



Community application: This application accepts up to 3 occupations that equal 1,560 hours of employment per year from one employer. If there are 2-3 employers, each employer must fill out an application outlining the occupation and number of hours and submit together in a package with the partner employers.

Before you start: 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.

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

Date: YYYY/MM/DD

1. Stream

- Skilled worker
National Occupational Classification (NOC) TEER Category 0, 1, 2 or 3
- Critical impact worker
National Occupational Classification (NOC) TEER Category 4 or 5
- For more information on TEER Categories 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? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, when? (Provide exact date) <u>YYYY/MM/DD</u>			

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
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2C. Employer/owner

Last name		First name		Title
Phone	Fax	Confidential email		
Immigration status of employer <input type="checkbox"/> Canadian citizen <input type="checkbox"/> Permanent resident <input type="checkbox"/> Temporary foreign worker <input type="checkbox"/> Other: _____				

2D. Officer with signing authority for this business

Last name		First name		Title
Phone	Fax	Confidential email		

3. Position information – list all occupations with one employer

On November 16, 2022, Immigration, Refugees and Citizenship Canada (IRCC) adopted the 2021 version of the National Occupational Classification (NOC). This includes the new five-digit occupation codes and a 6-category TEER system. We will no longer accept applications that use the old four-digit NOC code structure.

Job title #1	NOC	Hours per week
Job description		
Wage offered, rate per hour	Median wage per hour as per ESDC	Salary per annum
Job title #2	NOC	Hours per week
Job description		
Wage offered, rate per hour	Median wage per hour as per ESDC	Salary per annum
Job title #3	NOC	Hours per week
Job description		
Wage offered, rate per hour	Median wage per hour as per ESDC	Salary per annum

3A. Multi-employer position – If applicable, list additional employer(s) nominating the same candidate

Employer 1

Employer 2

4. Rationale

4A. Provide a rationale stating how the owner/operator has actively recruited in Canada and is not able to find qualified Canadians or permanent residents (PR) for the position. For example, provide evidence of recruitment activity, the breakdown of staffing showing FT/PT, Canadian/PR and foreign workers and reasons for not hiring Canadian/PRs. Explain why the Community stream is preferable over the Skilled Worker/Critical Impact Worker streams. Include a cover letter and resume from the potential employee. If necessary, provide a separate page.

4B. Provide a letter of support from a community organization.

For employers from communities outside Whitehorse, it can come from the Mayor, City Council, local Chamber of Commerce, or Yukon Chamber of Commerce.

For employers in Whitehorse, it must come from the Whitehorse Chamber of Commerce.

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 Yukon Community Program (YCP application and assessment process). If the foreign national is unable to provide the YCP 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 YCP.

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 Community 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 Community Program.

_____	_____	_____
Employer name (print)	Employer signature (Sign in blue ink. Submit originals only.)	YYYY/MM/DD 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 that they have the intention to settle in Yukon permanently.
- I agree to provide employment for the foreign national as outlined in the Guaranteed Employment Offer (GEO) or Section 2 of the application.
- I agree to follow the law set out in the Yukon Employment Standards Act and the Yukon 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 YCP officer may visit the site of future employment to ensure compliance with the requirements of the YCP. 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 any Yukon Nominee programs in the future, and/or the revocation of a nomination.
- I authorize the YCP to collect information from other sources inside or outside Canada for the purpose of assessing this application for the YCP, verifying information provided in this application, and evaluating the YCP. 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.

YYYY/MM/DD

Employer name (print)

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

Date

Personal information is collected, used and disclosed under authority of the Agreement for Canada-Yukon Co-operation on Immigration and will be managed in accordance with the Access to Information and Protection of Privacy Act (ATIPP), s.29(c). For more information about the collection, use and disclosure of your personal information, contact the Department of Economic Development's ATIPP coordinator/records officer 867-667-5946, or privacy officer/director of Finance, Administration and Systems 867-667-5933.

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:

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 YCP. It is extremely important that you do not let your work permit and temporary resident status expire while you wait for your YCP 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 YCP 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](#). For equivalencies between Canadian Language Benchmarks (CLB) and the language test results of designated organizations, please refer to the [IRCC webpage](#).

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 YCP 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 YCP 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 YCP 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
	YYYY/MM/DD	YYYY/MM/DD		
	YYYY/MM/DD	YYYY/MM/DD		
	YYYY/MM/DD	YYYY/MM/DD		

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

Position	Emp. start date	Emp. end date	Related duties
	YYYY/MM/DD	YYYY/MM/DD	
	YYYY/MM/DD	YYYY/MM/DD	
	YYYY/MM/DD	YYYY/MM/DD	
	YYYY/MM/DD	YYYY/MM/DD	
	YYYY/MM/DD	YYYY/MM/DD	

The YCP 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 YCP 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 – occupation #1	Company email
Physical address	Company website
Contact name	Contact phone number
Name of the company – occupation #2	Company email
Physical address	Company website
Contact name	Contact phone number
Name of the company – occupation #3	Company email
Physical address	Company website
Contact name	Contact phone number

6H. Family information

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

Marital status: Married Common-law Divorced/annulled/legally separated Widowed

	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 Community 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.)

Date

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 program.
- I confirm my agreement to the Guaranteed Employment Offer, or Section 2 of this application.
- I agree to sign a TPA (that outlines my responsibilities under the YCP). I understand that any breach of the terms of the TPA may result in the revocation of my nomination.
- I authorize the YCP to collect personal information from other sources inside or outside Canada for the purpose of assessing my application for the YCP, verifying information provided by me in my application, and evaluating the YCP. 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 YCP disclosing my personal information to such other sources inside or outside Canada for the purpose of assessing my application for the YCP, verifying information provided by me in my application, and evaluating the YCP.
- 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 YCP.
- 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.

Foreign national name (print)

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

Date

SECTION 2 – GUARANTEED EMPLOYMENT OFFER

An employer's application for a critical impact worker or skilled worker for immigration under the Yukon Community Program 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. 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, specify: _____

If the foreign national is not already residing in Yukon, **the employer(s) 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 dependents). 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 dependents).

3. Position information

Position title

Job description

Required skills (as per the [NOC](#))

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

Community	NOC code
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Hours per year (1,560 min.)	Wage rate per hour for Yukon (as per ESDC's median wage rate)	Salary per annum
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# of employees currently employed by this business/company	How many of those are foreign workers or nominees?
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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

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. 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 Community 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 Community 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 Community Program. I also authorize the Department of Economic Development to share my personal information in this application with the federal departments and agencies the Department of Economic Development relies on for the proper administration of the Yukon Community 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

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SECTION 3 – SETTLEMENT-AND-RETENTION PLAN

The goal of the YCP 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
- Temporary foreign workers: Your rights are protected

Comments:

2. Retention

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

How do you, as an employer/mentor, 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 YCP 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:** A letter of support from a community organization and a letter from community mentor stating how rollout for community settlement will take place.
- 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 YCP 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 dependent child 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.

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