

Freephone: 0800 832 246 (0800 TEACHNZ)

www.workandincome.govt.nz

Work and Income

Information about finding work or getting income support.

Freephone: 0800 559 009

CVs

Assistance with the preparation of CVs is available on a fee-paying basis from a range of private consultants. Services generally include CV evaluation, interview coaching and translation. For local contacts, use New Zealand search engine: www.google.co.nz

JOBSEEKER SITES IN NEW ZEALAND

www.eeotrust.org.nz

An employer group with active programmes to ensure equal opportunities exist for migrants. Website includes a list of recruitment consultants.

www.hays-hps.co.nz

The Hays Salary Survey is derived from over 12,000 job vacancies and collected from 42 locations in Australia and New Zealand. Salaries quoted reflect those actually being paid or offered by employers over the past 12 months.

www.seek.co.nz

General employment website with job vacancies, as well as company profiles and an online CV writing service.

www.trademe.co.nz

General site with job vacancies.

www.search4jobs.co.nz

Job vacancies, employer profiles, help for job-seekers.

A list of other online job sites can be found at:

<http://www.netguide.co.nz/Home/TheGuide/BestSites/BestSitesArticle/tabid/198/Default.aspx?ArticleID=11215>

Many recruitment agencies also list vacancies on their websites. You can search for these websites using New Zealand search engine www.google.co.nz

UNIONS

www.union.org.nz

New Zealand Council of Trade Unions
Listings for all New Zealand trade unions.

GENERAL SITES

www.consumer.org.nz

Consumers Institute of New Zealand
*Up-to-date guide on consumer rights and prices of goods in New Zealand.
Membership fee required to access some information.*

www.ubd.co.nz

Online directory of New Zealand businesses.
Freephone: 0800 823 225

www.yellowpages.co.nz

Telephone listings for New Zealand businesses.

Please note: Freephone numbers do not accept international calls.

SSNZ

SSNZ (Settlement Support New Zealand) is a government funded initiative that provides a local point of first contact for new migrants, in 18 locations throughout the country. Think of it as, "Phone a friend".

SSNZ is a FREE service for new migrants, linking you to the information you need.

PHONE 0800 SSNZ4U (0800 776 948).

VISIT WWW.SSNZ.GOVT.NZ

Telephone directories

In New Zealand telephone directories are referred to as the *White* and *Yellow Pages*. These terms are used throughout this guide.

The *White Pages* lists residential and business numbers in alphabetical order. It also includes special sections on Government and Medical services.

The *Yellow Pages* is a classified business directory categorised by service or product type.

There are *White* and *Yellow Pages* for each region – there is no national directory. For national listings, visit: www.whitepages.co.nz or www.yellowpages.co.nz