



Before filling out the application, please read the [Application Handbook](#) available on the immigration web site www.immigration.gov.yk.ca.

Date: _____

**APPLICATION MUST BE PRINTED IN CAPITAL LETTERS OR WILL BE RETURNED.
NO HAND WRITTEN APPLICATION WILL BE ACCEPTED.**

1. STREAM

Skilled Worker (Skill level 0, A, B) Critical Impact Worker (Skill level C, D)

For more information on skill levels please visit: Employment and Social Development Canada ([ESDC](#))

2. COMPANY INFORMATION

Registered Business Name _____ Operating As (if applicable) _____

Date Established _____ Primary Business Language English
 French

Website _____

Type of Business _____ Industry/Sector _____

Was this business or part of this business acquired through the Business Nominee Program? Yes No

If yes, when? (Please provide exact date) _____

2A. Mailing Address

Address _____

City _____ Province/Region _____

Postal Code _____ Country _____

Phone _____ Fax _____ E-mail _____

2B. Physical Address if different from Mailing Address

Address _____

City _____ Province/Region _____

Postal Code _____ Country _____

2C. Employer/Owner

Last Name _____ First Name _____

Title _____ Phone _____ Fax _____

Confidential e-mail _____

Immigration status of employer:

Other: _____

2D. Officer with signing authority for this business

Last Name _____ First Name _____

Title _____ Phone _____ Fax _____

Confidential e-mail _____

IMPORTANT

As of February 21, 2015, employers hiring foreign nationals who are exempt from the Labour Market Impact Assessment (LMIA) process such as the Yukon Nominee Program will be required to submit the offer of employment and pay a compliance fee to Immigration, Refugees, and Citizenship Canada (IRCC).

AFTER YOU ARE APPROVED THROUGH THE YNP:

All employers must submit the offer of employment information and pay the employer compliance fee of \$230 using the IRCC Employer Portal: <http://www.cic.gc.ca/english/e-services/employer-portal.asp>

Consult the IRCC Employer Portal Enrolment Guide if you need more information:

<http://www.cic.gc.ca/english/e-services/employer-enrolm.asp>

3. POSITION INFORMATION

Job Title: _____

Job Description: _____

NOC _____ Hours per/week (35-40 hrs) _____

Wage Offered \$/hr : _____ Median Wage \$/hr as per [ESDC](#): _____ Salary per Annum: _____

4. ADVERTISING INFORMATION

The federal and provincial/territorial governments have various initiatives to promote the hiring of underrepresented groups. These initiatives are intended to help employers hire Canadian citizens, permanent residents and individuals from underrepresented groups before applying to hire foreign workers.

Employers must actively seek qualified Canadians and permanent residents by:

- a) contacting organizations that may assist them in finding workers who are Canadian citizens, permanent residents and individuals from underrepresented groups.
- b) advertising the positions for a minimum of 4 weeks before submitting an application to YNP.

I have contacted the following agencies before preparing my application for the YNP.

- 1) [Employment Central](#) for all Yukoners Yes No
- 2) [Klondike Outreach](#) for Dawson City area residents Yes No
- 3) [Kwanlin Dün Kenadan Ku House of Learning](#) for First Nation citizens Yes No
- 4) [Association franco-yukonnaise](#) – Emploi for Francophones Yes No
- 5) [Workforce Information Networking Hub](#) - “The Hub” for persons with a disability Yes No
- 6) [Watson Lake Community Outreach](#) for Watson Lake residents Yes No
- 7) [Youth Employment Centre](#) for Youth Yes No

All advertisements must remain posted until the date YNP has issued a decision.

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

- I have advertised on
- the [National Job Bank](#) ; and two or more recruitment methods among these:
 - local and regional newspapers, newsletters, employment centres.
 - recognized employment sites such as [Monster](#), [Workopolis](#) etc., **AND**
- I have submitted proof of all three forms of advertising listed above with my application. **OR**
- I have a valid Labour Market Impact Assessment (LMIA) and have submitted proof with my application.

Do not submit 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.

How many Canadian or permanent residents applied on this job? _____

Reasons for not hiring **EACH** of them. You may be asked for additional detailed information if deemed necessary by the assessment officer to assess your application.

Applicant 1 _____

Applicant 2 _____

Applicant 3 _____

(please attach another sheet of paper if more space is required)

5. EMPLOYER DECLARATIONS

5A. Is the foreign national currently in Canada? Yes No

If yes, they must have legal status in Canada, which excludes Student, Visitor or Refugee. 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.

Keep your work permit valid

You must have a valid work permit and valid temporary resident status to remain eligible for the YNP. It is extremely important that you do not let your work permit and temporary resident status expire while you wait for your YNP application to be assessed. You are responsible for maintaining your status to work in Canada. The processes to renew your [work permit](#) and [temporary resident status](#) are separate from your YNP application.

5B. Authority to share information

I authorize the Advanced Education Branch of Yukon Education to collect, use and disclose my personal information for the purposes of determining my eligibility for and managing my participation in the Yukon Nominee Program. I also authorize the Advanced Education Branch to disclose and collect my personal information to and from the federal and territorial departments, agencies and educational institutions upon which Advanced Education Branch relies for the proper administration of the Yukon Nominee Program.

Employer Name (print)

Employer Signature (Sign in blue ink. Submit originals only.)

Date

Your personal information is being collected under authority of the *Agreement for Canada-Yukon Co-operation on Immigration* and will be managed in accordance with the *Access to Information and Protection of Privacy Act (ATIPPA)*. For more information about the collection, use and disclosure of your personal information, please contact Yukon Education's ATIPPA Coordinator at (867) 667-8326.

5C. Employer declarations

This declaration covers the information I have provided on this form and all the information submitted in my application as well as in the attached accompanying documents.

- I declare that I am a Canadian citizen or a permanent resident of Canada.
- I declare that the business is in good standing with Yukon Employment Standards and Yukon Workers' Compensation Health and Safety Board and that there are no current labour disputes.
- I declare the employment of the position does not conflict with any existing bargaining agreements, the settlement of any labour dispute or the employment of a person involved in such a dispute.
- I declare that I will not, directly or indirectly, charge or collect a fee or receive any financial gains in nominating this foreign worker.
- I declare that I have verified the foreign nationals previous work experience inside or outside Canada, qualifications (inside or outside Canada), status in Canada (if applicable) and have submitted proof of verification with my application.
- I declare that I have interviewed the foreign national and determined that he/she has the required skills as per ESDC NOC job description, and the experience to perform the duties of the position.
- I agree to provide employment for the foreign national on a permanent (indeterminate) full-time basis as outlined in the Guaranteed Employment Offer or Section 2 of the application.
- I understand that I have to provide health insurance benefits for the nominee until they become eligible for Yukon insured health care.
- I understand that failure to provide a complete application, including all required forms and credible supporting documentation, may result in the return or denial of this application.
- I understand that if an employer is found in violation of any terms of the TPA as a result of investigations conducted by Advanced Education or the federal and territorial departments, and/or agencies, their names will be disclosed to the public.
- I will contact the Advanced Education Branch, within 14 calendar days of the nominee's arrival in Yukon to schedule an entry interview to sign the Tri-Partite Agreement (TPA). If the nominee is already present in Yukon, I will schedule an entry interview for the nominee before the nominee commences work, within 14 days of the issuance of the acceptance letter. The entry interview must be held before the nominee commences work.

5. EMPLOYER DECLARATIONS (CON'T)

- I agree that a YNP officer may visit the site of future employment to ensure compliance with the requirements of the Yukon Nominee Program. The timing, number and length of site visits will be at Advanced Education's discretion.
- I understand all foregoing statements. I have asked for and obtained an explanation for every point which was not clear.
- I understand that any false statements, concealment of a material fact or breach of the Tri-Partite Agreement may result in my organization's exclusion from the Yukon Nominee Program in the future, and /or the revocation of a nomination.
- I understand that 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 using the IRCC Employer Portal 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.
- I authorize the YNP to collect information from other sources inside or outside Canada for the purpose of assessing this application for the YNP, verifying information provided in this application, and evaluating the YNP. These sources may include, but are not limited to professional organizations, industry associations, educational institutions, financial institutions, government or quasi government agencies, and law enforcement agencies.
- I declare that the information I have given in this application is truthful, complete and correct.

Employer Name (print)

Employer Signature (Sign in blue ink. Submit originals only.)

Date

6. FOREIGN NATIONAL INFORMATION

6A. Personal Information

Gender Male Female

Last Name _____

Citizenship _____

First Name _____

Country of Birth _____

Middle Name _____

Date of Birth _____

Mother Tongue: _____

Passport number (exactly as shown on your passport) _____

Country of issue _____ Issue date _____ Expiry Date _____

6B. Mailing Address

Address _____ City _____

Province/Region _____ Postal Code _____ Country _____

Phone _____ Fax _____ E-mail _____

6C. Physical Address if different from Mailing Address

Address _____ City _____

Province/Region _____ Postal Code _____ Country _____

6D. Immigration Data

If you are currently in Canada, please indicate your status.

Other (please specify): _____
(Students, Visitors and Refugees are not eligible for this program).

If you hold a valid Temporary Work Permit in Canada, please specify the type of Work Permit:

Other (please specify): _____

Client ID _____ Expiry Date _____

Immigration History

Have you ever applied for admission into Canada as an immigrant? Yes No

Have you ever been refused admission into Canada as an immigrant? Yes No

6. FOREIGN NATIONAL INFORMATION (CON'T)

6E. Language Proficiency

(only original language test results are accepted)

Language of test taken:
 English French

What are the results?

Listening _____

For language requirements, please refer to the [YNP Application Handbook](#).

Which test did you take?
 IELTS CELPIP
 TEF

Reading _____

Writing _____

Speaking _____

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.

6F. Education Information

YNP will contact the foreign national's educational institution(s) to verify the information provided. If the verification information is not received within four weeks of that request, the application will be deemed incomplete and will be returned to the employer. If the information provided by the foreign national does NOT match the information provided by the educational institution(s) the application will be denied. YNP will share the information with Immigration, Refugees, and Citizenship Canada (IRCC) and Canada Border Services Agency (CBSA).

(The applicant must submit his/her 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 an application with the organization that produced or issued it. Please provide the following information along with each of your educational credentials.

- Name of the educational institution: _____
- Physical address: _____
- Email address: _____
- Website address: _____
- Contact name: _____
- Contact phone number: _____

Institution	Start Date	End Date	Field of Study	Certification obtained
<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"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

6G. Employment History (List employment history relevant to the position for which you are applying.)

YNP will contact the foreign national's former employer(s) to verify the information provided. If the verification information is not received within four weeks of that request, the application will be deemed incomplete and will be returned to the employer. If the information provided by the foreign national does NOT match the information provided by the former employer(s) the application will be denied. YNP will share the information with Immigration, Refugees, and Citizenship Canada (IRCC) and Canada Border Services Agency (CBSA).

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)

6. FOREIGN NATIONAL INFORMATION (CON'T)

Additional documents may be requested by the assessing officers, such as:

- Pay stubs
- Income tax records
- Other documents as requested by the assessing officer
- Name of the Company: _____
- Physical address: _____
- Company website: _____
- Company email address: _____
- Contact name: _____
- Contact phone number: _____

Employer	Emp. Start Date	Emp. End Date	Employment Location	Position
<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"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

6H. Family Information (Please use separate sheet if more than 4 family members). Submit notarized copies of all pages of the passport.

Marital Status	<input type="text"/>			
	Dependant 1	Dependant 2	Dependant 3	Dependant 4
Last Name	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
First Name	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Sex	<input type="checkbox"/> Female <input type="checkbox"/> Male	<input type="checkbox"/> Female <input type="checkbox"/> Male	<input type="checkbox"/> Female <input type="checkbox"/> Male	<input type="checkbox"/> Female <input type="checkbox"/> Male
Date of Birth	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Relationship to you	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Passport Number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Passport Expiry	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

6I. Consent for Sharing and Use of Information

I authorize the Advanced Education Branch of Yukon Education to collect, use and disclose my personal information for the purposes of determining my eligibility for and managing my participation in the Yukon Nominee Program. I also authorize the Advanced Education Branch to disclose and collect my personal information to and from the federal and territorial departments, agencies and educational institutions upon which Advanced Education Branch relies for the proper administration of the Yukon Nominee Program; including with Public Schools Branch for the purpose of planning for and enrolling any dependents in the Yukon School System.

Foreign National Name (print) Foreign National Signature (Sign in blue ink. Submit originals only) Date

Your personal information is being collected under authority of the *Agreement for Canada-Yukon Co-operation on Immigration* and will be managed in accordance with the *Access to Information and Protection of Privacy Act (ATIPP)*. For more information about the collection, use and disclosure of your personal information, please contact Yukon Education's ATIPP Coordinator at (867) 667-8326.

7. FOREIGN NATIONAL DECLARATION

This declaration covers the information I have provided on this form and all the information submitted in my application as well as in the attached accompanying documents

- I understand that any false statements or concealment of information may result in Yukon refusing my application or, if applicable my nomination. It may also result in my expulsion from Canada and may be grounds for my prosecution or, cause my nomination to be revoked.
- I intend to live in Yukon on a permanent basis.
- I declare that I have not, directly or indirectly, paid the employer a fee for submitting an application to the YNP.
- I confirm my agreement to the Guaranteed Employment Offer (GEO) or Section 2 of this application.
- I agree to sign a Tri-Partite Agreement (TPA) (that outlines my responsibilities under the Yukon Nominee Program). I understand that any breach of the terms of the TPA may result in the revocation of my nomination.
- I authorize the YNP to collect personal information from other sources inside or outside Canada for the purpose of assessing my application for the YNP, verifying information provided by me in my application, and evaluating the YNP. These sources may include, but are not limited to current and former employers, professional organizations, industry associations, educational institutions, financial institutions, government or quasi-government agencies, and law enforcement agencies.
- I consent to the YNP disclosing my personal information to such other sources inside or outside Canada for the purpose of assessing my application for the YNP, verifying information provided by me in my application, and evaluating the YNP.
- I have contacted my educational institution(s) and previous employer(s) listed in this application to provide the appropriate consent for them to release information to Yukon government officers for the purposes of assessing this application to the Yukon Nominee Program.
- I understand that my employer who was exempt from the Labour Market Impact Assessment (LMIA) process must submit the offer of employment information and pay the compliance fee using IRCC Employer Portal: <http://www.cic.gc.ca/english/e-services/employer-portal.asp>. This will need to be done before I can apply for an employer-specific work permit, at a Mission overseas or in-Canada office.
- I understand all the foregoing statements. I have asked for and obtained an explanation for every point which was not clear to me.
- I declare that the information I have given in this application is truthful, complete and correct.

Foreign National Name (print)

Foreign National Signature (Sign in blue ink. Submit originals only.)

Date

YUKON NOMINEE PROGRAM
GUARANTEED EMPLOYMENT OFFER
SECTION 2

Date: _____

An employer’s application for a Critical Impact Worker (CIW) or Skilled Worker (SW) for immigration under the Yukon Nominee Program (YNP) will be considered only when the Foreign National (the prospective employee) has a Guaranteed Employment Offer (GEO), from an employer in Yukon.

1. OVERVIEW

The potential for a Foreign National to become economically established in Yukon will be assessed according to the Foreign National’s family income (as per job offer in Yukon), employment prospect and English/French ability (depending on the predominant language of the work place). Yukon WILL NOT approve an application if it appears likely that the Nominee’s family income will be less than the applicable income threshold based on Statistics Canada’s low income cut-offs (LICO). For more information regarding LICO visit Statistics Canada’s web site at <http://www.statcan.gc.ca/pub/75f0002m/2013002/tbl/tbl01-eng.htm>

LICO In order to determine a “reasonable income” rate for an employer to hire a foreign national through the Yukon Nominee Program, the Low Income Cut-Off (LICO) will be used as a benchmark to determine the minimum required income level for employers wishing to hire potential Yukon Nominees. LICO is used by Statistics Canada and defines a set of income cut-offs below which people may be said to live in straitened circumstances. Please refer to the table to the right to determine the minimum annual income for a certain family size.

Low income cut-offs (2012 base) after tax	
Size of the area of residence: 30,000 - 99,000	
Family Size	Minimum Income
1 person	16,366
2 persons	19,920
3 persons	24,804
4 persons	30,945
5 persons	35,238
6 persons	39,080
7 or more persons	42,921

2. SETTLEMENT ASSISTANCE

Please check all that you are providing to the prospective nominee:

- Airfare (mandatory): If the Nominee is not already residing in Yukon, pay for the air travel cost for the nominee to come to Yukon from his/her place of permanent residence (but not for the travel costs of family or dependents, if the nominee is not in Canada at the time of the application approval).
- Health Insurance: The employer must provide free to the nominee 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 care under the Health Care Insurance Plan Act. This is mandatory.
- Temporary Accommodation

If you are providing other assistance, please specify: _____

If the Foreign National is not already residing in Yukon, **the employer must pay for the air travel cost for the Foreign National** to come to Yukon from his/her place of residence (but not for the travel costs of family or dependants). If the Foreign National does not obtain permanent residency, or decides to return to their country of permanent residence, **the employer must pay for return air transportation for the Foreign National** (but not for the travel costs of family or dependants).

3. POSITION INFORMATION

Position Title _____

Job Description: _____

Required Skills ([as per the NOC](#)): _____

Required Education ([as per the NOC](#)):

Other (please specify): _____

Canada/Yukon Industry or Association standards required:

Other (please specify): _____

Have you ensured and verified that the applicant has the necessary credentials to be eligible to work in the occupation? Yes No

Is the intended occupation consistent with the applicant's ability to perform the job based on the applicant's education, training and/or experience? Yes No

Job Location:

Other Community: _____

NOC _____ Hours per/week (35-40 hrs) _____

Wage Rate \$/hr for Yukon (as per [ESDC's](#) median wage rate) _____ Salary per Annum: _____

Number of employees currently employed by this business/company? _____

How many of those are foreign workers or nominees? _____

Comments: _____

Have you released any Canadian or permanent resident workers from this position within the last 12 months?

Yes No

If yes, have you offered the position to the former worker/s before applying to this program? Yes No

If no, please explain why not: _____

3. POSITION INFORMATION (CON'T)

Have you released any temporary foreign workers or nominees from this position within the last 12 months?

Yes No

If yes, have you offered the position to the former worker/s before applying to this program? Yes No

Have you considered training opportunities for Canadian workers? Yes No

Have you tried to:

- Recruit workers from local or provincial/territorial employment centres, service centres for Aboriginal youth, and people with disabilities; Yes No
- Offer bursaries to attract students or youth, pursue online recruitment strategies, or undertake ongoing advertising and interviews in order to maintain a pre-screened applicant pool. Yes No

If no, please explain why not: _____

Wages and Benefits: The wages, benefits and other terms of employment offered under the Guaranteed Employment Offer (GEO) or Section 2 of the application contract must be within prevailing wages/industry norms as those used by Employment and Social Development Canada (ESDC) <http://www.esdc.gc.ca/eng/home.shtml>. For more information about jobs, wages and labour market information please visit http://www.jobbank.gc.ca/LMI_report_area.do?reportOption=wage&PROVINCE_ID=60&GEOAREA_CD=0012&selectLocation=Continue

4. RECRUITMENT SUMMARY

Employers must actively seek qualified Canadians and permanent residents by advertising for a minimum of 4 weeks before submitting an application to YNP.

All advertisements must remain posted until the date YNP has issued a decision.

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

Recruitment resources utilized:

- i) the [National Job Bank](#)
- ii) local and regional newspapers, newsletters, employment centres.
- iii) recognized employment sites such as [Monster](#), [Workopolis](#), etc,

Have submitted proof of all three forms of advertising listed above with my application. Yes No

How many months has the position been vacant? _____

Have you actively recruited in Yukon and Canada for this position? Yes No

Wages and Benefits: The wages, benefits and other terms of employment offered under the GEO or Section 2 of the application contract must be within prevailing wages/industry norms as those used by ESDC. For more information about jobs, wages and labour market information please visit www.workingincanada.gc.ca

5. SIGNATURES

Authorization from Employer

I, as the employer, certify that the above information is true and correct. I affirm that to my knowledge the offer of employment does not conflict with any existing collective bargaining agreements, the settlement of any labour dispute or the employment of a person involved in such dispute. I understand that the information in this form may be used for the purposes of evaluating the Yukon Nominee Program, and I affirm that the employer named above agrees to be contacted and meet with representatives of Yukon Government (Advanced Education Branch) to discuss the employment offer and the ongoing obligations that the signatories of this agreement have agreed to fulfill.

Employer Name (print)

Employer Signature (Sign in blue ink. Submit originals only.)

Date

Authorization from Foreign National

I authorize the Department of Education (Advanced Education Branch), as the Department responsible for the administration of the Yukon Nominee Program, to collect, use and disclose my personal information for the purposes of assessing and verifying my information in order to determine my eligibility to participate in the Yukon Nominee Program. I also authorize the Department of Education to share my personal information in this application with the federal departments and agencies upon which the Department of Education relies for the proper administration of the Yukon Nominee Program. I accept the employment offer as stated in this document.

Foreign National Name (print)

Foreign National Signature (Sign in blue ink. Submit originals only.)

Date

Your personal information is being collected under the authority of s.29(c) of the *Access to Information and Protection of Privacy Act* and is protected and will be managed in accordance with this Act. For more information about the collection, use and disclosure of your personal information, please contact the Department of Education's ATIPP Coordinator at (867) 667-8326.

YUKON NOMINEE PROGRAM
SETTLEMENT AND RETENTION PLAN
SECTION 3

The goal of the Yukon Nominee Program is to select individuals for permanent settlement and employment in Yukon. With the Settlement and Retention Plan Yukon employers demonstrate how they intend to help the Nominee transition to Yukon.

Date: _____

1. SETTLEMENT

1.1 Accommodation

1.1.1 Are you providing accommodation for your Nominee(s)? Yes No

1.1.2 If Yes, please provide a notarized copy of a signed rental agreement or a lease document with your application. If No, please continue with question 1.1.6.

1.1.3 Address _____

1.1.4 City _____ 1.1.5 Postal Code _____

Please note: you may not deduct rent from the nominee's pay. The nominee must pay rent in a separate transaction.

1.1.6 If you are not providing accommodation, how will you assist your Nominee(s) in finding it? _____

1.2 Health and Safety

1.2.1 What training is provided to employees in regards to workplace health and safety? _____

1.2.2 Is any special safety equipment or protective clothing necessary? Yes No

1.2.3 If yes, is this safety equipment provided by the employer? Yes No

1.2.4 Is Health and Safety training provided in the workplace Yes No

1.2.5 Have you ensured that the nominee knows of his/her **rights** as a worker in Canada? Yes No
Have you guided them to these resources? Foreign Workers' Guide to Employment in Yukon
 Ready to Work Program

Comments: _____

2. RETENTION

It is an important outcome of the Yukon Nominee Program to have Nominees stay in Yukon and in their jobs after they have become permanent residents. How do you as employer intend to help with that?

2.1 What type of employee benefit plan do you offer to employees? _____

2.2 What training opportunities are provided to employees? _____

2. RETENTION (CON'T)

2.3 How often are performance reviews conducted on all employees? _____

2.4 What employee recognition practices/programs are in place? _____

3. SIGNATURES

Employer Name (print)

Foreign National Name (print)

Employer Signature (Sign in blue ink. Submit originals only.)

Foreign National Signature (Sign in blue ink. Submit originals only.)

CHECK FOR COMPLETENESS

Please ensure that all the documentation and information requested are provided with your application.

If your application is **incomplete** YNP sends a letter to the employer detailing what is required to complete the application. The file is held for 30 calendar days for the employer to submit the missing information. If the deadline expires, the application is refused and returned to the employer. The employer may re-apply.

Important Information, please read carefully!

Please ensure that the following supporting documents are enclosed with your application. Please submit supporting documents in the order below and label them as shown. If you include several documents pertaining to the same category, please staple them together and label them with the appropriate document number on top of the first page. As an example, several documents regarding your education would be stapled together and labeled Document 4.

- Document 1:** Application Form (Section 1, 2 and 3)
- Document 2:** Proof of two local and one national advertising. The advertisement must be posted for a minimum of 4 weeks prior to the employer applying for the Yukon Nominee Program. The advertisement must remain posted to actively seek qualified Canadians and permanent residents until a decision is issued by YNP.
- Document 3:** Original English or French language proficiency test results.
- Document 4:** Notarized copies of employment records confirming previous work experience. Documentation must include letters of reference from supervisor or Human Resources officer identified by name and title.
- Document 5:** Notarized copies confirming education (must be certified translation if not in English or French). The foreign national 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. YNP will verify any educational credential submitted with an application with the organization that produced or issued it.
- Document 6:** Passport of Foreign National must be valid. Submit notarized copies of all pages of the passport.
- Document 6A:** If Foreign National already has a valid Temporary Work Permit; submit a notarized copy.
- Document 6B:** If applicable, spouse's passport (submit copies of all pages of the passport)/Marriage Certificate/Divorce Certificate, submit valid notarized copies.
- Document 6C:** If applicable, Common-Law passport (submit copies of all pages of the 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.
- Document 6D:** If applicable, dependents passport (submit copies of all pages of the passport) /Birth Certificate/custody papers and/or permission from the other parent (if divorced or separated) must be valid notarized copies. This information must be included whether the spouse is accompanying the nominee or not.
- Document 7:** A valid Business License.

PLEASE NOTE: The typical processing time for Skilled Worker / Critical Impact Worker applications is 8-10 weeks from receipt of a **complete** application. Processing times will increase with the volume of applications received.

Please ensure that you print a second copy for your records as you will not be able to save the content of this form.

Advanced Education
P O Box 2703
Whitehorse, Yukon
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