

## INTERNATIONAL STAFF – TO DO LIST

<b>THINGS TO ORGANISE BEFORE YOUR ARRIVAL TO NEW ZEALAND:</b>	
Working Holiday Visa	To apply for a Working Holiday Visa in New Zealand, click on this link and this will start your application: <a href="https://onlineservices.immigration.govt.nz/?WHS">https://onlineservices.immigration.govt.nz/?WHS</a>
Accommodation	<p>Some of our staff choose to stay at the 'Snow Denn Lodge'. Please have a look at their website: <a href="https://www.snowdennlodge.co.nz/">https://www.snowdennlodge.co.nz/</a>. You can contact Laura or Tim to book your stay with them by emailing them on <a href="mailto:snowdenn@xtra.co.nz">snowdenn@xtra.co.nz</a>.</p> <p>We also have available a Shearers Lodge in Methven. You can contact Lynn on <a href="mailto:grant.smith@xtra.co.nz">grant.smith@xtra.co.nz</a>. They have bedrooms with ensuites available at a great rate with a close walk to town.</p> <p>You may prefer to rent a house in Methven with friends or other workmates, or sometimes a flatmate wanted position can come available in Methven. The places to look at for rentals are Trade Me Property <a href="https://www.trademe.co.nz/a/property/residential/rent/canterbury/ashburton/methven">https://www.trademe.co.nz/a/property/residential/rent/canterbury/ashburton/methven</a></p>
Bank Account	<p>To enable us to pay you, you will need to get a NZ bank account number. There are many banking options here in NZ. We bank with ANZ Bank and you can start the process of opening a new account online by clicking this link and following the instructions before you come over: <a href="https://onlinestore.anz.co.nz/get/account/eligibility">https://onlinestore.anz.co.nz/get/account/eligibility</a>. We can then set up a meeting at the bank for you to attend once you are here.</p>
<b>THINGS TO ORGANISE ONCE YOU ARRIVE IN NEW ZEALAND:</b>	
Vehicle	<p>When you arrive, you will be able to borrow a company vehicle to get to your initial tasks done in order for you to begin work. One of these tasks will be to look at purchasing a vehicle. The best place to buy a vehicle is on a website called Trade Me <a href="https://www.trademe.co.nz/a/motors">https://www.trademe.co.nz/a/motors</a>.</p> <p>In the current market you would be looking at needing \$1500-\$2500NZD to get a cheap reliable car. You may have to travel to Christchurch (1 hour drive) to look at the cars and pick one up.</p>
Phone Sim Card	To get a SIM card once you arrive, we recommend going to 'Spark' in Ashburton. They will help you with any of your cellphone needs and will make sure you are set up with your phone for the season. This shop is on East St, Ashburton.
IRD Application	To enable us to pay your tax for you, you will also need to get an IRD number. This number is like your National Tax Number number, and you will need a paper/hard copy of your TIN/PPS number from home to get the IRD number initially. The IRD Application can be completed at the Post Office in Ashburton (back of the Paper Plus Shop), 212 East St, Ashburton.

## INTERNATIONAL STAFF – ITEMS TO BRING

Working Holiday Visa	Once you receive your Visa, can you please send it to: <a href="mailto:office@jacksonholmes.co.nz">office@jacksonholmes.co.nz</a> for our records. We can print it out once you are here, but you will need a copy to have on the plane as well.
Passport	You will need your passport to prove your identity and obtain a Bank Account Number and IRD number in NZ. Please send a copy of the photo page through to <a href="mailto:office@jacksonholmes.co.nz">office@jacksonholmes.co.nz</a> .
Photo ID Drivers Licence	You will need your home country Drivers Licence to enable you to obtain a NZ Driver Licence and a Bank Account here in NZ.
Steel Toe Cap Boots	You will need Steel Toe Cap Boots for work. We can show you where to buy them here in Methven or you can bring a pair from your home country. Please be aware that the Customs in NZ are very strict on dirty boots and they will need to be cleaned thoroughly before departure to New Zealand, if not they will charge you money to have them cleaned before letting you have them in New Zealand.
Next-of-kin Details	We will need your parents' or a close relative's details and phone numbers in case of an emergency.
TIN/PPS Number (Tax number from your country)	Please remember to bring a paper/card copy of this or a recent wage slip showing your tax number so you can obtain an IRD number.
Any Medical Information	Please give us any medical information about yourself; i.e. if you regularly take medication. We would rather be safe than sorry!
Shirt Size	Can you please email <a href="mailto:office@jacksonholmes.co.nz">office@jacksonholmes.co.nz</a> with your normal shirt size so we can ensure we have the correct stock available when you arrive.

## WHAT WE PROVIDE

PPE	We will provide all PPE (gloves, safety goggles, masks, overalls, safety clothing, etc) <b>apart</b> from Steel Toe Cap Workboots, these need to be provided by the employee.
Uniform	We provide 3 work shirts, overalls, a safety vest, a cap or bucket hat, flip knives and an opportunity to buy a hoody if required.
Full training on all machines	Our training staff will ensure you will be fully trained before using any machines. We use an app to track the training called Sitedocs. Each time you are signed off to be able to use a machine it will be recorded on this app for Health & Safety reasons.
Weekly Pay if needed	We pay our staff monthly but you will have the opportunity to be paid a nominated amount each week. This will be discussed upon arrival.
ACC	ACC is a form of Accident Insurance here in NZ. Please read their website here regarding insurance for overseas visitors: <a href="https://www.acc.co.nz/about-us/who-we-are/what-we-do/">https://www.acc.co.nz/about-us/who-we-are/what-we-do/</a>
A safe working environment	We have robust Health & Safety procedures and complete H&S testing yearly through Sitewise, a New Zealand Health & Safety accreditation website. Our recent score of 80% was a credit to our processes.
An amazing place to live and work in	<p>Methven is a very scenic town, being 15 minutes from the very popular Mount Hutt Skifield, and having the Opuke Hot Pools tourist destination in the township. Methven offers all of the usual amenities such as supermarkets, cafes, bars &amp; restaurants, a gym, a pharmacy and medical centre and many outdoor adventure options with lakes, rivers and mountains close by. Ashburton is the closest larger centre, this is 25 minutes away.</p> <p>Christchurch is the closest city and international airport, being 1 hour away from Methven. It has some great beaches and many other attractions to enjoy on your days off.</p>

