

Core Worker Exemption Enquiries

Guidance for Employers

About this guide	<p>This guide will help you, as an employer and/or educational/vocational training institute, to confirm that a current or prospective employee or trainee/student holds a Core Worker Exemption by making an enquiry against the Core Worker Exemption Register.</p> <p>You should read this guide before completing the enquiry form. The guide gives you information about:</p> <ul style="list-style-type: none">• Core Worker Exemptions under the Vulnerable Children Act 2014• the evidence and identification you need to provide with the Core Worker Exemption Verification Enquiry form to meet evidence of identity standards.
For more information	<p>If you have any additional queries you can:</p> <ul style="list-style-type: none">• email Core_Worker_Exemption@msd.govt.nz• phone 0800 462 511
Do you need to enquire against the Core Worker Exemption Register?	<p>You need to enquire against the Core Worker Exemption Register if you are a specified organisation seeking to engage (in paid work or for work undertaken as part of educational or vocational training) a core worker who has been convicted of a specified offence under the Vulnerable Children Act 2014.</p> <p>The workforce restriction, introduced by the Vulnerable Children Act 2014, prohibits certain organisations from employing or engaging people with certain serious criminal convictions as core workers, unless they hold a Core Worker Exemption.</p> <p>The offences (which involve offences against children and/or violent behaviour, for example, ill-treatment or neglect of a child and sexual offending) are specified in Schedule 2 of the Vulnerable Children Act 2014.</p> <p>Information about an individual's Core Worker Exemption status will only be released to you if the individual's consent has been provided.</p> <p>We do not produce Core Worker Exemption certificates or other written evidence of a Core Worker Exemption. The only way to verify that an individual holds a Core Worker Exemption is by enquiry against the Core Worker Exemption Register.</p>
Send the Core Worker Exemption Verification Enquiry form and identification to:	<p>Completed application forms and supporting documentation should be:</p> <ul style="list-style-type: none">• scanned and submitted via email to: Core_Worker_Exemption@msd.govt.nz OR• posted/couriered to: CWE Advisor Ministry of Social Development PO Box 1556 Wellington 6140.

	<p>The Core Worker Exemption Verification Enquiry application should include the following information:</p> <ul style="list-style-type: none"> • Core Worker Exemption Verification Enquiry form • copy of identification for both you as the enquiring party and the individual to be checked against the Core Worker Exemption Register • proof of relationship.
<p>General Information</p>	<p>What is a Core Worker Exemption and what does it mean for employers?</p> <p>A Core Worker Exemption lifts the prohibition set out in the workforce restriction. This means that if an individual holds a Core Worker Exemption, specified organisations are not prohibited from employing the person as a core worker.</p> <p>A Core Worker Exemption is not role-specific, so subject to any conditions on the exemption, a Core Worker Exemption holder can legally be employed in any core worker role. However, it is still up to the employer to decide whether or not a person with a Core Worker Exemption is suitable for the role they are applying for.</p> <p>Please remember:</p> <p>From 1 July 2016, the workforce restriction applied to all State Sector core workers (including those organisations that they fund).</p> <p>This means that people with a conviction for a specified offence currently employed or seeking a core worker role within the State Sector must hold a Core Worker Exemption.</p> <p>As from 1 September 2016 the workforce restriction applied to all new core workers seeking employment with Local Authorities (and those agencies funded by them).</p> <p>As from 1 September 2017 the workforce restriction will also apply to existing core workers employed with local authorities (and those agencies they fund).</p>
<p>Guide to completing the Core Worker Exemption Verification Enquiry form</p>	<p>Sections 1 and 2 – Details of employer requesting information and individual to be checked against Core Worker Exemption Register</p> <p>Prior to submission please ensure each section is legible and write in BLOCK CAPITALS. Incomplete or illegible forms will be returned to you for completion, which will delay the request process.</p> <p>Section 3 – Proof of identity for you (requesting party) and individual to be checked against Core Worker Exemption Register</p> <p>There are a number of forms of identifications that you can provide. In order to process your request, we need to confirm:</p> <ul style="list-style-type: none"> • your identity • the identity of the individual to be checked against the Core Worker Exemption Register • your relationship with the individual • the individual’s consent to release this information to you.

Please attach a clear photocopy or scan of your identification and a clear photocopy or scan of the identification of the individual to be checked against the Core Worker Exemption Register. In both cases, the signature must be visible.

For each individual, this can be any one of the following:

- New Zealand Driver Licence – can be current or expired within the last two years, but cannot be cancelled, defaced or a temporary licence.
- New Zealand Passport – can be current or expired within the last two years, but cannot be cancelled, or defaced.
- Overseas Passports – must be current and cannot be expired, cancelled or defaced.
- New Zealand Firearms Licence – must be current and cannot be expired or defaced.

If you cannot supply any of the above forms of identification, please ask someone who can confirm your identity to fill in Section 4.

Section 4 – Proof of identify

Section 4 is for people who **do not have** a driver's licence, passport or firearms licence.

Please ask someone who can confirm your identity to fill in this section. If you are unable to get someone to confirm your identity, you will need to make an identification statutory declaration. This can be carried out at your local District Court.

The person who confirms your identity must:

- have known you for more than 12 months
- be aged 18 years or over
- have a daytime telephone number and be contactable during normal business hours
- not be a relative (a relative is a person connected by blood or marriage), and
- not live at the same address.