



Wellington Employment

YOUR WORK – JOB SEARCH AND PREPARATION

To work in New Zealand you must have either:

- Citizenship of New Zealand or Australia, or
- A residence permit, or work permit – or a variation of conditions which allows you to work on a student permit or visitor permit.



▶ CURRICULUM VITAE

You need to offer potential employers an up to date Curriculum Vitae (CV). This is a document which details your work experience, skills, qualifications and personal interests. It should also include the name and contact information of a personal reference. You will need copies of qualification certificates, or the originals, if you are interviewed for a position.

▶ COVER LETTER

When you send your CV to an employer, you want to make a strong first impression and your covering letter can do that for you. The letter should tell them what you can contribute to their company and why you are interested in the job.

▶ QUALIFICATIONS

Your international qualifications will need to be confirmed by the New Zealand Qualifications Authority (NZQA). Visit www.nzqa.govt.nz or call 0800 623 243.

▶ CAREER SERVICES

This government agency offers free assistance to migrant job seekers. They can provide information and advice for effective job seeking and help with writing your CV. Visit www.careers.govt.nz or call 381 5870 to make an appointment.

There are other agencies offering similar services but you will need to pay a service fee.

▶ INCOME TAX – INLAND REVENUE DEPARTMENT NUMBER

Before you start a job, you need to have an IRD number. The Inland Revenue Department collects income tax from people who are employees or run a business. To apply for an IRD number, you need to give proof of identity, eg your passport or your driver license.

Visit www.ird.govt.nz or call 0800 227 774.

FINDING A JOB

▶ NEWSPAPERS

Wellington's only daily newspaper, the Dominion Post, advertises jobs on Wednesday and Saturday. Weekly local papers also have job advertisements. You can read newspapers free of charge at the local libraries.

▶ WEBSITES WITH JOB ADVERTISEMENTS

- www.seek.co.nz
- www.trademe.co.nz
- www.jobs.govt.nz
- www.jobuniverse.co.nz

▶ EMPLOYMENT AND RECRUITMENT AGENCIES IN WELLINGTON

Grow Wellington:

www.growwellington.govt.nz or call 494 2555.

Over 100 recruitment agencies are available in Wellington.

Visit www.yellowpages.co.nz

▶ NEW ZEALAND LABOUR LAWS

There is a wide range of employment laws set up to protect employees in the workplace. For more information visit www.worksite.govt.nz

▶ NEW ZEALAND MINIMUM ADULT WAGE RATE

New Zealand has a minimum adult wage rate. No person 18 years or older can be paid below the minimum adult rate of \$12 an hour.

There is also a new entrants minimum wage of \$9.60 an hour for young people aged 16 and 17 years who have completed less than 200 hours employment, but there is no statutory minimum wage for employees who are under 16 years old.

Information can be found at www.ers.dol.govt.nz/pay/minimum.html

▶ WORKPLACE HEALTH AND SAFETY

There are strict regulations to make sure that workplaces are safe and healthy places for workers. For more information visit www.osh.govt.nz



SETTLEMENT SUPPORT
NEW ZEALAND

Wellington City Council
101 Wakefield Street, Wellington
Ph 803 8330
settlementsupport@wcc.govt.nz
www.movetowellington.govt.nz



▶ JOINING A WORKPLACE UNION

Every employee has the right to join a union in New Zealand. The New Zealand Council of Trade Unions has details of unions for specific occupations and industries. Visit www.union.org.nz or call 385 1344.

▶ FREE ADVICE SERVICES:

If you have work related problems you can get free advice from:

- **Wellington Community Law Centre**, www.wclc.org.nz or call 499 2928
- **Wellington Citizen Advice Bureaux**, www.cab.org.nz or call 0800 367 222
- **Work and Income**, www.workandincome.govt.nz or call 0800 599 009
- **Department of Labour**, www.ers.dol.govt.nz or call 915 9550



STARTING YOUR OWN BUSINESS (SELF-EMPLOYMENT)

If you want to start a business, these agencies can help:

- **The Wellington Chamber of Commerce**, www.wgtn-chamber.co.nz or call 914 6500
- **Biz Information Zone**, www.business.govt.nz or call 0800 424 946
- **Work and Income**, www.workandincome.govt.nz or call 0800 559 009
- **The Business Centre Wellington** offers the Enterprise Training Programme, www.thebusinesscentre.org.nz or call 494 0990

SUPPORT FOR ENGLISH AS SECOND LANGUAGE (ESOL) JOB SEEKERS

English as Second Language Job seekers can get help from local agencies in Wellington.

▶ MULTILINGUAL INFORMATION SERVICES

The service is available for ESOL job seekers in Wellington to find information about employment. This includes information and employment support services. The following local services also offer assistance to ESOL job seekers in Wellington:

- **Wellington ESOL Job Mentoring Services:** Call 384 1992 or email jobmentor@esolht.org.nz

- **Multicultural Learning and Support Services (MClass):**

www.mclass.wellington.net.nz or call 384 3693

- **ESOL Assessment and Access Specialist Services:**

www.esolservices.co.nz or call 384 8618

- **Work and Income Multilingual Lines:**

www.workandincome.govt.nz or call 0800 559 009

▶ TRANSLATION OF DOCUMENTS

Some of your documents may have to be officially translated. Contact the Translation Service in the Department of Internal Affairs. There is a charge for this service. Visit www.dia.govt.nz or free call 0800 872 675.



KEY EMPLOYMENT SECTORS IN THE WELLINGTON REGION

Government	Finance
Hospitality	Information Technology Services
Business Management	Hospital
Supermarket and grocery stores	Health Services
Higher Education	Construction, building and trading

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