
IMMIGRATION Canada

Work Permit

Dakar Visa Office Instructions



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**Cette trousse est également
disponible en français**

Application for a Work Permit – Checklist

Entry to Canada is a privilege and not a right.

To be eligible to temporary work in Canada, you must meet the requirements set out under Canadian legislation.

Any document not in English or French must be accompanied by a certified translation.

Failure to submit all required documentation may result in the refusal of your application or processing delays.

After submitting all required documents you may be required to submit additional document and/or attend an interview.

A medical exam will be required if you will be working more than 6 months, or if you will be working in the fields of health or agriculture. Do not undergo a medical exam until you are advised by this office.

Do not finalize travel plans until you receive the letter of authorization to work in Canada from the Embassy.

Any false statement or fraudulent document will automatically lead to the refusal of your application and you could be prohibited from submitting another application for five years.

In addition to a work permit, are you submitting applications for the following?

Spouse or common law partner	Open work permit - complete an application for a work permit and pay the processing fees and the additional fee of \$100 for an open work-permit.	<input type="checkbox"/>
	Temporary resident visa (if not applying for an open work permit) - complete an application for a temporary resident visa.	<input type="checkbox"/>
Minor Children	Open study permit - for accompanying children aged 6-18 years old - complete an application for a study permit visa for each minor child over 6 years old.	<input type="checkbox"/>
	Temporary resident visa (if a study permit is not required) - complete an application for a temporary resident visa for each child.	<input type="checkbox"/>
Dependent over 18	Study permit for accompanying dependents over 18- complete an application for a study permit for each child, which must include a letter of acceptance from a college or university in Canada.	<input type="checkbox"/>

Submit the following items:	✓
<p>Two passport photographs for each applicant, taken in the past six months. Write the name of the applicant and the date the photo was taken on the back of both photos.</p>	<input type="checkbox"/>
<p>Original passport for each applicant. The passport must:</p> <ul style="list-style-type: none"> • be valid for at least six months and preferably for the entire duration of the expected stay in Canada as visa validity may not exceed passport validity; • prove that you were lawfully admitted to your current country of residence (for example: stamp showing entry into country if not your country of citizenship, study, work or residency permit, etc.); • have minimum of two blank pages; • be presented along with a photocopy of the passport bio-data page (for example: the page with the name, photo, place of birth, date of issue, etc.). <p>Each applicant must also submit the original or a copy of all pages of any previous passports to show past travel.</p>	<input type="checkbox"/>
<p>Your original birth certificate extract (a birth attestation is not accepted)</p>	<input type="checkbox"/>
<p>A completed and signed Schedule 1 form (Application for Temporary Resident Visa – IMM 5257B).</p>	<input type="checkbox"/>
<p>Family information form (IMM 5707). Each applicant must complete their own, adult and children. Ensure to write every family member’s name, place of birth, date of birth, marital status, current occupation and address. If a question is not applicable, write “N/A”.</p>	<input type="checkbox"/>
<p>A copy of your marriage certificate or statutory declaration of common-law union (IMM 5409), if applicable.</p>	<input type="checkbox"/>
<p>Police clearance certificates (Bulletin no. 3) original (no photocopies) from the judicial authorities of each of the countries in which you lived for more than six months since they turned 18. This document is mandatory for every person over the age of 18.</p>	<input type="checkbox"/>
<p>Your letter of offer of employment or contract from your future employer indicating the job title, salary, job description and working conditions.</p>	<input type="checkbox"/>
<p>A copy of the Service Canada/ESDC Labour Market Impact Assessment if applicable.</p> <ul style="list-style-type: none"> • Most temporary foreign workers require a Labour Market Impact Assessment in order to apply for a work permit. • Your employer in Canada is responsible for obtaining this document before making you a job offer. 	<input type="checkbox"/>

Certificat d'Acceptation du Québec (CAQ) if you will be working in Quebec. See www.immigration-quebec.gouv.qc.ca	<input type="checkbox"/>
Your up-to-date curriculum vitae - résumé.	<input type="checkbox"/>
Proof that you meet the requirements of the job being offered: <ul style="list-style-type: none"> • copies of all diplomas or degrees you have earned and of your transcripts; • letters of recommendation from previous employers. 	<input type="checkbox"/>
Proof of funds: <ul style="list-style-type: none"> • personal or professional bank account statements for the last six months; • any proof of personal or professional investments. 	<input type="checkbox"/>
Evidence of business if you are self-employed: <ul style="list-style-type: none"> • business registration certificates; • income tax statements; • trade papers; • financial statements relating to the business; • original business bank statements for the past six months. 	<input type="checkbox"/>
Submit any additional documents that support your statements or that have been requested by the visa office.	<input type="checkbox"/>
Pre-stamped reply envelope for the return of your documents if you sent your application by mail (this delivery method is accepted only for countries without a VAC).	<input type="checkbox"/>
Please note that you may be required to undergo a medical examination. If applicable, you will be sent the medical form once your application has been reviewed by an agent.	<input type="checkbox"/>

If you fall within one of the categories below, you must also submit the following:

Nurses, doctors and other health professionals	✓
Letter confirming your eligibility for interim licensing or registration with the relevant provincial regulatory body (for example: College of Registered Nurses or College of Physicians and Surgeons).	<input type="checkbox"/>
Clinical fellows going to British Columbia, Ontario or Alberta do not require a letter from the regulatory body.	<input type="checkbox"/>
Intra-company transferees	✓

Letter from your employer explaining why your transfer is necessary and how you meet the requirements of the position in Canada.	<input type="checkbox"/>
Proof of the business relationship between your current employer and your employer in Canada.	<input type="checkbox"/>
Live-in caregivers	✓
Education records: <ul style="list-style-type: none"> • Copies of transcripts since the start of secondary school; • Copies of all post-secondary diplomas, degrees or certificates earned. 	<input type="checkbox"/>
Contract with your employer in Canada.	<input type="checkbox"/>
Fully completed Live-in caregiver questionnaire	<input type="checkbox"/>
Income of employer in Canada – You may submit a copy of potential employers’ income tax assessments for the last two years.	<input type="checkbox"/>
Proof that you meet the training or experience requirements of the live-in caregiver programme:* <ul style="list-style-type: none"> • graduation from secondary school ; AND <ul style="list-style-type: none"> • proof of more than six months of full-time training in the field of employment; OR <ul style="list-style-type: none"> • proof of more than 12 months of full-time experience in the field of employment, including six months with one employer. 	<input type="checkbox"/>
Provincial nominees	✓
Provincial nominee certificate.	<input type="checkbox"/>
Post-doctoral fellows	✓
Proof of PhD completion (PhD degree or letter from the university).	<input type="checkbox"/>
Visiting researchers	✓
Research proposal outlining: <ul style="list-style-type: none"> • research to be undertaken in Canada; • goals of the research in relation to your academic pursuits in your own country; • how you were chosen; • amount and source of any funding you will receive. 	<input type="checkbox"/>

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If your application is approved, a visa will be inserted in your passport. It confirms that you have met the conditions for admission to Canada as a temporary resident. **Note that these admission conditions can be verified again by an immigration officer when you enter into Canada.**

Applicants whose visa applications have been refused will receive a written explanation of the reasons for refusal. Once they have received these written reasons, there are few means of appeal. There is no official appeal mechanism for refusal of applications for work permits and temporary resident visas. If your situation has changed considerably and you think that this could result in a different decision, you may submit a new application. If your situation has not changed, it is not very likely that a visa will be issued following that new application. For more about what you can do in the case of refusal, consult the CIC publication Temporary Resident Visa: What to do if an application is refused.

Live-in caregiver questionnaire

Include this completed questionnaire with your application for a work permit.

Name:

Employment contract:

Have you worked for this employer previously? Yes | No

How did you establish contact with your employer?

List any individuals or agencies involved in establishing contact with your employer:

Employment history:

List all past employment since leaving school (include your employer's contact details and address; number of hours worked per week and description of duties):

1. Employer's contact details

Name:

Phone:

Address:

Hours worked per week:

Description of duties:

2. Employer's contact details

Name:

Phone:

Address:

Hours worked per week:

Description of duties:

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3. Employer's contact details

Name:

Phone:

Address:

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Hours worked per week:

Description of duties:

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4. Employer's contact details

Name:

Phone:

Address:

Hours worked per week:

Description of duties:

5. Employer's contact details

Name:

Phone:

Address:

Hours worked per week:

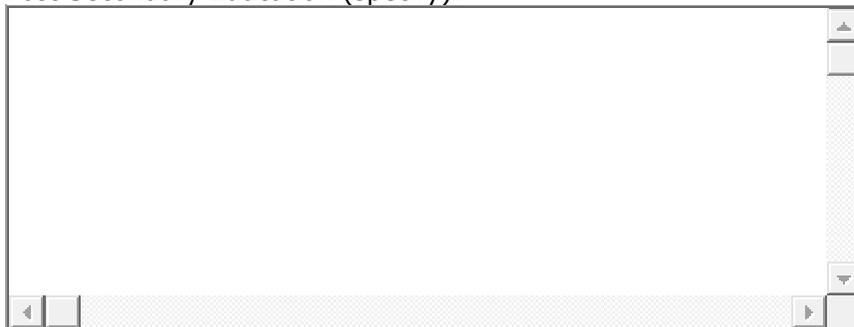
Description of duties:

A large rectangular text area with a thin black border. It contains no text. On the right side, there are two small square buttons, one above the other. On the bottom side, there are two small square buttons, one on the left and one on the right. The background of the text area is light gray with a fine grid pattern.

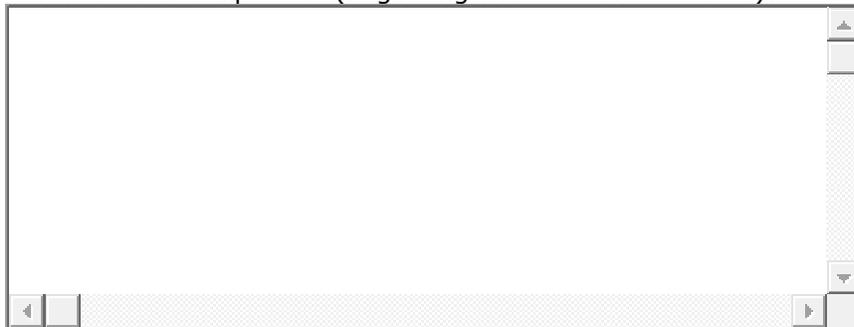
Education:

Senior Secondary (date completed):

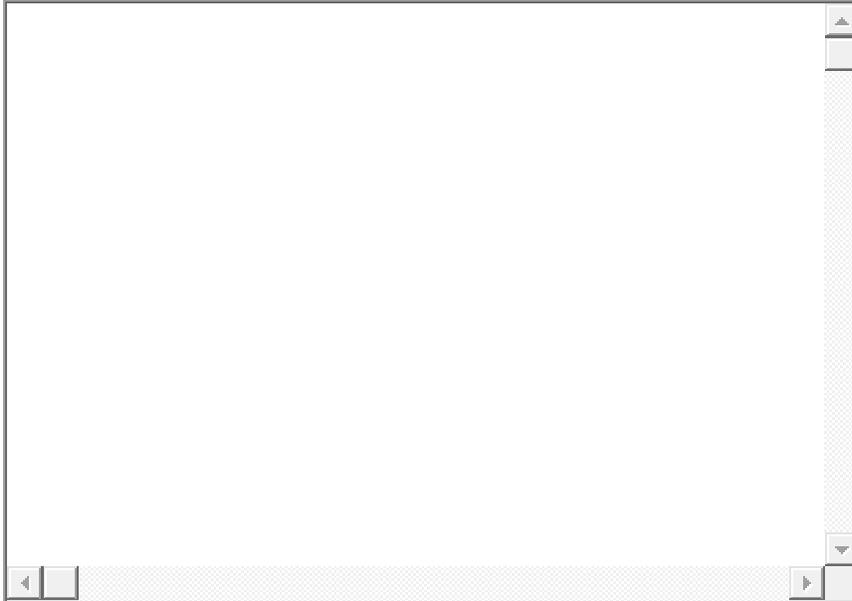
Post Secondary Education (specify):

A large rectangular text area with a thin black border. It contains no text. On the right side, there are two small square buttons, one above the other. On the bottom side, there are two small square buttons, one on the left and one on the right. The background of the text area is light gray with a fine grid pattern.

Certificates and diplomas (beginning with "0" level or JSSC):

A large rectangular text area with a thin black border. It contains no text. On the right side, there are two small square buttons, one above the other. On the bottom side, there are two small square buttons, one on the left and one on the right. The background of the text area is light gray with a fine grid pattern.

Full details of classroom training as a caregiver: (if applicable please include dates, hours of study and copies of certificates and transcripts)



Do you speak, read and write:

English fluently | well | with difficulty | not at all
French fluently | well | with difficulty | not at all

Canadian contacts:

Provide the contact details of any friends or relatives residing in Canada:

Surname:

Given name:

Address:

Relationship:

Canadian experience:

Have you previously visited, worked or studied in Canada? Yes | No
If so, provide details:

