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](http://check.msd.govt.nz)

### Proof of who you are:

**For you**

<table>
<thead>
<tr>
<th>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).</th>
</tr>
</thead>
</table>

**For your partner**

<table>
<thead>
<tr>
<th>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).</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>If your name has changed, bring your marriage certificate, deed poll, or other proof of the name change.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>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).</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Proof of your bank account details, such as a bank statement or deposit slip</th>
</tr>
</thead>
</table>

*One of the documents above must be at least two years old.*

**INFORMATION NOTE:**

Documents need to be originals, or copies of documents that have been certified as a true copy by a Solicitor/Lawyer, Notary Public, Registrar of the Court or Justice of the Peace.
# Transition to Work Grant Application

If you’ve had help from us before, write your client number here if you know it. 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.

### WHAT IS YOUR FULL NAME?

- First and middle names
- Surname or family name

### WHAT DATE WERE YOU BORN?

- Day
- Month
- Year

### WHERE DO YOU LIVE?

- Flat/House number
- Street name
- Suburb
- Town/City

### IS YOUR MAILING ADDRESS DIFFERENT FROM WHERE YOU LIVE?

- No
- Yes

### HOW ELSE CAN WE CONTACT YOU?

- Home phone
- Mobile phone
- Other phone

### DO YOU HAVE DEPENDENT CHILDREN IN YOUR CARE?

- No
- Yes

### DO YOU HAVE A PARTNER?

- No
- Yes
Work search details

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.

What type of costs are you applying for?

- Work search costs
- Work placement costs

INFORMATION FOR Q13:
Examples of essential costs include:
- transport
- interview clothes.

ATTACHMENT FOR Q13:
Bring proof of your costs such as quotes or receipts.

What are you doing to search for work?

What are your work search costs?

<table>
<thead>
<tr>
<th>Item</th>
<th>Your cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$</td>
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<td></td>
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</tbody>
</table>

What kind of work are you applying for?

Do you have a job interview arranged?

- No
- Yes

Please provide details below

Employer’s name

Employer’s contact details

Address

Phone number (   )

Email

Do you have any essential job interview costs?

- No
- Yes

Please tell us what costs you have

<table>
<thead>
<tr>
<th>Item</th>
<th>Your cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<tr>
<td></td>
<td>$</td>
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<td></td>
<td>$</td>
</tr>
</tbody>
</table>
### Starting work details

What type of work are you starting?

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

Employer’s name

Employer’s contact details
- Address
- Phone number
- Email

Start date: [Day] [Month] [Year]

Hours of work per week

Pay rate per hour

Date of first pay: [Day] [Month] [Year]

Amount before tax

Amount after tax

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

- [ ] No
- [ ] Yes

Tell us what costs you have

<table>
<thead>
<tr>
<th>Item</th>
<th>Your cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
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</tbody>
</table>

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

- [ ] No
- [ ] Yes

Please provide details below

<table>
<thead>
<tr>
<th>Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
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</table>

### Debt recovery suspension

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

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

- Wages or salary
- Termination pay
- Redundancy pay
- Accident compensation (e.g., ACC)
- Income insurance (replacement/protection)
- Farm or business income
- Payments from self-employment or contract work
- Interest from savings, investments, or bonds
- Dividends from shares, unit trusts, or managed funds
- Income from rents
- Payments from boarders or flatmates
- Tax credits from Inland Revenue (e.g., Working for Families or Best Start)
- Child Support payments
- Other income for a child
- Maintenance payments
- Payments from a former partner
- Student Allowance, scholarship, or Student Loan living cost payments
- Overseas pension, benefit or allowance payments
- Other superannuation or retirement scheme income (government or private)
- Income from an estate, if you have inherited money
- Income from trusts
- Other

Did you answer ‘Yes’ or ‘Jointly with partner’ to any of the sources of income listed in question 19?

- No
- Yes

Tell us the total before-tax amounts

Where does the income come from?

- Payment made to?
- You
- 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).

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

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<thead>
<tr>
<th>No</th>
<th>Yes</th>
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</tbody>
</table>

Please tell us about the type of payment and its value

<table>
<thead>
<tr>
<th>Type of payment</th>
<th>Where does it come from?</th>
<th>Its value</th>
</tr>
</thead>
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</table>

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

‘Involved’ means one or more of the following:
you have set up a trust, usually by making a gift of assets or property
you have 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.

<table>
<thead>
<tr>
<th>No</th>
<th>Yes</th>
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Please write the name of the trust

Name of trust

Tell us about your assets

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

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

Money in bank or other savings

<table>
<thead>
<tr>
<th>No</th>
<th>Yes</th>
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</table>

Bonus Bonds, shares, debentures or stocks

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<tr>
<th>No</th>
<th>Yes</th>
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</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

Money lent to other people or organisations

<table>
<thead>
<tr>
<th>No</th>
<th>Yes</th>
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<tr>
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</table>

Other cash assets

<table>
<thead>
<tr>
<th>No</th>
<th>Yes</th>
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</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Type of asset</th>
<th>You</th>
<th>Your partner</th>
<th>Jointly owned</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

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 or you can phone us on 0800 559 009.
Privacy Statement

Collecting your information
We collect your personal information so we can provide income support under the Social Security Act 2018, and connect you with employment, education, and housing services.

- 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 1993 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 msd.govt.nz/privacy

Signature

- I have answered all the questions that apply to me about my situation
- I understand what you do with my personal information and how you protect my privacy
- The information I have provided is true and complete

Applicant’s name (print)  Applicant’s signature  Date

Day  Month  Year