



**APPLICATION KIT**  
**For Work Permit - Canadian Embassy, Manila**

Please read this kit carefully before submitting your application. All documents must be submitted at the same time as your application and processing fee. The documentation you provide with your application will be used to establish that your authorization to enter Canada would not be contrary to the *Immigration and Refugee Protection Act*. Failure to provide complete, truthful, and accurate materials will result in your application being refused. All work permit applications will be assessed on paper. This means that a visa officer will review and make a decision on your application based on the documents you submit. You may be contacted by our office if an interview or additional information is required.

Application kits are free of charge and can be downloaded from the internet address: [www.manila.gc.ca](http://www.manila.gc.ca)

**Warning:** Misrepresentation will result in your application being refused. If you or someone acting on your behalf directly or indirectly submits false documents or misrepresents facts relating to your application for a temporary work permit:

- your application will be refused;
- the circumstances of your refusal will be entered into Canada's global immigration database; and
- you could become inadmissible to Canada for 2 years under section 40 (2) of the *Immigration and Refugee Protection Act*.

**How To Apply**

To submit your application, please contact the call centre. Once a schedule has been arranged, your completed application will be picked up by a courier at your address and will be delivered to our office for processing. The courier service is available all over the Philippines. Please note that an incomplete application will be returned at the applicant's expense.

The result of your application will be returned to you with your passport and documents via courier.

**Call Centre Numbers:**

PLDT/Smart/Touchcard	1 (909) 101-8888
Bayantel	1 (903) 101-8888
Globe/Innove/Touchmobile	1 (900) 101-8888

Customer Service Representatives are available to assist you Mondays to Fridays from 6am to 8pm and Saturdays 8am to 6pm. These numbers are only available to callers within the Philippines through touchtone phones with NDD access or through your telephone service provider's operator-assisted connection. All landline calls are charged a toll call charge costing P32.00 (pesos) per minute excluding VAT and applicable NDD charges for calls made outside Metro Manila. Additional rates may apply for calls made through payphones, prepaid phone cards or mobile phones. Kindly check with your provider for details.

To obtain information on Temporary Resident Visa requirements, you can call this enquiry line: **(63-2) 845-9200**. This is a toll-free number and Client Representatives are available from M-F (8am to 5pm) and Sat (8am to 12nn).

### **Each applicant must provide:**

- Completed “Application for a Work Permit” (IMM1295). If your spouse or common-law partner and/or children are planning to accompany you, they will each need to complete the appropriate application form. Note that school-age children must apply for a Study Permit.
- *Personal Information form* duly completed, see Appendix below.
- Two (2) photos for each person, meeting the requirements of the Appendix below – Photo Specifications. On the back of one photo (and only one) in each set, write the name and date of birth of the person appearing in the photo.
- The correct processing fee. Fees must be paid by manager’s cheque, certified cheque, postal money order or bank draft payable to the “Canadian Embassy, Manila”. Cheques and PMOs should be valid for at least 6 months upon submission of your application. Cash will NOT be accepted and processing fee is non-refundable.
- Current passport (valid for six months after the date of intended entry to Canada), and old passports showing previous travel. If the laminate on the biopage is disturbed around the photo, a new passport is required. In order to save valuable time, please obtain a new passport prior to submitting your application.
- Your job offer letter or contract from your prospective employer
- The Labour Market Opinion provided by Human Resources & Social Development Canada (HRSDC) **OR** Documentation explaining that you are applying to a Labour Market Opinion exempt occupation **or** an occupation that permits you to apply concurrently for a Labour Market Opinion and a Work Permit.
- Proof indicating you meet the requirements of the job being offered such as:
  - Letters of reference and work certificates from past and present employers
  - Detailed description of your current job
  - Certificates of related vocational or professional training (if applicable)
  - Original or certified true copies of transcript and diplomas from educational institutions you have attended.
- A recent NBI clearance with dryseal and thumbprint. If any of the following remarks appear on the NBI certificate -- *NO CRIMINAL RECORD, NO PENDING CASE or RECORD AS STATED* -- please provide the following:
  - a written explanation from the NBI regarding this remark;
  - all court documents pertaining to the criminal charges. (\*\*Please provide complete copies of the decision or the resolution of the case. Note that certifications from the clerks of court are not acceptable); and
  - your own explanation of the incident leading to the charges.
- Use of a Representative (IMM 5476) (if applicable)
- If working in Québec, provide evidence of a valid “Certificat d’acceptation du Québec” (CAQ)

#### **IMPORTANT REMINDER:**

Please be aware that workers destined to Canada under the “Pilot Project for Occupations Requiring Lower Levels of Formal Training (NOC C and D)” are prohibited from paying a recruitment fee, a placement fee or for their transportation costs to Canada. Such payments are solely the responsibility of the employer. Payment of these fees by employees contravenes conditions outlined on the Labour Market Opinion (LMO) rendering it invalid. This may lead to refusal of the application for a Work Permit.

Payment of recruitment fees and placement fees by employees are also illegal according to some provincial laws in Canada, such as the Alberta Fair Trading Act and the British Columbia Employment Standards Act.

**If you have paid a fee to a recruiter located in the Philippines or in Canada, it is your responsibility to inform your Canadian employer. You and your employer must ensure the conditions of the Labour Market Opinion and all provincial laws have been respected.**



### PERSONAL INFORMATION FORM

*Separate Personal information form should be completed by your spouse or common-law partner if accompanying.*

1. Please list all your family members, whether accompanying or not:

Name	Relationship	Date of birth (dd/mm/yy)	Place of residence	Occupation
	Spouse			
	Mother			
	Father			
	Son/ Daughter			
	Son/ Daughter			
	Son/ Daughter			
	Son/ Daughter			
	Son/ Daughter			
	Brother/ Sister			
	Brother/ Sister			
	Brother/ Sister			
	Brother/ Sister			

2. Please list any of your relatives living in other countries (i.e. not in the Philippines):

Name	Country of residence	Exact relationship to you

3. Details of your **education** – secondary and post-secondary:

Dates		Name, address and telephone number of school	Course
From	To		

4. Details of your **employment** for the last 10 years including self-employment:

Dates		Name, address and telephone number of employer	Your position	Monthly salary
From	To			

What is the purpose of your trip to Canada? Please provide your itinerary.

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What other countries will you visit on this trip and when?

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Is this your first time traveling outside of the Philippines?  
If no, please provide a summary of your travel history in the last five years.

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Are you traveling with anyone? If so, please provide the name & relationship.

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Have you ever taken or are you now taking a Caregiver course? If yes, please provide details.

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# PHOTO SPECIFICATIONS

TAKE THIS WITH YOU TO THE PHOTOGRAPHER

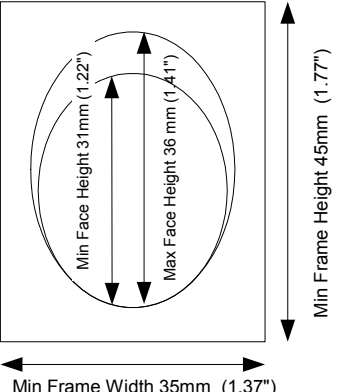
## Requirements

Provide **two photos** of you and each accompanying family member with your application.

Your photos must comply with the specifications below. If the photos do not meet the specifications, you will have to provide new photos before your application can be processed.

## Specifications

- The photos must be identical and taken within the last six months. They may be either black and white or colour.
- The photos must be clear, well defined and taken against a plain white or light-coloured background.
- If the photos are digital, they must not be altered in any way.
- Your face must be square to the camera with a neutral expression, neither frowning nor smiling, and with your mouth closed.
- You may wear non-tinted or tinted prescription glasses as long as your eyes are clearly visible. Make sure that the frame does not cover any part of your eyes. Sunglasses are not acceptable.
- A hairpiece or other cosmetic accessory is acceptable if it does not disguise your normal appearance.
- If you must wear a head covering for religious reasons, make sure your full facial features are not obscured.

 <p>The diagram shows a rectangular photo frame with a width of 35mm (1.37") and a height of 45mm (1.77"). Inside the frame, a face is depicted with two vertical double-headed arrows indicating face height: a smaller one for the minimum face height of 31mm (1.22") and a larger one for the maximum face height of 36mm (1.41").</p>	<p><b>The frame size must be 35mm X 45mm (1.37" X 1.77").</b></p> <p>The photos must show the full front view of the head, with the face in the middle of the photo, and include the top of the shoulders.</p> <p>The size of the head, from chin to crown, must be between 31mm (1.22") and 36mm (1.41").</p> <p><b>Crown</b> means the top of the head, or (if obscured by hair or headwear), where the top of the head or skull would be if it could be seen.</p>
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**To avoid delays, make sure your photos meet these specifications.**