

When to use this form

This form is to be completed by employers, educational or vocational training institutes who are requesting confirmation of whether an individual holds a core worker exemption.

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.

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.

Submitting this form

You can send this completed form to:

Post: Core Worker Exemption Team, Ministry of Social Development, PO Box 1556, Wellington, 6140

Email: Core_worker_exemption@msd.govt.nz

Phone: 0800 462 511

For assistance with this process you can contact us on the email address or free phone number listed above.

Attachment required

You will need to attach a copy of identification for the individual to be checked against the core worker exemption register.

This identification can be any one of the following:

- New Zealand Driver Licence
- New Zealand Passport
- Overseas Passports
- New Zealand Firearms Licence
- New Zealand Certificate of Identity
- New Zealand Refugee Travel Document
- New Zealand Birth Certificate

This identification can be current or expired within the last two years but cannot be cancelled, defaced or temporary.

What happens next?

Once we have received this completed form, we will send you a letter to confirm the status of the core worker exemption for the individual to be checked.

Section 1 Employer Details

What is your full name?

Mr

Mrs

Miss

Ms

Other

First and middle names

Surname or family name

What organisation or institution do you work with?

What is your role?

What is the postal address of the organisation or institution?

How can we contact you?

Work phone

Mobile Phone

Email address

Who is the individual you would like to verify?

What is their relationship to the organisation or institution?

Current employee

Potential employee

Current student

Potential student

Other

Signature of requester

Date

Core Worker Exemption Employer Verification Form

New Zealand Government

Section 2 Details of individual to be checked

What is your full name?

Mr

Mrs

Miss

Ms

Other

First and middle names

Surname or family name

What is your date of birth?

Day

Month

Year

Where do you live?

Flat/House Number

Street name

Suburb

Town / City

How else can we contact you?

Home phone

Mobile Phone

Email address

I agree that the Ministry of Social Development can advise the following person or organisation of my core worker exemption status, including any conditions.

I understand that the Ministry of Social Development will notify this organisation or institution if my core worker exemption is revoked or if the conditions are amended.

Signature

Date

Remember to attach a copy of your identification to this form