

Nominee Program **Skilled Worker Criteria**

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 have all the below-listed documents included before you submit your application.

Incomplete applications will not be processed.

Documents will not be returned.

A1. Employer Requirements:

- Employers must be:
 - Registered as a business in Yukon
or
 - Registered as a business in another province/territory and have an office in Yukon
or
 - a recognized government body in Yukon (first nation, municipal, territorial, federal)
- Employers must have been registered as a business for a minimum of one year
- Employers must meet the minimum requirements of territorial labour standards
- Employers must provide a comparable rate of pay; for your information, please visit: <http://www.workingincanada.gc.ca/content/pieces-eng.do?lang=eng&cid=1>
- Employment incentives such as benefit plans should be outlined in the employment contract

A2. Employer Documents:

- Proof of local AND national recruitment efforts; minimum advertising requirement consists of:
 - National Job-Bank www.jobbank.gc.ca/Intro-eng.aspx and
 - YuWin www.yuwin.ca
- Advertising must clearly specify the duties of the position, as well as the hours per week and salary offered
- 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 application
- Documentation of responses to advertising (resumes), in form of a listing with reasons for refusal and contact information for resumes received; responses must be included with application
- Employers must continue their advertising efforts until the application is approved

B1. Employer and Foreign National joint Requirements:

- Memorandum of Understanding: Employer and Foreign National must comply with all agreements made in the Memorandum of Understanding

B2. Employer and Foreign National joint Documents :

- Application: Must be complete, signed and dated; original signatures are required by Employer and Foreign National
- Employment contract:
 - an original document is required and must be signed by both involved parties (original signatures)
 - must specify that employment is permanent and full-time (35 - 40 hrs/week)
 - The contract must specify hourly salary, number of hours worked per week, vacation (or vacation pay), and all other relevant details of employment

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)
- Language abilities must satisfy the requirements of the workplace, regardless of whether the Foreign National passed a language test or not
- If in Canada at the time of application, the Foreign National must have legal status in Canada (as a visitor, foreign worker, etc.)
- Any Foreign National who is in Canada on a student permit needs to provide proof of one year of study for certificate programs and two years of study for diploma programs before being considered for the Yukon Nominee Program

C2. Foreign National Documents:

- Proof of previous work experience with letter(s) or certificate(s) confirming previous employment. Notarized copies only
- For self-employed: certificates proving the establishment and good standing of the business for the period in question;
- Proof of education (school and post secondary diploma), notarized copies of transcripts and certificates / degrees;
- English / French language ability: Foreign National must pass the International English Language Testing System (IELTS) or the Test d'évaluation du Français (TEF) prior to applying.
 - Scores for NOC O and A have to be 6 or higher for IELTS and 4 or higher for TEF. Canadian Language Benchmark (CLB) for English or Niveaux de compétences linguistiques Canadiens (NCLC) for French Level 7 will also be accepted;
 - Scores for NOC B have to be 5 or higher for IELTS and 3 or higher for TEF. Canadian Language Benchmark (CLB) for English or Niveaux de compétences linguistiques Canadiens (NCLC) for French Level 5 will also be accepted
- Adaptability:
 - Proof of available funds equaling \$10,000 Canadian for the Foreign National and \$2,000 for each dependant
or
 - Affidavit of Support from a friend or relative living in Yukon; Affidavits must be signed in front of a notary public or in front of an officer of Advanced Education Branch;
- Passport for Foreign National must be valid, notarized copy;
- Passport / birth certificate / marriage certificate for dependants, must be valid, notarized copy; for the purpose of processing this application, a notarized birth certificate is sufficient to confirm the dependant's identity; if the Foreign National is married, a notarized copy of the marriage certificate is required to prove this relationship; common law relationships must be confirmed; please fill out the Statutory Declaration of Common-Law Union <http://www.cic.gc.ca/english/pdf/kits/forms/IMM5409E.pdf> and include it with the application
- Work Permit (if Foreign National already has a Temporary Work Permit): must be notarized copy;
- Refugee status: The Foreign National cannot be a refugee claimant.