



**BEFORE YOU START**

Before filling out the application, read the [Yukon Nominee Program \(YNP\) Application Handbook](#). **Your application must be in capital letters and printed out single-sided.** **Handwritten applications will not be accepted.** All signatures must be in blue ink.

Date: YYYY/MM/DD

**1. STREAM**

- Skilled Worker (skill level National Occupational Classification (NOC) 0, A, B)       Critical Impact Worker (skill level National Occupational Classification (NOC) C, D)

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

**2. COMPANY INFORMATION**

Registered business name		Operating as (if applicable)
Date established <u>YYYY/MM/DD</u>	Primary business language <input type="checkbox"/> English <input type="checkbox"/> French	Website
Type of business		Industry/sector

Was this business, or part of this business, acquired through the Yukon Business Nominee Program?     Yes     No  
If yes, when? (Provide exact date) YYYY/MM/DD

**2A. Mailing address**

Address		City
Province/Region	Postal code	Country
Phone	Fax	Email

**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 email	
Immigration status of employer <u>Dropdown to be added later</u>			Other

**2D. Officer with signing authority for this business**

Last name		First name	Title
Phone	Fax	Confidential email	

## IMPORTANT

Employers hiring foreign nationals who are exempt from the Labour Market Impact Assessment (LMIA) process such as the YNP 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 using the [IRCC Employer Portal](#).

Consult the [IRCC Employer Portal Enrolment Guide](#) if you need more information.

### 3. POSITION INFORMATION

Job title	NOC	Hours per week (35-40 hrs)
Job description		
Wage offered, rate per hour	Median wage per hour as per <a href="#">ESDC</a>	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:

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

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

- [Employment Central](#) for all Yukoners  Yes  No
- [Klondike Outreach](#) for the Klondike area  Yes  No
- [Kwanlin Dün Kenädän Ku House of Learning](#) for First Nations citizens  Yes  No
- [Association franco-yukonnaise](#) – emploi pour francophones  Yes  No
- [Skookum Jim Friendship Centre Youth Employment Centre](#) for youth  Yes  No

**All advertisements must remain posted until the date the YNP has issued a decision. Proof of continuous advertising for a minimum of three advertising streams must be submitted with your application.**

- I have advertised on the national [Job Bank](#) and on two or more of the following media:
- local and regional newspapers, newsletters, employment centres;
  - recognized employment sites such as [YuWin](#), [Kijiji](#), [Monster](#), [Workopolis](#), etc.;
  - other: \_\_\_\_\_, **AND**
- I have submitted proof of all three forms of advertising listed above with my application, **OR**
- I have a valid 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 to 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. Attach another sheet of paper if more space is required.

Applicant 1 \_\_\_\_\_

Applicant 2 \_\_\_\_\_

Applicant 3 \_\_\_\_\_

## 5. EMPLOYER DECLARATION

**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 status. Foreign workers, who are currently in Canada must maintain a valid work permit throughout the YNP application and assessment process. If the foreign national is unable to provide the YNP with a valid work permit your application will be declined. Please be advised that if the foreign national is under implied status, they are not eligible to apply for nomination through the YNP.

**The foreign national must keep their work permit valid.**

### 5B. Authority to share information

I authorize the Immigration Unit, Economic Development 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 Immigration Unit, Economic Development to disclose and collect my personal information to and from the federal and territorial departments, agencies and educational institutions upon which Economic Development relies for the proper administration of the Yukon Nominee Program.

_____	_____	YYYY/MM/DD
Employer name (print)	Employer signature (Sign in blue ink. Submit originals only.)	Date

### 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 Corporate Affairs, Yukon Employment Standards and Yukon Workers' Compensation Health and Safety Board and that there are no current labour disputes.
- I declare that 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 national's 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 the individual has the required skills as per ESDC NOC job description, and the experience to perform the duties of the position.
- I declare that I have interviewed the foreign national and determined that they have the intention to settle in Yukon permanently.
- I agree to provide employment for the foreign national on a permanent (indeterminate) full-time basis as outlined in the Guaranteed Employment Offer (GEO) or Section 2 of the application.
- I agree to follow the law set out in the *Employment Standards Act* and the *Human Rights Act* and, if applicable, the terms of any collective agreement.
- 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 tripartite agreement (TPA) as a result of investigations conducted by Economic Development or the federal and territorial departments, and/or agencies, their names will be disclosed to the public.
- I will contact the Immigration Unit, Economic Development, within 14 calendar days of the nominee's arrival in Yukon to schedule an entry interview to sign the 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.
- I agree that a YNP officer may visit the site of future employment to ensure compliance with the requirements of the YNP. The timing, number and length of site visits will be at Economic Development'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 TPA may result in my organization's exclusion from the YNP in the future, and/or the revocation of a nomination.
- I understand that employers of foreign nationals who are exempt from the LMIA process will be required to submit the offer of employment information and pay the compliance fee using the [IRCC Employer Portal](#). This will need to be done before the foreign national can apply for an employer-specific work permit, at a mission overseas or an 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.)

YYYY/MM/DD  
Date

## 6. FOREIGN NATIONAL INFORMATION

### 6A. Personal information

Last name		First name		Middle name
Gender <input type="checkbox"/> M <input type="checkbox"/> F <input type="checkbox"/> X		Date of birth YYYY/MM/DD		Citizenship
Country of birth			Mother tongue	
Passport number (exactly as shown on your passport)				
Country of issue			Issue date YYYY/MM/DD	Expiry date YYYY/MM/DD

### 6B. Mailing address

Address			City	
Province/Region		Postal code		Country
Phone		Fax	Email	

### 6C. Physical address (if different from mailing address)

Address			City	
Province/Region		Postal code		Country

### 6D. Immigration data

If you are currently in Canada, indicate your status:

Other (specify): \_\_\_\_\_  
(Students, visitors and refugees are not eligible for this program)

If you hold a valid temporary work permit in Canada, specify the type of work permit:

Other (specify): \_\_\_\_\_

Client ID: \_\_\_\_\_ Expiry date: YYYY/MM/DD

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.

### 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

If you reply 'yes' to either question, provide refusal letter and explain:

## 6E. Language proficiency

Only original language test results are accepted. For language requirements, refer to the [YNP Application Handbook](#).

**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 YNP.

Language of test taken:  English  French

Which test did you take?

International English Language Testing System (IELTS)

Test d'évaluation du français (TEF)

Canadian English Language Proficiency Index Program (CELPIP)

Test de connaissance de français (TCF)

What are the results? Listening: \_\_\_\_\_ Reading: \_\_\_\_\_

Writing: \_\_\_\_\_ Speaking: \_\_\_\_\_

## 6F. Education information

**The 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. The YNP will share the information with IRCC and Canada Border Services Agency (CBSA).**

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, submit the diploma, certificate, degree, etc.

The YNP will verify any educational credential(s) submitted with an application with the organization that produced or issued the credential(s). Provide the following information along with each of your educational credential(s).

Name of the educational institution				Email
Physical address				Website
Contact name				Contact phone number
Institution	Start date	End date	Field of study	Certification obtained
Dropdown	YYYY/MM/DD	YYYY/MM/DD		Dropdown added later
Dropdown	YYYY/MM/DD	YYYY/MM/DD		Dropdown added later
Dropdown	YYYY/MM/DD	YYYY/MM/DD		Dropdown added later

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

**The 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. The YNP will share the information with IRCC and CBSA.**

Notarized copies of employment records confirming previous employment are required. 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; and
- contact information of the supervisor or human resources officer issuing the letter (phone, fax, email, company website).

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

- pay stubs;
- income tax records; and
- other documents as requested by the assessing officer.

Name of the company			Company email	
Physical address			Company website	
Contact name			Contact phone number	
Employer	Emp. start date	Emp. end date	Employment location	Position
	YYYY/MM/DD	YYYY/MM/DD		
	YYYY/MM/DD	YYYY/MM/DD		
	YYYY/MM/DD	YYYY/MM/DD		

**6H. Family information**

Use a separate sheet if more than four family members. Submit notarized, single-sided copies of all pages of the passport.

Marital status: Dropdown added later

	Dependant 1	Dependant 2	Dependant 3	Dependant 4
Last name				
First name				
Sex	<input type="checkbox"/> F <input type="checkbox"/> M <input type="checkbox"/> X	<input type="checkbox"/> F <input type="checkbox"/> M <input type="checkbox"/> X	<input type="checkbox"/> F <input type="checkbox"/> M <input type="checkbox"/> X	<input type="checkbox"/> F <input type="checkbox"/> M <input type="checkbox"/> X
Date of birth	YYYY/MM/DD	YYYY/MM/DD	YYYY/MM/DD	YYYY/MM/DD
Relationship to you (i.e.: spouse, child)				
Passport number				
Passport expiry	YYYY/MM/DD	YYYY/MM/DD	YYYY/MM/DD	YYYY/MM/DD

**6I. Consent for sharing and use of information**

I authorize the Immigration Unit, Economic Development 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 Economic Development to disclose and collect my personal information to and from the federal and territorial departments, agencies and educational institutions upon which Economic Development relies for the proper administration of the Yukon Nominee Program; including with the 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.)	<div style="text-align: right; color: #ccc;">YYYY/MM/DD</div> Date
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## 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 the Government of 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 GEO, or Section 2 of this application.
- I agree to sign a TPA (that outlines my responsibilities under the YNP). 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 Government of Yukon officers for the purposes of assessing this application to the YNP.
- I understand that my employer who was exempt from the LMIA process must submit the offer of employment information and pay the compliance fee using [IRCC Employer Portal](#). This will need to be done before I can apply for an employer-specific work permit, at a mission overseas or an 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.

_____	_____	YYYY/MM/DD
Foreign national name (print)	Foreign national signature (Sign in blue ink. Submit originals only.)	Date

An employer’s application for a critical impact worker or skilled worker for immigration under the YNP will be considered only when the foreign national (the prospective employee) has a Guaranteed Employment Offer (GEO), from an employer in Yukon.

Date:

**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). The Government of 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 website](#).

LICO – In order to determine a ‘reasonable income’ rate for an employer to hire a foreign national through the YNP, the 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 to define a set of income cut-offs below which people may be said to live in straitened circumstances. Refer to [Statistics Canada’s website](#) and use the most current year and ‘Size of the area of residence 30,000 - 99,999.’

**2. SETTLEMENT ASSISTANCE**

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 their 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 (mandatory): The employer must provide free to the nominee, health insurance that provides similar coverage to what a Yukon resident receives under the *Health Care Insurance Plan Act* until the nominee is eligible for insured health care under the *Health Care Insurance Plan Act*.
- 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 their 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 <a href="#">NOC</a> )

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

Other (specify): \_\_\_\_\_

Canada/Yukon industry or association standards required:

Other (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 <input type="checkbox"/> Rural <input type="checkbox"/> Urban	Community <input type="text" value="Dropdown added later"/>	Other community	
NOC code	Hours per week (35-40 hrs)	Wage rate per hour for Yukon (as per <a href="#">ESDC's</a> median wage rate)	Salary per annum
# 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, explain why not:

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, explain why not:

**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 visit the national [Job Bank](#).

#### 4. RECRUITMENT SUMMARY

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

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

Proof of continuous advertising must be submitted with your application with a minimum of three forms of advertisements.

Recruitment resources utilized:

- the national [Job Bank](#);
- local and regional newspapers, newsletters, employment centres;
- recognized employment sites such as [YuWin](#), [Kijiji](#), [Monster](#), [Workopolis](#), etc.;
- other: \_\_\_\_\_

I 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, visit the national [Job Bank](#).

#### 5. SIGNATURES

**Note:** We do not disclose your personal information except as required to fulfill the purpose(s) of a program or service and only to the extent required or authorized by law. In connection with providing you with services or in the event of suspected fraud or non-compliance with territorial policies or federal legislation, information may be collected from, used by or disclosed to any federal, provincial, territorial, municipal or local authority or any other person, department, agency or organization.

##### 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 the Government of Yukon's Immigration Unit 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.)

\_\_\_\_\_  
YYYY/MM/DD

\_\_\_\_\_  
Date

##### Authorization from foreign national

I authorize the Department of Economic Development (Immigration Unit) 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 Economic Development to share my personal information in this application with the federal departments and agencies upon which the Department of Economic Development 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.)

\_\_\_\_\_  
YYYY/MM/DD

\_\_\_\_\_  
Date



### SECTION 3 – SETTLEMENT-AND-RETENTION PLAN

The goal of the YNP 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: YYYY/MM/DD

#### 1. SETTLEMENT

##### 1A. Accommodation

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

If yes, provide a notarized copy of a signed rental agreement or a lease document with your application.

**Note:** you may not deduct rent from the nominee’s pay. The nominee must pay rent in a separate transaction.

Address \_\_\_\_\_

City \_\_\_\_\_ Postal code \_\_\_\_\_

If no, how will you assist your nominee(s) in finding accommodation?

##### 1B. Health and safety

What workplace health and safety training is provided to employees?

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

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

Is health and safety training provided in the workplace?  Yes  No

Have you ensured that the nominee knows their **rights** as a worker in Canada?  Yes  No

Have you guided them to these resources? Check all that apply.

- [Working in Yukon – A guide for foreign workers – Employment rights and responsibilities](#)
- [Ready to Work Program](#)
- [Yukon Employment Standards](#)
- [Yukon Occupational Health and Safety Act and Regulations](#)
- [Yukon Human Rights Act](#)

Comments:

## 2. RETENTION

It is an important objective of the YNP to have nominees stay in Yukon and in their jobs after they have become permanent residents.

How do you, as an employer, intend to assist with this objective?

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

What training opportunities are provided to employees?

How often are performance reviews conducted for all employees?

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

**Ensure that all the documentation and information requested are provided with your application.**

If your application is **incomplete** the 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 – read carefully!

Ensure that the following supporting documents are enclosed with your application. Submit supporting documents in the order below and label them as shown. If you include several documents pertaining to the same category, 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 (sections 1, 2 and 3).
- Document 2:** Proof of two local and one national advertisement. The advertisement must be posted for a minimum of four-consecutive weeks prior to the employer applying for the YNP. The advertisement must remain posted to actively seek qualified Canadians and permanent residents until a decision is issued by the 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 a supervisor or human resources officer identified by name and title.
- Document 5:** Notarized copies confirming education (must be a 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, submit educational diplomas, certificates, degrees, etc. The 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, single-sided copies of all pages of the passport.**
- Document 6A:** If the foreign national already has a valid temporary work permit; submit a notarized copy.
- Document 6B:** If applicable, submit valid, notarized copies of: spouse's passport (submit copies of all pages of the passport), marriage certificate/divorce certificate.
- Document 6C:** If applicable, submit valid, notarized copies of: common-law spouse's passport (submit copies of all pages of the passport) / statutory declaration of common-law union. This information must be included whether the spouse is accompanying the nominee or not. To prove common-law relationship fill out the [Statutory Declaration of Common-Law Union form](#) and include it with the application.
- Document 6D:** If applicable, submit valid, notarized copies of: dependent(s) passport (submit copies of all pages of the passport) / birth certificate / custody papers and/or permission from the other parent (if divorced or separated). This information must be included whether or not the spouse is accompanying the nominee.
- Document 7:** A valid business license.

**Note:** The typical processing time for Skilled Worker / Critical Impact Worker Program applications is 12-14 weeks from receipt of a **complete** application. Processing times will increase with the volume of applications received.

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

Employers can drop-off  
completed applications at:

Government of Yukon, Immigration Unit  
303 Alexander Street (first floor) Whitehorse, Yukon Y1A 2L5  
Phone: 867-667-5131 or 1-800-661-0408 ext. 5131