



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 <input style="width: 100px;" type="text"/>							
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?					<input style="width: 200px;" type="text"/>								

**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															
											Post Code				
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+ 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:** ipsn qualification in: hairdressing/barbering/beauty therapy/nail technology (**\$450**)
- Option III:** recognised international qualification in: hairdressing/barbering/beauty therapy/nail technology (**\$990**)
- Option IV:** I am a hairdresser or barber or beauty therapist on a work visa (**\$2000**)

## 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.

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 - a CV with a detailed timeline of your work experience	Option I and option IV (work visa). 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 provide this. Contact HITO for a template if you do not have a plan.
2x written references	You must provide two written references. If you are here on a work visa, you must also 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 <b>and</b> 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 <b>or</b> a copy of your New Zealand Birth Certificate/ New Zealand Citizenship Certificate <b>and</b> 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 have any.
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 barber or hairdresser, you must provide at least 5 photos.
First aid certificate	All hairdressing and barbering applicants must provide. If your certificate was issued in New Zealand, please ensure it has been registered with NZQA.

## 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



Employer Signature



HITO Signature