

Employment

Welcome to Oamaru & Waitaki District

Employment

To work in New Zealand you must either

-be a permanent resident of NZ or Australia

-or have a work visa

For more information check the Immigration NZ website

www.immigration.govt.nz

You must also have an Inland Revenue Number (IRD Number) The IRD collects tax from people who are employed or run a business. To apply for an IRD number, visit www.ird.govt.nz or call 0800 227 774

Preparing For Employment

You will need

- a Curriculum Vitae (CV). This is a document that outlines your work experience, skills, qualifications and personal interests. The website Careers NZ provides good information on creating a CV in NZ.

-a Cover Letter. When you send your CV to an employer you will want to make a strong first impression and your covering letter can do that for you. The letter should relate to the job description of the position you are applying for and tell them what you can contribute to the company and why you are interested in the job.

Qualifications

Your international qualifications may need to be confirmed by the NZ Qualifications Authority (NZQA). Visit www.nzqa.govt or call 0800 697 296

Finding Employment

In Waitaki, job vacancies are advertised in a variety of places.

1. Check Local Newspapers

Otago Daily Times on a Wednesday & a Saturday. Oamaru Mail on a Friday.

2. Go Online

Waitaki App

Facebook - Oamaru Jobs

Trade Me

Work & Income

Seek

Indeed

Jobs.govt.nz

Jora

Linkedin

3. Services to assist you in finding a job

Workbridge - assisting a wide range of people to find and remain in work
Tupa Aotearoa - assisting Pasifika youth aged 15-39 into training, employment or study.

Migrant Tip

Go "door knocking". This involves being brave and approaching businesses to ask if there are any job vacancies. Ideally ask to speak with the manager and offer to leave your CV in case a vacancy arises.

Work Placement Information

NZ Now is a website that explains the New Zealand work environment and provides excellent information and tips on settling into employment

www.newzealandnow.govt.nz/resources/finding-work <https://www.newzealandnow.govt.nz/work-in-nz/nz-way-of-working>

www.newzealandnow.govt.nz/resources/guide-to-kiwi-workplaces

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Careers NZ

The Careers NZ website has lots of information on preparing for work. It also has freephone advice, information on study and training, guides for planning your career, writing CVs, preparing for interviews and general assistance with finding a job.



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English

New Zealand Employers value spoken English and local work experience. They like their employees to understand the way we work in New Zealand and to fit into their work culture. If you don't have these skills, then try some of the suggestions below.

<p>Learn conversational English - the more you practise speaking and listening the better you will get. Go to the free classes on offer.</p>	<p>Attend English classes Watch television Volunteer Practise speaking English with locals Look for ways of getting involved in social events</p>
<p>Gain local work experience – it may not be your ideal job, but it will help you learn about working in NZ. It also helps build a NZ Work history, get a reference, and it may lead to you getting another job in your chosen area.</p>	<p>Volunteer Learn from others</p>
<p>Volunteer - Volunteering is a way you can meet new people, learn new skills and get work experience in New Zealand, while helping your community.</p>	<p>Think of ways that you can showcase your culture and mix with the locals. For example, help out at a local rest home. Join up with Volunteer South to see all the available volunteering positions.</p>

The Law - Know your rights

Under New Zealand employment law, you and your employer both have certain rights and obligations. For example, your employer is obliged to pay you an agreed wage, and to make sure wherever you work is safe. Your side of the bargain requires you to perform your job with care and competence, be reliable and productive. Your rights are available here in 14 different languages.

<https://www.newzealandnow.govt.nz/work-in-nz/employment-rights>

It is illegal in NZ to discriminate on the grounds of race, background, sex, age, disability, religion or family status, among other things. If you feel you have been discriminated against, you can contact the Human Rights Commission. It provides free, independent help. Visit www.hrc.co.nz or phone 0800 496 877. If you have a disagreement with your employer and think you have been treated unfairly, you can find out where to get help here. www.newzealandnow.govt.nz/work-in-nz/support-in-the-workplace

Joining A Work Place Union

Every employee has the right to join a workplace union. For the New Zealand Council of Trade Unions, go to www.union.org.nz or call 04 385 1344.

Starting Your Own Business

These agencies can help
Biz Information Zone
www.business.govt.nz
or phone 0800 424 946

New Zealand Trade and Enterprise
www.nzte.govt.nz

Inland Revenue Department
www.ird.govt.nz

Bank, solicitors and accountants can also provide information on setting up a business.

Once you have set up a business you can get assistance from the Chamber of Commerce.

Waitaki Multicultural Council Inc & Waitaki Newcomers Network

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WAITAKI
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Connecting People