



# Core worker exemption

## Employer verification form

Last updated: September 2021

### When to use this form

This form is for employers, or educational or vocational training institutes, requesting confirmation that an individual holds a core worker exemption.

The Children's Act 2014 [outlines a workforce restriction](#) that prevents individuals convicted of specified offenses from being employed or engaged as core children's workers. A core worker exemption lifts this prohibition, allowing an organisation to lawfully employ that person as a core children's worker.

A core worker exemption can only be granted by the Chief Executive of a key agency outlined in the Children's Act. These agencies include:

- Oranga Tamariki—Ministry for Children
- Ministry of Social Development, Te Manatū Whakahiato Ora
- Ministry of Health, Manatū Hauora
- Ministry of Education, Te Tāhuhu o te Mātauranga
- Ministry of Justice, Te Tāhū o te Ture

Organisations are not obligated to employ an individual who holds a core worker exemption. It is still up to the employer to decide whether an individual is suitable for any role they seek to fill.

### Submitting this form

This form is in two sections: [Section 1: Employer details](#) and [Section 2: Details of the individual to be checked](#). Ensure that both sections are completed.

Send the completed form to: ✉ [coreworkerexemption@tekahuikahu.govt.nz](mailto:coreworkerexemption@tekahuikahu.govt.nz). If you wish to send the application by post, please contact us at this email address for details.

For assistance with this process, you may contact us at the above email—or free phone 0800 462 511.

[Next: Required attachments >](#)

## Required attachments

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

Identification may be any one of the following:

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

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

## What happens next?

Once you have sent us this completed form, we will contact you to confirm that we have received it. We will then inform you in writing of the core worker exemption status of the individual named on this form.

[Next page: Employer details >](#)

## Section 1: Employer details

Employer to fill out and sign this section.

Title (please select):

Mr

Mrs

Miss

Ms

Other

First and last name:

Primary role:

Name of organisation or institution:

Postal address:

Phone number:

Email address:

Name of the individual you would like to verify:

The individual's relationship to the organisation or institution:

Current employee or student

Potential employee or student

Other (please note):

Confirmation of receipt of a police vet for this individual within the last three months:

Yes

No

By signing below, you agree that you have the authority to sign on behalf of the organisation or institution detailed above, and that the details are correct:

Signature

Date

[Next: Details of individual >](#)

## Section 2: Details of the individual to be checked

Individual to fill out and sign this section.

Personal details:

Mr

Mrs

Miss

Ms

Other

Full legal name

Date of birth (DD/MM/YYYY)

Current residential address:

Flat/house no.

Street name

Suburb

Town/city

Postcode

Contact details:

Phone number

Email address

Declaration and signature:

I agree that Te Kāhui Kāhu may advise the organisation or institution detailed in [section 1](#) of my core worker exemption status—including any conditions.

I understand that Te Kāhui Kāhu will notify this organisation or institution if my core worker exemption is revoked or the conditions amended.

Signature

Date

Email the completed and signed application form and verified identification to:

✉ [coreworkerexemption@tekahuikahu.govt.nz](mailto:coreworkerexemption@tekahuikahu.govt.nz)