

# Transition to Work Grant applicant form



MINISTRY OF SOCIAL  
DEVELOPMENT  
TE MANATŪ WHAKAHIATO ORA

The Transition to Work Grant can help with costs to get you into work. It can help pay for:

- interview costs, like clothing or transport
- things you need to start work, like clothing or tools.

It may also help with living costs until you get your first pay.

You can also see what extra help you might get by going to our online eligibility guide, *Check what you might get*. It helps you find out the ways we can help you and your family, and how to apply.

Go to [check.msd.govt.nz](https://check.msd.govt.nz)

## What you need to bring

### Proof of who you are:

For you      For your partner  
(if you have one)

**If you were born in New Zealand**, bring one type of official identification that has your full legal name and your date of birth (for example, your birth certificate, passport, driver licence, firearms licence, deed poll).

**If you were born overseas**, bring proof that you have a right to live in New Zealand (for example, a citizenship certificate, a New Zealand passport, a passport from another country with residence class visa or proof of permanent residence).

**If your name has changed**, bring your marriage certificate, deed poll, or other proof of the name change.

**All people applying** need to bring **two** more documents that help to prove who you are (for example, a marriage certificate, bank statement, phone or power account, driver licence).

Proof of your bank account details, such as a bank statement.

**If you're using identification that has expired, it must not be more than two years past the expiry date.**

# Transition to Work Grant application



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Write your client number here. This number can be found on your Community Services Card if you have one.

Client number

## Tell us about you

**ATTACHMENT FOR Q1:**  
Bring proof of who you are.

**HOW TO ANSWER Q3:**  
If you live in a rural area, flat/house number could include your RAPID number, fire number, emergency services number.

**HOW TO ANSWER Q4:**  
Mailing address can include a PO Box, rural delivery details, or C/O address.

**HOW TO ANSWER Q5:**  
Please only give us contact details you'd like us to use.

**HOW TO ANSWER Q7:**  
By 'partner' we mean someone you are in a relationship with.

### 1 What is your full name?

First and middle names

Surname or family name

### 2 What date were you born?

Day Month Year

### 3 Where do you live?

Flat/House number Street name

Suburb

Town/City

### 4 Is your mailing address different from where you live?

No  Yes

### 5 How else can we contact you?

Tick the best way for us to first contact you

Home phone	( )	
Mobile phone	( )	
Other phone	( )	
Email		

### 6 Do you have dependent children in your care?

No  Yes

### 7 Do you have a partner?

No  Yes

## Work search details

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### INFORMATION FOR Q8:

**Work Search** costs help you find work, like transport to a job interview, appropriate clothing, and tattoo removal in some cases.

**Work placement** costs can be things like work clothes, tools for the job.

### INFORMATION FOR Q9:

You may need to provide proof of your job search activities.

### ATTACHMENT FOR Q10:

Bring proof of your costs such as quotes or receipts.

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## What type of costs are you applying for?

Work search costs

[Go to question 9](#)

Work placement costs

[Go to question 14](#)

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## What are you doing to search for work?


11

## What kind of work are you applying for?


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## Do you have a job interview arranged?

No  Yes

[If yes, please provide details below](#)

Employer's name

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Employer's contact details

Address	
Phone number	(     )
Email	

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### INFORMATION FOR Q13:

Examples of essential costs include:

- transport
- interview clothes.

### ATTACHMENT FOR Q13:

Bring proof of your costs such as quotes or receipts.

## Do you have any essential job interview costs?

No  Yes

[If yes, please tell us what costs you have](#)

Item	Your cost
	\$
	\$
	\$

## Starting work details

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### What type of work are you starting?


#### ATTACHMENT FOR Q15:

You may need to provide proof of the job you'll be starting.

15

### What are the details of the work you'll be starting?

Employer's name

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Employer's contact details

Address	
Phone number	(     )
Email	

Start date

Day	Month	Year

Hours of work per week

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Pay rate per hour

\$
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Date of first pay

Day	Month	Year

Amount before tax

\$
----

Amount after tax

\$
----

#### INFORMATION FOR Q16:

Examples of essential costs include:

- transport
- interview clothes.

#### ATTACHMENT FOR Q16:

Bring proof of your costs such as quotes or receipts.

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### Do you have any essential starting work costs?

No  Yes

↓ If yes, please tell us what costs you have

Item

Your cost

Item	Your cost
	\$
	\$
	\$

#### INFORMATION FOR Q17:

Bridging finance helps with living costs (like board, rent, food, power) until you get your first pay.

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### Do you want to apply for bridging finance?

No  Yes

↓ If yes, please provide details below

Date

Amount

Date	Amount
/ /	\$
/ /	\$
/ /	\$

## Debt recovery suspension

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**If you're paying a debt back to the Ministry of Social Development, we may be able to stop your repayments for 3 months.** Tick which option you'd prefer.

I'll keep paying my debt back to MSD

I want to apply for the 3 month debt recovery suspension

# Tell us about your income and assets

## Tell us about income in the last 52 weeks?

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### Do you or your partner get income from any of the following sources?

- Wages or salary  No  Yes
- Termination pay  No  Yes
- Redundancy pay  No  Yes
- Accident compensation (eg ACC)  No  Yes
- Income insurance (replacement/protection)  No  Yes  Jointly with partner
- Farm or business income  No  Yes  Jointly with partner
- Payments from self-employment or contract work  No  Yes  Jointly with partner
- Interest from savings, investments, or bonds  No  Yes  Jointly with partner
- Dividends from shares, unit trusts, or managed funds  No  Yes  Jointly with partner
- Income from rents  No  Yes  Jointly with partner
- Payments from boarders or flatmates  No  Yes  Jointly with partner
- Child Support payments (private arrangement or through Inland Revenue)  No  Yes
- Other income for a child  No  Yes
- Maintenance payments  No  Yes
- Payments from a former partner  No  Yes
- Student Allowance, scholarship, or Student Loan living cost payments  No  Yes
- Overseas pension, benefit or allowance payments  No  Yes
- Other superannuation or retirement scheme income (government or private)  No  Yes
- Income from an estate, if you've inherited money  No  Yes  Jointly with partner
- Income from trusts  No  Yes  Jointly with partner
- Other  No  Yes  Jointly with partner

**ATTACHMENT FOR Q19:**

Bring a copy of your business accounts.

**INFORMATION FOR Q19:**

In this application form, 'partner' means the person you're married to or in a civil union or relationship with, not a business partner.

**ATTACHMENT FOR Q20:**

You need to show us proof of income.

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### Did you answer 'yes' or 'jointly with partner' to any of the sources of income listed in question 19?

- No  Yes

**↓ If yes, tell us the total before-tax amounts, for the last 52 weeks**

Where did the income come from?	Payment made to?		
	You	Your partner	Jointly with partner
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$

**HOW TO ANSWER Q21:**  
Other types of payment include advantages such as free or subsidised goods and services (for example, free food, subsidised accommodation).

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**Do you or your partner get other types of payment apart from money?**

No  Yes

↓ **If yes, tell us about the type of payment and its value**

Type of payment	Where did it come from?	Its value
		\$
		\$
		\$

**Are you involved in a trust?**

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**Are you involved in a trust, or have you ever been involved in a trust?**

'Involved' means one or more of the following:

- you've set up a trust, usually by making a gift of assets or property
- you've transferred assets to a trust
- you make decisions about managing a trust
- you benefit from a trust, for example, by receiving income such as trust distributions.

No  Yes

↓ **If yes, please write the name of the trust**

Name of trust


**ATTACHMENT FOR Q22:**  
You'll need to show us trust documents, such as the trust deed, deed of debt, gift statements, accounts.

**Tell us about your assets**

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**Do you or your partner have any of the following cash assets?**

- Money in bank or other savings  No  Yes
- Bonds, shares, debentures or stocks  No  Yes
- Money lent to other people or organisations  No  Yes
- Other cash assets  No  Yes

**ATTACHMENT FOR Q23:**  
You may be asked to provide proof of your assets and their value.

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**If you answered 'yes' to any of the assets listed above, please write the details below.**

Type of asset	You	Your partner	Jointly owned
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$

**Signature page**

I have answered all the questions that apply to me and my situation.

The information I have given you is true and complete.

I understand what you do with my personal information and how you protect my privacy.

Applicant's name (print)

Applicant's signature

Day Month Year

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**Extra Help:** You can also see what extra help you might get by going to our online eligibility guide *Check what you might get*. It helps you find out the ways we can help you and your family and how to apply. Go to [check.msd.govt.nz](http://check.msd.govt.nz) or you can phone us on **0800 559 009**.



# How we protect your privacy



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## Collecting your information

**We collect your personal information, so we can provide income support, NZ Super or Veteran's Pension, Student Allowance, or Loans and connect you with employment, education and housing services. We do this under various Acts, which are all listed on our website at [workandincome.govt.nz/privacy](https://workandincome.govt.nz/privacy)**

- To help us do this, we collect information about your identity, your relevant history, and your eligibility for our services.
- We get this information directly from you, and we sometimes collect information about you from others, including other government agencies.
- You can choose not to give us your personal information, but we might not be able to help you if you don't.

## Using your information

**We use the information you give us to make decisions about the best way to help you.**

- These decisions may be about:
  - whether you're eligible for our services
  - running our operations and ensuring our services are effective
  - the services we'll provide in the future.

## Sharing your information

**Sometimes, we need to share your information outside our Ministry to reach our goal of helping New Zealanders to be safe, strong, and independent.**

- To do this, we may share your information with:
  - prospective employers to help you find work
  - contracted service providers that help us to help you
  - health providers if we need your medical information to assess your eligibility
  - other government agencies when we have an agreement with them
  - some other governments if you may be eligible to get or are getting an overseas pension.
- We also share personal information when the law says we have to.

## Respecting you and your information

**We make sure we follow the Privacy Act to do what's right when we use your information.**

- We treat you and your information with respect, by acting responsibly and being ethical.
- We make sure any technology we use meets strict security standards so it keeps your information safe.

## Get in touch if you have a question

**You have a right to ask to see your personal information, and to ask for it to be corrected if it's wrong.**

- If you have a question or a complaint, please get in touch.
- You can find full details about what we do with personal information in our privacy notice at: [workandincome.govt.nz/privacy](https://workandincome.govt.nz/privacy)