



BEFORE YOU START

Before filling out the application, ensure the foreign national is eligible to immigrate to Canada under one of the federal programs that are part of Express Entry. Application must be printed, single-sided, in capital letters or will be returned. No handwritten applications will be accepted. All signatures must be in blue ink.

Date: YYYY/MM/DD

1. STREAM

- YEE Skilled Worker Program, YEE Skilled Trades Program, YEE Canadian Experience Class

2. COMPANY INFORMATION

Registered business name, Operating as (if applicable), Date established, Primary business language, Website, Type of business, Industry/sector

Was this business, or part of this business, obtained through the Yukon Business Nominee Program? If yes, when?

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. Officer with signing authority for this business

Last name, First name, Title, Phone, Fax, Confidential email

Access to Information and Protection of Privacy Act: This information is collected for the purpose of administering an economic development program pursuant to Section 8 and 9 of the Economic Development Act, as amended.

### 3. POSITION INFORMATION

Job title	National Occupational Classification (NOC)	Hours per week (i.e.: 35-40 hrs)
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Job description

Wage rate per hour for Yukon (as per <a href="#">Employment and Social Development Canada (ESDC)</a> median wage rate)	Salary per annum
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### 4. ADVERTISING INFORMATION

**Employers must actively seek qualified Canadians and permanent residents by advertising for a minimum of four consecutive weeks before submitting an application to the Immigration Unit, Department of Economic Development. All advertisements must remain posted until the date that the Immigration Unit 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 two or more of the following media:
- local and regional newspapers, newsletters, employment centres;
  - recognized employment sites such as, [YuWin](#), [Kijiji](#), [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.

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. Attach another sheet of paper if more space is required.

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

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

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

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.

### 5. EMPLOYER DECLARATION

#### 5A. Language requirements at the workplace:

I, \_\_\_\_\_ of \_\_\_\_\_

EMPLOYER NAME (PRINT) COMPANY NAME (PRINT)

confirm that I have interviewed \_\_\_\_\_

FOREIGN NATIONAL'S NAME

and am satisfied that the nominee meets the English or French language requirements for this position.

\_\_\_\_\_  
Employer signature  
(Sign in blue ink. Submit originals only.)

\_\_\_\_\_  
Date

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

### 5C. Authority to share information

I authorize the Immigration Unit of Government of Yukon's Department of 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 Express Entry Program. I also authorize Economic Development to share this information with the Yukon Nominee Program or the Yukon Express Entry Program federal and territorial departments and agencies upon which Economic Development relies for the proper administration of the Yukon Express Entry Program, including with the Public Schools Branch for the purpose of planning for and enrolling any dependents in the Yukon school system.

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

### 5D. Employer declarations

- I declare that the information given in this application is truthful, complete and correct and verified by me.
- 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 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 applicant and determined they have sufficient skills and experience to perform the duties of the position.
- I agree to provide employment for the foreign worker or nominee on a permanent (indeterminate) full-time basis as outlined in the YEE Guaranteed Employment Offer (GEO).
- 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 will contact the Immigration Unit, Government of Yukon, within 14 calendar days of the applicant's arrival in Yukon to schedule an entry interview for the foreign national. The entry interview must be held before the applicant commences work.
- I agree that an Immigration Unit officer may visit the site of future employment to ensure compliance with the requirements of the Yukon immigration policies. The timing, number and length of site visits will be at the Immigration Unit's discretion.
- 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 employers of foreign nationals who are exempt from the Labour Market Impact Assessment (LMIA) process will be required to submit [information about their organization and the offer of employment](#) (IMM 5802E), and [pay a fee](#) directly to Immigration, Refugees and Citizenship Canada (IRCC). 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 understand that if an employer is found in violation of any terms of the tripartite agreement (TPA) as a result of investigations conducted by the Immigration Unit, federal and territorial departments, and/or agencies, their names will be disclosed to the public.
- I authorize the YNP to collect information from other sources inside or outside of 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 YYYY/MM/DD

## 6. EXPRESS ENTRY INFORMATION

The YEE is for skilled workers who want to work and live in Yukon. This category enables Yukon to nominate individuals that are in IRCC's [Express Entry](#) pool and who have the education, skilled work experience, language ability and other factors to help them to successfully establish and integrate into Yukon's labour market and communities. Express Entry candidates must meet the criteria for at least one of the [three federal economic immigration programs](#).

**Important:** The information provided in the Express Entry profile must be accurate. If the information on the Express Entry profile is not accurate the nomination will be void and IRCC may bar the foreign national from applying to immigrate to Canada for five years.

**Express Entry candidates must meet the criteria for at least one of the three federal economic immigration programs subject to Express Entry before they can apply to the YEE streams.** The three programs are: Skilled Worker, Skilled Trades or Canadian Experience Class, and the eligibility criteria are as follows:

### 1) YEE Skilled Worker Program eligibility criteria

To be eligible for the YEE Skilled Worker Program the foreign national must:

- meet the minimum requirements for the [Federal Skilled Worker Program](#);
- be accepted into IRCC's [Express Entry](#) pool and have an [Express Entry profile number](#) and a [Job Seeker validation code](#);
- demonstrate that they have the required [settlement funds](#) to support themselves and their families in Canada (even if their families are not coming with them);
- have a valid, permanent, full-time [job offer](#) from an employer in Yukon; and
- plan to live in [Yukon](#).

### 2) YEE Skilled Trades Program eligibility criteria

To be eligible for the YEE Skilled Trades Program the foreign national must:

- meet the minimum requirements for the [Federal Skilled Trades Program](#);
- be accepted into IRCC's [Express Entry](#) pool and have an [Express Entry profile number](#) and a [Job Seeker validation code](#);
- demonstrate that they have the required [settlement funds](#) to support themselves and their families in Canada (even if their families are not coming with them);
- have a valid, permanent, full-time [job offer](#) from an employer in Yukon;
- a certificate of qualification in that skilled trade issued by a Canadian provincial or territorial authority; (in Canada, provinces and territories issue certificates of qualification in the skilled trades; to get a certificate in Yukon, the [Apprenticeship and Tradesperson Qualifications authority](#) will assess the foreign national's training, trade experience and skills to decide if the foreign national is eligible to write an exam to be certified); and
- plan to live in [Yukon](#).

### 3) YEE Canadian Experience Class eligibility criteria

To be eligible for the YEE Skilled Trades Worker stream the foreign national must:

- meet the minimum requirements for the federal [Canadian Experience Class](#);
- be accepted into IRCC's [Express Entry](#) pool and have an [Express Entry profile number](#) and a [Job Seeker validation code](#);
- have a valid, permanent, full-time [job offer](#) from an employer in Yukon; and
- plan to live in [Yukon](#).

## 7. FOREIGN NATIONAL INFORMATION

### 7A. Personal information

Last name		First name		Middle name	
Gender <input type="checkbox"/> M <input type="checkbox"/> F <input type="checkbox"/> X	Citizenship	Mother tongue	Country of birth	Date of birth YYYY/MM/DD	

### 7B. Mailing address

Address		City	
Province/region	Postal code	Country	
Phone	Fax	Email	

### 7C. Physical address (if different from mailing address)

Address		City	
Province/region	Postal code	Country	

### 7D. Express Entry information

Which [federal economic immigration programs](#) under Express Entry are you eligible for?

Federal Skilled Worker Program     Federal Skilled Trades Program     Canadian Experience Class

Express Entry profile number	EE profile expiration date YYYY/MM/DD	Job Seeker validation code
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### 7E. Immigration data

If you are currently in Canada, indicate your status: Dropdown to be added later

If you are in Canada on a student permit, how many months have you been studying? \_\_\_\_\_

If you hold a valid temporary work permit in Canada: Client ID \_\_\_\_\_ Expiry date YYYY/MM/DD

### Immigration history

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

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

If you reply yes to either question, explain: \_\_\_\_\_

### 7F. Language proficiency

Only original language test results are accepted. For language requirements, refer to the [Yukon Nominee Program \(YNP\) 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)  
   Canadian English Language Proficiency Index Program (CELPIP)  
   Test d'évaluation du français (TEF) Canada

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

## 7G. Education information

The Immigration Unit, Government of Yukon 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 credentials.

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(s), certificate(s), degree(s), etc.

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
Dropdown	YYYY/MM/DD	YYYY/MM/DD		Dropdown
Dropdown	YYYY/MM/DD	YYYY/MM/DD		Dropdown

## 7H. Employment history (list employment history relevant to the position for which you are applying)

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.

Provide relevant employment information. Attach additional page(s) if necessary.

Name of the company 1			Company email	
Physical address			Company website	
Contact name			Contact phone number	
Name of the company 2			Company email	
Physical address			Company website	
Contact name			Contact phone number	

**7I. Family information** – Use separate sheet if more than 4 family members.

Marital status:

	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

**7J. Consent for sharing and use of information**

I authorize the Immigration Unit of the Government of Yukon Department of 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 Express Entry. 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 Express Entry 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.)

\_\_\_\_\_  
Date

**8. FOREIGN NATIONAL DECLARATION**

**I declare that:**

- I intend to live in Yukon on a permanent basis;
- I have sufficient English- or French-language ability to work in the position specified in the GEO and will make my best effort to integrate into the community;
- I confirm my agreement to the GEO, which is included with this application;
- I agree to sign a tripartite agreement that outlines my responsibilities under the YNP or the YEE;
- 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 expulsion from Canada and may be grounds for my prosecution or removal;
- I understand all the above statements. I have asked for and obtained an explanation for every point which was not clear to me; and
- I meet the criteria of at least one of the [three federal economic programs](#) under Express Entry.

\_\_\_\_\_  
Foreign national name (print)

\_\_\_\_\_  
Foreign national signature  
(Sign in blue ink. Submit originals only.)

\_\_\_\_\_  
Date

## SECTION 2 – GUARANTEED EMPLOYMENT OFFER

An application for the YEE stream of the Skilled Worker Program, the Skilled Trades Program and the Canadian Experience Class will be considered only when the foreign national (the prospective employee) has a Guaranteed Employment Offer (GEO) from an employer in Yukon.

Date: YYYY/MM/DD

### 1. POSITION INFORMATION

Position title			
Job description			
Required skills (as per the <a href="#">NOC</a> )			
Required education (as per the <a href="#">NOC</a> ): <span style="border: 1px dashed gray; padding: 2px;">Dropdown</span>			
Other (specify): _____			
Canada/Yukon industry or association standards required: <span style="border: 1px dashed gray; padding: 2px;">Dropdown</span>			
Other (specify): _____			
Have you ensured and verified that the applicant has the necessary credentials to be eligible to work in the occupation?			<input type="checkbox"/> Yes <input type="checkbox"/> 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?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Job location <input type="checkbox"/> Rural <input type="checkbox"/> Urban	Community <span style="border: 1px dashed gray; padding: 2px;">Dropdown</span>	Other community	
NOC	Hours per week (i.e.: 35-40 hrs)	Wage rate per hour for Yukon <small>(as per <a href="#">ESDC's</a> median wage rate)</small>	Salary per annum
# of employees currently employed by this business/company?	How many of those are foreign workers or nominees?		
Comments			
<b>Wages and benefits:</b> 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 <a href="#">Employment and Social Development Canada (ESDC)</a> . For more information about jobs, wages and labour market information visit <a href="#">ESDC</a> .			

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; or  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: \_\_\_\_\_

## 2. 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 Immigration Unit.**

**All advertisements must remain posted until the date the Immigration Unit has issued a decision.**

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

Recruitment resources utilized:

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

Have submitted proof of continuous advertising for 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

## 3. 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 if 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 Express Entry Program, and I affirm that the employer named above agrees to be contacted and meet with representatives of the Immigration Unit, Economic Development, Government of Yukon 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: YYYY/MM/DD

### Authorization from foreign national

I authorize Economic Development (Immigration Unit) as the department responsible for the administration of the Yukon Nominee Program and Yukon Express Entry 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 Express Entry 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 Express Entry 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: YYYY/MM/DD



Is any special safety equipment or protective clothing necessary?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, is this safety equipment provided by the employer?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is health and safety training provided in the workplace?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ensured that the foreign national knows of their <b>rights</b> as a worker in Canada?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Have you guided the foreign national 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:

### 3. RETENTION

It is an important objective of the YEE Program to have the foreign workers 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?

### 4. 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

### 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 5'.

- Document 1:** Copy of Express Entry candidacy from IRCC. Documentation must include the applicant's name, Express Entry profile number, and, if applicable, Job Seeker validation code. Note that the Immigration Unit may request additional documentation to verify placement into the Express Entry pool.
- Document 2:** YEE – Guaranteed Employment Offer.
- Document 3:** Proof of settlement funds for applicants applying to the YEE Skilled Worker Program and Skilled Trades Program – refer to Settlement-and-Retention Plan form for the amount of funds required.
- Document 4:** Copy of the Labour Market Opinion/LMIA (if applicable) or proof of advertisements, two local and one national.
- Document 5:** Copy of education and training certificates (include notarized photocopies of all education, trade or course certificates that are relevant to the position). All documents not in English nor French must be translated into one of Canada's two official languages by a certified translator.
- Document 6:** Copy of [Educational Credential Assessment\(s\)](#) (ECA), if applicable. An ECA is used to verify your foreign degree, diploma, certificate (or other proof of your credentials) is valid and equal to a Canadian one. Express Entry applicants with foreign educational credentials who have included the results of their ECA in their Express Entry profile, must provide a clear photocopy of their ECA. **Note:** the Immigration Unit may request an original copy of the ECA if needed. The ECA must be from a designated agency. It is valid for five years from the day on which it was issued. It must also be valid at the time of application for permanent residence. You will submit your original ECA to IRCC if your application is approved for nomination under the YNP or the YEE and you are invited to apply for permanent residence by IRCC.
- Document 7:** Proof of English or French proficiency test. Submit original language test results from one of the [designated testing agencies](#).
- Document 8:** Notarized copies confirming previous work experience. Copies not in English nor French must be translated by a certified translator. The employment reference letter must state the job title and main duties, standard hours of work, etc., on official company letterhead and signed by a person authorized to hire employees.
- Document 9:** Notarized copies of foreign national's passport. Provide all other applicable documents e.g., temporary work permit, marriage or divorce certificates, common-law declarations, passports or birth certificates for dependants (whether accompanying the nominee or not).

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

Completed applications  
can be dropped off 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