



When you have filled out this form, please email it to support@hito.org.nz or post to HITO, PO Box 11 764, Wellington 6142

I am applying for a qualification in (tick one option):

Barbering
 Beauty therapy
 Hairdressing
 Nail technology

Your details

First names																			
Current last name										Previous last name									
Physical address																			
City													Post code						
Cellphone										Work phone									
E-mail address																			
Date of birth	d	d	/	m	m	/	y	y	y	y	NZQA Number (NSI or NSN)								
Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female	What is your employment status?						<input type="checkbox"/> Employer	<input type="checkbox"/> Employee									
Ethnic group (select any two that apply)	<input type="checkbox"/> Maori	<input type="checkbox"/> Pasifika	<input type="checkbox"/> NZ Pakeha	<input type="checkbox"/> European	<input type="checkbox"/> Other														
I am	<input type="checkbox"/> a New Zealand Citizen	<input type="checkbox"/> a New Zealand Permanent Resident	<input type="checkbox"/> here on a work visa																
Is English your second language?	<input type="checkbox"/> Yes	<input type="checkbox"/> No																	
Do you have a disability that will affect learning?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, please explain?																

IMPORTANT: We will send all materials to the address provided above unless you request to have them emailed to you by ticking the box below.

Please email all my materials to the email address provided

How did you hear about this programme?

I spoke to someone from HITO on the phone
 I visited the HITO website
 I saw a post on Facebook
 A HITO Liaison visited my place of work
 I saw a post on Instagram

Business details

Business owner																			
Business name																			
Business address																			
Business phone										Cellphone									
E-mail address																			

If you are an employee, you must have a signed employment agreement. Do you have one? Yes No

You are welcome to add a support person to your account. This person can discuss your training with HITO. Please call (04) 499 1180 or email support@hito.org.nz to add a support person to your account.

Tick the option that best suits your experience. Only tick **one option**. If you are on a work visa, you must select the work visa option.

- Option I:** 7-10 years' experience as a hairdresser/5+ years' experience as a barber/5+ years' experience as a beauty therapist/5+ years' experience as a nail technician (\$990)**
- Option II:** 10-15 years' experience as a hairdresser (\$750)/More than 10 years' experience as a barber (\$450)**
- Option III:** More than 15 years' experience as a hairdresser (\$650)
- Option IV:** ipsn or recognised international qualification in: hairdressing (\$650)/barbering (\$450)/beauty therapy (\$450)/nail technology (\$450)**
- Option V:** I am a hairdresser or barber on a work visa (\$2000)

**Please check if your qualifications are recognised before applying for this category

* Experience includes time at a school and/or working in a commercial barbershop/clinic/salon



Payments

- You must pay all your fees upfront when you apply.
- You may pay by direct credit at **WESTPAC BANK 03-0502-0096479-00**. Make the reference for the transaction your name.
- You may pay by credit card (we don't accept American Express) by calling Accounts on (04) 499 1180.
- HITO reserves the right to adjust these fees during the course of the training agreement.
- HITO fees are not refundable. You must complete your qualification within 6 months or you will need to reapply and pay in full again.
- You receive one free resit as part of your fee payment.

Payment method

Direct Credit

Credit card

Document checklist and ID proofs

You must provide all the relevant documents before we can process your application

Document	Do I need to provide this?
Proof of experience	All applicants need to provide this, unless you are applying under the international/ipsn category. A CV is suitable proof. Applicants on a work visa also need to provide references from past employers and certificates from courses attended.
Workplace Health and Safety plan	All applicants need to develop this , unless you are applying under the international/ipsn category.
Written references	If you are a hairdresser with less than 15 years' experience, a barber with less than 10 years' experience, or a beauty therapist or nail technician with no international qualification, you must provide two written references. If you are here on a work visa, you must provide a reference from your current employer.
Copy of work visa	If you are here on a work visa, you must provide this along with a copy of your passport.
Copy of valid ID	If you are a New Zealand Citizen or Permanent Resident and you are an employee in a business, you need to provide proof of your identity. That proof can be either a copy of your current New Zealand passport or a copy of your New Zealand Birth Certificate/ New Zealand Citizenship Certificate and a copy of your New Zealand Driver's License. If you do not have the right ID, please contact HITO before submitting your application.
Copy of industry qualifications achieved	If you are a hairdresser with more than 15 years' experience, a barber with more than 10 years' experience, or a beauty therapist or nail technician with no international qualification, you must provide these.
Copy of international qualifications (including ipsn)	If you are applying under the ipsn/recognised international qualification category, you must provide this.
Portfolio	If you are a hairdresser with 10-15 years' experience or a barber with 5-10 years' experience, you must provide this. If you are a hairdresser with more than 15 years' experience or a barber with more than 10 years' experience and you do not have any industry qualifications, you must provide a portfolio.
First aid certificate	If you already hold a first aid certificate in New Zealand, please provide a copy with your application. If you don't, you will need to complete one for hairdressing and barbering qualifications

Legal declaration and signatures - you must sign this document

I acknowledge that I have read and understood the provisions of this Agreement. I confirm that I have provided the necessary documentation confirming my eligibility to undertake training in New Zealand and that the information provided is true and accurate. I confirm that all work provided as evidence for this qualification is my own work.

Your Signature	<input type="text"/>	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Employer Signature	<input type="text"/>	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
HITO Signature	<input type="text"/>	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>