

Immigration Policy Statement

DKW Recruitment Group are committed to providing and maintaining a safe working environment for our employees, visitors, and all people using our premises as a workplace and ensuring the safety of personnel representing DKW in all branches nationwide, and on sites not directly in the control of DKW Recruitment Group.

The DKW Recruitment Group are encouraged to have robust systems around checking entitlement to work and to keep copies as evidence of the documents they have checked. We recognise there are many employers who already have good practices in place to check work entitlement. The following are the relevant processes we partake however not limited to;

Management will:

- Ensure all job advertisements advise that evidence of entitlement to work in New Zealand will need to be provided if requested
- Ensure all job application forms advise that evidence of entitlement to work in New Zealand will be required from both New Zealand citizens and non-New Zealanders during the recruitment stage
- Undertake document checks and identity checks with photo identification at the interview or pre-employment stage
- Ensure copies of documentation are retained on an employee's record or file
- If records are held electronically, record work eligibility checks and the visa (or permit) expiry date.
- Essential Skills in Demand (ESID) List checking;
 - Long-term Skill Shortage List
 - Immediate Skill Shortage List
 - Canterbury Skill Shortage List

The DKW Recruitment Group Committee includes senior management representatives and union and other elected representatives. The Committee is responsible for implementing, monitoring, reviewing and planning Health & Safety policies, systems and practices.

Thorough Checking of the following;

- Reference Checking (local & overseas)
- New Zealand Transport Agency (NZTA) driver checks
- Relevant Passport Visa Requirements
- New Zealand Qualifications Authority (NZQA)
- Licenced Building Practitioner (LBP)
- Australian and New Zealand Standard Classification of Occupations (ANZSCO)

To ensure a robust immigration policy, and work environment, DKW Recruitment Group will develop and maintain an immigration management system.

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22 February 2015

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22 February 2015