

Please refer to the following terms:

Applicant: Employer

Foreign National: Worker, who is waiting to be nominated by Yukon Government

Nominee: Foreign National, who has been approved by the Yukon Nominee Program.

All legal documents have to be submitted as notarized copies. Please ensure that these copies include the contact information of the notary.

Documents in languages other than English or French must be translated by an accredited translator (with contact information for verification) to one of Canada's official languages. The notarized document in the original language needs to accompany the translation.

Copies of previously notarized documents, as well as copies which are not notarized, will not be accepted.

Please do not send irrelevant documents, such as expired passports or other documents that are not listed below as supporting evidence for the application.

The Government of Yukon reserves the right to refuse applications if it has concerns that notarized documents may be falsified or fraudulent.

Please ensure that you include all the documents listed below, before you submit your application.

Incomplete applications: A letter will be sent to the employer, stating that this application requires further information. The employer will be given a period of 30 days to submit the information lacking. If, after a period of 30 days, the necessary information has not been provided, the application will be returned to the employer.

Refused applications: A letter will be sent to the employer, stating that the application is refused and cannot be processed. The application will be returned to the employer in 30 days from the date of the issuance of the refusal letter.

- **Please note that the Yukon Nominee Program does not accept individuals under refugee or visitor status and those under "[Implied Status](#)".**

NOTE: IRCC is responsible for assessing each nominee's eligibility for both Work Permits and Permanent Residency. The Yukon Nominee Program and the Yukon Government are not responsible for IRCC's decision to grant or deny Work Permits or Permanent Residency and cannot appeal those decisions.

A1. EMPLOYER REQUIREMENTS:

- The employer must be a Canadian citizen or a permanent resident of Canada
- Employers must have been registered and operating the business for which the application has been submitted for, in the Yukon for a minimum of one year, on a full-time basis.
(OR be a recognized government body in Yukon - first nation, municipal, territorial or federal)
- Employers must meet the minimum requirements of territorial labour standards
- Employers must provide a copy of the business licence, and be registered on Yukon's corporate registry
- Employers of foreign nationals who are exempt from the Labour Market Impact Assessment (LMIA) process will be required to submit the offer of employment information and pay the compliance fee of \$230 using the CIC Employer Portal <http://www.cic.gc.ca/english/e-services/employer-portal.asp>. This will need to be done before the foreign national can apply for an employer-specific work permit, at a Mission overseas or in-Canada office.

- Employers must provide (free to nominees) health insurance that gives similar coverage to what a Yukon resident gets under the *Health Care Insurance Plan Act* until the nominee is eligible for insured health card under the *Health Care Insurance Plan Act* http://www.hss.gov.yk.ca/health_card.php?WT.mc_id=10010d
- Employers must provide the Yukon median wage for the NOC as per Employment and Social Development Canada (ESDC). Information on NOC codes and position descriptions can be found at <http://www5.hrsdc.gc.ca/NOC/English/NOC/2011/SearchIndex.aspx>

If the wage information for the NOC is not available for Yukon. Please refer to the wages in Northern BC, in the following order:

1. North Coast
 2. Nechako
 3. Northeast
 4. British Columbia
- Employers must pay for the air travel costs for the nominee to come to the Yukon from his/her place of permanent residence (but not for the travel costs of family or dependents) if they are not already present in Yukon
 - Employers must pay for the return air transportation for the nominee from Yukon to their country if the nominee does not obtain permanent residency or is no longer participating in the Yukon Nominee Program
 - Employers must verify previous work experience and qualifications of the foreign national prior to submitting the application
 - Screening Interview (if applicable): If the foreign national is already in Yukon, the employer must arrange for a screening interview with a Yukon Government Immigration officer. Both the foreign national and employer must be present

A2. EMPLOYER DOCUMENTS:

Employers must advertise for a minimum of four (4) weeks before submitting an application to the YNP. The advertisement must remain posted to actively seek qualified Canadians and permanent residents until the date YNP has issued a decision.

Proof of continuous advertising must be submitted with your application for all three forms of advertising.

Proof of two local AND one national recruitment efforts; minimum advertising requirement consists of:

- the [National Job Bank](#)
- local and regional newspapers, newsletters, employment centres
- recognized employment sites such as [Monster](#), [Workopolis](#)
- Advertising must clearly specify the duties of the position, the hours per week, the exact wage, the NOC (National Occupational Code) and the position title (as per NOC)
- Minimum advertising time is four weeks during the three month period prior to receipt of the application; advertising requirements must be satisfied prior to submittal of the application. Employers must continue with their advertising efforts until the application is approved
- The number of job applications from Canadian or permanent resident workers and the reasons you did not hire them. Do not submit their résumés with your application, but do keep them on file for at least two years, in the event this documentation is requested by a Service Canada Officer

B1. EMPLOYER AND FOREIGN NATIONAL JOINT DOCUMENTS:

- Application Form – Section 1 of the application form: completed, signed and dated; original signatures are required by Employer and Foreign National
- Guaranteed Employment Offer – Section 2 of the application form: completed, signed and dated; original signatures are required by Employer and Foreign National
- Settlement and Retention Plan – Section 3 of the application form: completed, signed and dated; original signatures are required by Employer and Foreign National

- Tri-Partite Agreement (TPA): Employer and Foreign National must comply with all agreements made in the Tri-Partite Agreement. Do not submit this document; this part is completed after the nomination is approved and the nominee has arrived in Yukon. Both employer and nominee must be present at the signing of the TPA
 - ◆ If nominee is already in Yukon, they must arrange for a meeting with Immigration staff to sign the TPA within 14 days from the issuance of the acceptance letter;
 - ◆ If the nominee is not in Canada, they must arrange for a meeting with Immigration staff to sign the TPA within 14 days of the nominee's arrival in Yukon;
 - ◆ Nominee is required to bring:
 - ❖ Passport
 - ❖ Work Permit
 - ❖ Current Yukon address and phone number

C1. FOREIGN NATIONAL REQUIREMENTS:

- Education and work experience must satisfy the requirements of the job as per the criteria specified in the National Occupational Classification (NOC) <http://www.workingincanada.gc.ca/home-eng.do?lang=eng> (the minimum acceptable level of education is completion of high school)
- Proof of education/credentials – The applicant must submit their high school certificate or its equivalent in order to meet the minimum education requirement. If higher education is required for the position/NOC, please submit educational diplomas, certificates, degrees, etc.
- Demonstrate at least six months of related work experience for the Critical Impact Worker stream for the position being nominated for;
- Language Proficiency Test: Applicants must provide valid original test results from a language test administered by a designated testing agency. The accepted tests are IELTS General Training or CELPIP General for English and TEF for French. **NOTE: Language tests are valid for two years from the date of the test; therefore, language tests must be less than two years old when you submit your application for the Yukon Nominee Program.**
- Foreign nationals, who are looking to work in jobs that fall in Skill Level C or D, are required to have minimum scores in each category (Reading, Writing, Listening, and Speaking). These scores are:
 - ◆ Canadian English Language Proficiency Index Program (CELPIP):
 - 2H for CELPIP-General Tests before April 1, 2014 in each of the four abilities (listening, speaking, reading and writing)
 - 4 for CELPIP-General Tests after April 1, 2014 in each of the four abilities (listening, speaking, reading and writing)
 - ◆ International English Language Testing Score (IELTS):
 - 4 for IELTS-General Training test in each of the four abilities (listening, speaking, reading and writing)
 - ◆ Test d'évaluation du Français (TEF) (to test proficiency in French):
 - 3 for TEF in each of the four abilities (listening, speaking, reading and writing)
- Foreign workers who are currently in Canada, must maintain a valid work permit throughout the YNP application and assessment process. If you are unable to provide the YNP with a valid work permit your application will be declined. Please be advised that if you are under [Implied Status](#), you are **not eligible** to apply for nomination through the YNP.
- Any foreign national who is in Canada on a student permit needs to provide proof of one year of study for certificate programs or two years of study for diploma programs or completion of a Bachelor program before being considered for the Yukon Nominee Program. Foreign Students who are enrolled in the ESL program at Yukon College must have completed Level 8 of the ESL program.

C2. FOREIGN NATIONAL DOCUMENTS:

- Notarized copies of employment records confirming previous employment. Documentation must include letters of reference from the supervisor or Human Resources officer identified by name and title. Letters must meet the following criteria:
 - ◆ Must be on company letterhead
 - ◆ Must indicate start and end date of employment

- ◆ Job title
- ◆ Job duties
- ◆ Contact information of the supervisor or Human Resources officer issuing the letter (phone number, fax number, e-mail, company website)
- Additional documents may be requested by the assessing officers, such as:
 - ◆ Pay stubs
 - ◆ Income tax records
 - ◆ Other documents as requested by the assessing officer
- Proof of education/ credentials. The applicant must submit their high school certificate or its equivalent in order to meet the minimum education requirement. If higher education is required for the position/NOC, please submit those diplomas, certificates, degrees, etc.

YNP will verify any educational credential submitted with a YNP application with the organization that produced or issued it. Please provide the following information along with each of your educational credentials

- ◆ Name of the organization
- ◆ Physical address
- ◆ Email address
- ◆ Website address
- ◆ Contact name
- ◆ Contact phone number
- For self-employed: certificates proving the establishment and good standing of the business for the period in question
- Provide original language test results - International English Language Testing System (IELTS) General Training, the Canadian English Language Proficiency Index Program (CELPIP) General; or the Test d'évaluation du Français (TEF). Please ensure that the candidate has met the Yukon Nominee Program's minimum language requirements. No other evidence of language proficiency will be accepted
- Passport for Foreign National must be valid, notarized copy
- Work Permit: (if Foreign National already has a Temporary Work Permit): must be notarized copy
- Spouse: Passport/ Marriage Certificate / Divorce Certificate, must be valid notarized copies. This information must be included whether the spouse is accompanying the nominee or not
- Common-Law: Passport / Statutory Declaration of Common-Law Union must be valid notarized copies. This information must be included whether the spouse is accompanying the nominee or not. To prove common-law relationship please fill out the Statutory Declaration of Common-Law Union Form <http://www.cic.gc.ca/english/pdf/kits/forms/IMM5409E.pdf> and include it with the application
- Dependants: Passport/ Birth Certificate must be valid notarized copies. This information must be included whether the spouse is accompanying the nominee or not