



FOR OFFICE USE ONLY:

File # \_\_\_\_\_

NOC # \_\_\_\_\_

## **APPLICATION FORM YUKON NOMINEE PROGRAM SKILLED WORKER**

### **BACKGROUND**

The Yukon Nominee Program (YNP) was established to address labour needs in Yukon. The program itself is an economically driven program designed to meet labour needs of Yukon employers. The program is administered under the legal authority of the federal *Immigration and Refugee Protection Act*. The Government of Yukon, in conjunction with the Government of Canada, assists employers to select candidates to meet the economic needs of Yukon and who have a strong likelihood of becoming established in Yukon by becoming permanent residents.

The ultimate decision about whether a foreign national is granted a permanent resident visa remains with the federal government.

In order to decide who to nominate, the Government of Yukon created the Yukon Nominee Program (YNP). The YNP is administered by the Advanced Education Branch, Yukon Department of Education. The Advanced Education Branch develops and enforces all of the requirements and procedures for nominating foreign nationals under the YNP.

In order to determine whether a foreign national should be nominated under the YNP, the Advanced Education Branch assesses information about the foreign national, including how the foreign national can contribute to the economic development of Yukon. To this end, foreign nationals are required to have an employment contract stating they have full-time, permanent employment from a Yukon employer. The Yukon employer must meet Advanced Education Branch's criteria, including not being able to fill this position with Canadians or permanent residents in Canada.

## INSTRUCTIONS

This application form assists the Advanced Education Branch in obtaining all of the information that it requires for making its assessment. The form has two sections, one for the employer and one for the foreign national. In addition to a complete form, some supporting documents are required to substantiate the information provided in the form.

Checklists for a complete application are below. Please ensure that you have included **all** the following documents, as incomplete applications will not be processed. **Also, please do not send original documents.**

### Employers:

- Completed Part I of the Application Form.**
- Determine the National Occupational Classification (NOC) Code for this application.** Please refer to the Human Resources and Skills Development Canada (HRSDC) website at [www5.hrsdc.gc.ca/noc/](http://www5.hrsdc.gc.ca/noc/) for further information.
- The employer must be registered in Yukon as a business, industry association or as a local, municipal, First Nation or territorial government** that has been registered and operational in Yukon for a minimum of one year.
- Contract of employment signed by employer and foreign national.** Employment must be full-time (35-40 hours per week), year-round and indeterminate. Original signatures of both the employer and the foreign national are required.
- Proof of attempted local and national recruitment for the position.** This can be a positive Labour Market Opinion from HRSDC **or** proof of advertising. Advertising must run continuously until the application is approved, and must run for a minimum of one month within the past three months. Advertising must be local (YuWIN) **and** national (Service Canada's Job Bank). Copies of advertisements placed must be included as part of the application, and must show dates the ads were posted.
- List of all applications to the posted position and reasons for refusal of employment.** Please include a copy of all resumes or applications received for the position as part of your application.

## Foreign Nationals:

- Completed Part II of the Application Form with original signatures.**
- Notarized copy confirming foreign national's previous work experience, education, and accreditation, translated into English or French.** Confirmation of work experience should be notarized copies of letters from previous employers (including position title and dates of employment), records of employment, or payroll records. Confirmation of education can be notarized copies of transcripts, certificates, diplomas or degrees. Confirmation of accreditation is required if the position is in a regulated profession. A certified translation with contact information for the translator is required if originals are in a language other than English or French.
- Proof of English or French proficiency.**  
Mandatory language requirements depend on the NOC of the job. Details are laid out on page 10 of this application.
- Notarized copy of foreign national's temporary work permit** (if applicable).
- Notarized copies of foreign national's passport. Marriage certificates, common law declarations, birth certificates and passports** are required for those immediate family members who will accompany the foreign national upon a successful nomination.
- Affidavit of Support Form OR proof of sufficient settlement funds.**
- Use of a Representative Form** is required if the foreign national wishes to have a representative act on their behalf in dealings with Advanced Education Branch.

If you have any questions, please contact:

Mailing Address:  
Labour Market Programs and Services  
Advanced Education Branch  
Department of Education  
Box 2703  
Whitehorse, YT Y1A 2C6

Phone: 867-667-5131  
Fax: 867-667-8555

Physical Address:  
Labour Market Programs and Services  
Advanced Education Branch  
Department of Education  
1000 Lewes Blvd.  
Whitehorse, YT

E-mail: [yukon.nominee@gov.yk.ca](mailto:yukon.nominee@gov.yk.ca)

**PART I – EMPLOYER INFORMATION (Please print clearly)**

<b>Company Information</b>	
Registered Company Name:	
Mailing Address:	Street Address (if different from mailing address):
Contact Name and Position Title:	E-mail Address:
Phone Number:	Fax Number:
Type of Company (sector):	Date Established:
Number of Employees:	Public or Private Company:
Primary Language of Business:	English <input type="checkbox"/> French <input type="checkbox"/>

<b>Position Information</b>	
Job Title:	NOC:
Length of time position has been vacant:	Wage rate:
Please indicate how you have tried to recruit locally and nationally to fill this position: (If you have additional information, please use a separate sheet)	
Description of position:	
Required skills and education:	

## Employer's Declaration

This section must be completed if the foreign national's first language is not English or French. Most foreign nationals will be required to meet the minimum language standards based on the International English Language Testing System IELTS, (English) or Test d'évaluation de français TEF (French) test, or on the Canadian Language Benchmarks (CLB) or Niveaux de compétences linguistiques Canadiens (NCLC). Any foreign national meeting only the minimum language standard may be accepted into the program but will be required to take language training.

I, \_\_\_\_\_ of \_\_\_\_\_,  
Employer Name (print) Company Name (print)

### CONFIRM THAT:

1. I have interviewed \_\_\_\_\_ and am satisfied that  
Foreign National Name (print)  
he/she has sufficient English or French ability to work in our company.
2. I have compared the foreign national's language skills to the skills typically needed in the intended occupation in the following manner:
3. It is my intention to help the foreign national improve his/her English or French language skills in the following ways:
4. 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 Yukon's discretion.
5. I have completed this Employer's Declaration to the best of my knowledge.

\_\_\_\_\_  
Employer Signature

\_\_\_\_\_  
Date

**Please provide any other information you feel is important to support your application:**

**Authority to Share Information**

This information is being collected under the authority of the *Agreement for Canada-Yukon Co-Operation on Immigration* and related regulations and policies for the purpose of administering the Yukon Nominee Program. We authorize the Government of Yukon to share information relating to our application with Human Resources and Skills Development Canada and Citizenship and Immigration Canada and any other federal/provincial/territorial departments and their agencies.

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Employer Name (print)

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Employer Signature

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Date

**Employer's Declaration**

- I declare that the information given in this application is truthful, complete and correct.
- I declare the offer of employment provides wages and benefits equal to those the organization does or would pay to Canadians with similar skills and experience.
- 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 have interviewed the foreign national and determined that his/her language skills are sufficient in English and/or French to be able to perform the duties of the position.
- I declare that I have interviewed the foreign national and determined that he/she has sufficient skills and experience to perform the duties of the position.
- I agree to provide employment for the foreign national on a permanent full-time basis.
- I agree to sign a Memorandum of Understanding that outlines my responsibilities under the Yukon Nominee Program.
- I understand that any false statements, concealment of a material fact or disregard for the Memorandum of Understanding may result in our exclusion from participating in the Yukon Nominee Program in the future.
- I understand all the foregoing statements. I have asked for and obtained an explanation for every point which was not clear.

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Employer Name (print)

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Employer Signature

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Date

**PART II – FOREIGN NATIONAL INFORMATION (Please Print Clearly)**

<b>Personal Information</b>	
Surname:	Given Name(s):
Date of Birth (dd/mm/yy):	Place of Birth (city and country):
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Citizenship (country):
Mailing Address:  City:  Province/Territory/Region:  Country:  Postal Code:	Residence Address (if different from mailing address):
How long have you lived at this address?	E-mail address:
Phone number:	Fax number:
If you are currently in Canada, please indicate your immigrant status: <input type="checkbox"/> Visitor <input type="checkbox"/> Foreign Worker <input type="checkbox"/> Student	

<b>Previous Immigration to Canada</b>
Have you ever applied for admission to Canada as an immigrant? <input type="checkbox"/> No <input type="checkbox"/> Yes      If yes, please answer the following: Immigration office contacted _____ Date(s) of application _____ Province/Territory of application _____

**Education Information** (Please include information on secondary school, technical training, college/university education, or other supporting documents.)

Notarized copies of documentation confirming your education and/or accreditation are required, including a notarized translation into English or French if necessary.

Name of Institution	Dates Attended	Field of Study	Certification Obtained

**Employment History**

Notarized copies of documentation confirming your previous employment history are required, including a notarized translation into English or French if necessary.

Name of Employer	Dates Employed	City/Country	Position

**Language Proficiency** (Minimum requirements depend on the NOC of the job.)

**For NOC 0 and A:** For English, show that you have an International English Language Testing System (IELTS) minimum band score of 6.0, or Level 7 on the Canadian Language Benchmarks (CLB). For French, a minimum Level of 4 on the Test d'évaluation de français (TEF) or Level 7 on the Niveaux de compétences linguistiques Canadiens (NCLC) is required.

**For NOC B:** For English, show that you have an International English Language Testing System (IELTS) minimum band score of 5.0, or Level 5 on the Canadian Language Benchmarks (CLB). For French, a minimum Level of 3 on the Test d'évaluation de français (TEF) or Level 5 on the Niveaux de compétences linguistiques Canadiens (NCLC) is required.

English:  IELTS       CLB      French:  TEF       NCLC  
Listening:      Reading:      Writing:      Speaking:

**Family Information**

List your immediate family members (spouse/common-law partner, dependent children) who will accompany you upon a successful nomination.

Provide notarized copies of marriage certificates, common-law declarations (for more information please see [www.cic.gc.ca](http://www.cic.gc.ca)), birth certificates and passports for all accompanying family members. Proof of dependency is required for dependents over 18 years of age.

Name	Relationship to You	Date of Birth (dd/mm/yy)

**Settlement Information**

**Funds**

Show that you have the following accessible funds in a bank or financial institution:

- At least CAD \$10,000 for the foreign national
- CAD \$2,000 for each of the foreign national's dependants (spouse or common-law partner and child)

**Support Person**

If the foreign national cannot demonstrate sufficient available funds of their own, the Yukon Nominee Program may accept an **Affidavit of Support**, including a declaration of financial support, from a close relative or friend in Yukon. Please provide details of the foreign national's supporter below.

A completed Affidavit of Support form must be submitted with this application.

Name of support person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

How long has this person lived in Yukon? \_\_\_\_\_

What is their relationship to you? \_\_\_\_\_

**Authority to Disclose Personal Information**

This information is being collected under the authority of the *Agreement for Canada-Yukon Co-Operation on Immigration* and related regulations and policies for the purpose of administering the Yukon Nominee Program. I authorize the release of information from my Yukon Nominee Program application to officials of the Government of Canada for any purpose relating to my application and any other federal/provincial/territorial departments and their agencies.

\_\_\_\_\_  
Foreign National Name (print)

\_\_\_\_\_  
Foreign National Signature

\_\_\_\_\_  
Date

**Foreign National Declaration**

I declare:

- I intend to live in the Yukon on a permanent basis.
- I have sufficient English or French language ability to work in the position specified in the employment contract and will make my best effort to integrate into the community.
- I confirm my agreement to the employment contract, which is attached to this application.
- I agree to sign a Memorandum of Understanding that outlines my responsibilities under the Yukon Nominee Program.
- The information I have given in this application is truthful, complete and correct.
- I understand that any false statements or concealment of a material fact may result in my exclusion from Canada and may be grounds for my prosecution or removal.
- I understand all the foregoing statements. I have asked for and obtained an explanation for every point which was not clear to me.

\_\_\_\_\_  
Foreign National Name (print)

\_\_\_\_\_  
Foreign National Signature

\_\_\_\_\_  
Date