

Ministry of Citizenship  
and Immigration

# **Application Guide for Nominees Professional/Skilled Worker**

Ontario Pilot Provincial Nominee Program  
Employer Category

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Check the Pilot PNP website at  
<http://www.ontarioimmigration.ca/english/PNP.asp> for program  
updates.

# 1.

## INTRODUCTION: FOR NOMINEES

For many Ontario employers, newcomers are a valuable source of skilled workers and professionals.

To work legally in Canada, in most cases, individuals who are not Canadian citizens must either be permanent residents of Canada, or have a work permit. Permanent resident visas and work permits are issued by the federal government of Canada.

To help Ontario employers succeed, the government of Ontario has established the Ontario Pilot Provincial Nominee Program (Pilot PNP). This program allows employers to recruit immigrants to fill targeted needs in a two step process:

1. Apply for the approval of a permanent, full-time position to be filled by a newcomer. This is the first step of the Pilot PNP process.
2. If the position is approved, the selected individual, must submit a complete application to the Pilot PNP as the second step in the process.

Professionals and skilled workers can apply to the Employer Category of the Pilot PNP on the basis of an Ontario employer's pre-approved permanent, full-time job offer.

### Who Can Apply

Only an individual who has received the Pilot PNP's nominee application package, including the employer's original Pre-screen Position form, from their prospective employer is eligible to apply to the program under the Employer Category.

Your job offer must:

- Be for a permanent, full-time job on the Pilot PNP Occupation List related to your experience and qualifications (see Appendix A of this Guide for the Occupation List and the Pilot PNP web site for occupation criteria at <http://www.ontarioimmigration.ca/english/PNPOccupations.asp>), and
- Meet the prevailing wage in Ontario for that occupation.

Visit <http://www.labourmarketinformation.ca/standard.asp?ppid=43&lcode=E> to learn about wage levels in Ontario.

You are eligible to apply if you:

- Are working abroad and have received the Pilot PNP's nominee application package, including the employer's original Pre-screen Position form, from your prospective employer; OR
- Are residing in Ontario temporarily (as a temporary worker, visitor or student) and have received the Pilot PNP's nominee application package, including the employer's original Pre-screen Position form from your prospective employer ; and
- Meet the requirements of your position as outlined on the Pilot PNP Occupation Criteria at <http://www.ontarioimmigration.ca/english/PNPOccupations.asp>

Only permanent, full-time jobs are eligible for approval within the Pilot PNP. A permanent full-time job consists of 1,950 hours of paid employment in a 12-month period.

**The following jobs are *not* eligible:**

The following are not considered permanent, full-time employees, even if they work 1,950 hours in a 12-month period:

- Seasonal, cyclical or part-time employees regardless of their working hours.
- Subcontractors or agency workers.
- Employees who do not work on the company's premises, such as employees who work from home, or employees who work in a 'virtual' location and serve the employer by telecommuting.

# 2.

## HOW TO APPLY

### **About the Nominee Application Package**

You are only eligible to apply to the Pilot PNP once your prospective employer sends you the Pilot PNP's nominee application package, including the employer's original Pre-screen Position form and this application guide. At this point, you are ready to begin the application process.

The Pre-screen Position form will provide you with a pre-screen file number, position title, NOC/OPPNP code, and pre-screen date of issue. You will reference the pre-screen file number and the pre-screen date of issue where indicated on your application. The **original** Pre-screen Position form must be included in your application package.

### **Important:**

#### **Prospective nominee applications must be received within 60 days**

As a prospective nominee, you will have 60 days after the date of issue of the Pre-screen Position form to submit your completed application to the Pilot PNP. The date of issue is located on the Pre-screen Position form. If your nominee application is not received in connection with a position after 60 days, the Pilot PNP may reassign the nominee position. If you cannot submit a completed application within 60 days, either you or your approved employer may, in writing to the Pilot PNP, request an extension of 30 days, providing reasons for the extension request. Approval of an extension is discretionary and no further extension will be granted.

Your prospective employer must also send you a job offer in writing which will indicate your prospective occupation title and wage for the full-time, permanent position being offered. You must provide an original of the job offer in your application package for it to be processed.

### **Privacy and Confidentiality**

Although the Applicant may consider some information included in the application form or the supporting documents submitted to the Pilot PNP to be proprietary or confidential, any such material may be disclosed to a third party, in accordance with Applicant's consent, and where required by law or if required by order of a court or tribunal.

### **Step 1:**

#### **Compile and complete the following forms provided in your nominee application package**

1. Employer Category Nominee Document Checklist
2. Nominee Application (Professional/Skilled Worker stream)
3. Joint Verification (signed by both prospective nominee and employer)
4. Occupation Criteria form for your position (signed and dated)
5. Nominee Affidavit
6. Authorizing or Cancelling a Nominee Representative (if applicable)
7. Translator Affidavit (if documents have been translated)
8. Application Payment form with attached cashiers/ certified cheque or postal/ money order or bank draft in the amount of \$2,000 Canadian

#### **Compile the following documents required to complete your nominee application**

9. Pre-screen Position form (original)
10. Original of job offer (provided by employer)

11. Copy of applicant's entire passport (including Work Permits, Study Permits, Temporary Resident Visas, and/or any other Canadian immigration documents or entry stamps)
12. Copy of applicant's birth certificate
13. Copy of university degree(s), college diploma(s), transcripts and/or occupational certificates
14. Proof of membership and/or licence in regulated occupations
15. Copies of letter(s) of reference from previous employer(s) and/or client(s)
16. Copy of your resume.

See Section 3 for more information about SUPPORTING DOCUMENTS.

Do **NOT** submit your nominee application until it is completed. **ALL** fields of the forms must be filled and copies of **ALL** supporting documentation provided. Incomplete applications will not be processed. If a field is not applicable, mark the space with "N/A".

**Step 2:**

**Complete an Employer Category Nominee Document Checklist**

You will find the Employer Category Nominee Document Checklist in Appendix B of this guide. Complete the checklist by checking off the appropriate boxes to ensure you have included all required documents in your application package. The checklist will be the first document in your package (to be placed on top of all other documents). Incomplete application packages will not be processed.

**Step 3:**

**Make a copy of your application package**

Please note that you are to submit only **copies** of supporting documents including civil documents (birth certificate and passport). Do **NOT** submit originals, **EXCEPT** for the forms and affidavits that require completion, the Pre-screen position form and your offer of employment.

What **NOT** to do with your application:

- Do NOT bind your application or put the pages in a ring binder.
- Do NOT enclose individual pages in plastic, envelopes or folders.
- Do NOT tie, sew, bolt or glue the pages together.
- Do NOT use multiple staples on a page.
- Do NOT send multiple copies of identical documents.

**Step 4:**

**Submit your completed application package by mail, courier or personal delivery to:**

Ontario Pilot Provincial Nominee Program  
Ministry of Citizenship and Immigration  
400 University Ave., Ground Floor  
Toronto, Ontario  
M7A 2R9

Applications that are sent by email or fax will **NOT** be accepted for processing. The Pilot PNP only accepts applications by mail, courier or personal delivery.

# 3.

## SUPPORTING DOCUMENTS YOU WILL NEED

Below is a list of all the supporting documents you will need to submit, along with your application, to demonstrate that you meet Pilot PNP eligibility criteria and to confirm your identity, family situation, education and work experience.

Provide only **copies** of supporting documents.

### Document translation

If supporting documents are not in English or French you must supply the document, a translation of the document and an affidavit from the person who completed the translation. Otherwise, applications will not be processed. Translations by family members are not acceptable.

### 1. Identity and Civil Status Documents

- Copy of applicant's Birth certificate.

### 2. Passports

- Copy of *all the pages* of passport for the applicant. All prospective nominees should ensure that their passports will be valid for at least two years from the time that they submit their nominee application.

### 3. Work Status/Experience/Licensing Credentials

- Copy of work permit, study permit, temporary resident visa, and/or any other Canadian immigration document or entry stamp for principal applicant. If these documents are inside your copied passport, you do not need to make additional copies.
- Copy of relevant university degree(s), college diploma(s), transcripts and/or occupational certificates.
- Copies of letters of reference from previous employer(s) or client(s).
- Copy of resume.
- Proof of membership and/or license in regulated occupations if applicant intends to work in an occupation that requires licensing or certification in Ontario.

# 4.

## COMPLETING THE FORMS: STEP-BY-STEP

### How to Complete the Employer Category (Professional/Skilled Worker)

#### Application:

##### Part A: Pre-screen Approval Information

1. Print your pre-screen file number. You will find this on the Pre-screen Position form sent to you by your prospective employer.
2. Print the pre-screen date of issue (yyyy/mm/dd). You will find this on the Pre-screen Position form sent to you by your prospective employer.
3. Print the company name of your prospective employer.

##### Part B: Personal Information

1. Print your last name (family name), first name and middle name(s).
2.
  - Print your date of birth (yyyy/mm/dd).
  - Print your place of birth (city or town).
  - Print your country of birth.
  - Check the appropriate box to indicate if you are female or male.
  - Print your citizenship.
  - Print your country of residence.
  - Check the appropriate box to indicate your marital status.
3. For applicants currently in Canada:
  - Check appropriate box to indicate your status;
  - Print the Citizenship and Immigration Canada document number; and
  - Print the expiration date of your current Citizenship and Immigration Canada Document (Work Permit, Study Permit, etc.).
4. Print your passport number and your full name as it appears on your passport.

5.
  - Print your address where you are able to receive mail.
  - Print your telephone number where you may receive personal calls, include all country and area codes.
  - Print your email address (if applicable).
  
6.
  - Check the appropriate box(es) to indicate relatives in Canada for both the principal applicant and spouse (if applicable). Use a separate sheet of paper if additional space is required.
  - Print (in corresponding boxes) the town or city, province and the number of years living in Canada for each relative.
  
7.
  - List any visits you have made to Canada in the last ten years. Use separate sheet of paper if additional space is required.
  - Print the reason for visit, province(s) visited, length of stay and year of visit in the appropriate boxes.

**Part C: Occupation and Education**

1.
  - Print your current occupation (job title).
  - Print the name of your current employer (company name).
  - Print your intended occupation in Ontario.
  - Print the total number of years of experience in your intended Ontario occupation.
  
2. Print the NOC/OPPNP Code for your intended occupation in Ontario (See Appendix A).
  
3.
  - List all employment for the last ten years, or since age 18 (whichever is less) and attach supporting documentation for each entry. Use a separate sheet of paper if additional space is required.
  - Print the start date and end date of that job, the name of the employer for that job (company name), the city, country and job title for each entry.

4. Check the appropriate box to indicate your highest level of education completed. Attach copies of relevant supporting certificates, degrees and diplomas.
5. Print your native language and any other languages you speak fluently in the appropriate boxes.

#### **Part D: Family Information**

You must provide the following details about each of your family members who will be accompanying you to Canada. If you have more than 3 family members, please photocopy this page of your application form and fill it out for all accompanying family members. Attach the photocopied page to your application form.

If you are unsure about who qualifies as a family member, please refer to the section entitled *Family Members of Skilled Workers* offered by the Government of Canada's Department of Citizenship and Immigration web site, at the following link <http://www.cic.gc.ca/english/resources/manuals/op/op06e.pdf>.

1. Print the last name (family name), first name and middle name(s) for family member.
2. Print the date of birth (yyyy/mm/dd) for family member.
3. Check box to indicate whether family member is female or male.
4. Print country of citizenship and country of residence of family member.
5. Check appropriate box to indicate the marital status of family member
6. Print the relationship of family member to you (i.e. son, wife).
7. Print the current occupation of family member (if applicable).
8. Print the family member's native language and any other languages he/she speaks.

9. Print the total number of years of formal education of family member.
  
10. Check box to indicate highest level of education attained (designations obtained) by family member. Supporting documentation is not necessary.

**Part E: Assistance with Application**

- Check the appropriate box to indicate if you had help preparing your Pilot PNP Nominee Application (Professional/Skilled Worker stream). If you would like to authorize this individual to communicate on your behalf regarding this application, please attach the Authorizing or Cancelling a Nominee Representative form.

**Part F: Learning about the Ontario Pilot Provincial Nominee Program**

- Please check the appropriate box(es) to indicate how you learned about the Ontario Pilot PNP. You may check more than one box.

**Applicant Statements and Authorization**

- Please read and ensure you understand all applicant statements and authorizations.
- Print your initials beside each statement and authorization to acknowledge agreement.
- Print full name and provide signature and date at bottom of page. Please note that any application without a signature will be considered incomplete and that only completed applications will be processed.
- Please have accompanying spouse or common-law partner and accompanying dependents (aged 16 years or over) read and understand the Statement and Authorization and print full name and provide signature and date at bottom of page.

**How to complete the Joint Verification form**

This form is to be completed by the prospective nominee and signed by both the prospective nominee **and** the employer. The Joint Verification form is to verify the prospective employer/employee relationship and agreement between employer and employee with respect to the job offer and wage to be paid.

### **Pre-screen Approval Information**

- Print your pre-screen file number. You will find this on the Pre-screen Position form sent to you by your prospective employer.
- Print the pre-screen date of issue (yyyy/mm/dd). You will find this on the Pre-screen Position form sent to you by your prospective employer.

### **Prospective Nominee**

This section is to be completed by the prospective nominee only.

- Print your last name (family name), first name and middle name(s).
- Print your date of birth (yyyy/mm/dd).
- Ensure you read, understand, sign and date the nominee portion of the form.

### **Occupation Criteria**

An Occupation Criteria form will be provided to you by your employer in your application package. Please ensure you meet all of the requirements as indicated on the Occupation Criteria for your intended position. Sign and date the form and include it in your application package.

### **The Nominee Affidavit**

The Nominee Affidavit is a separate form that is to be submitted as part of your application package. The prospective nominee confirms the truth of all contents and supporting documents in the nominee application package. The affidavit must be signed by the nominee in front the individual taking the affidavit.

Your affidavit is evidence that what you declare on your application and other forms and supporting documents is true. If outside Ontario, an affidavit needs to be administered before:

- a. a judge
- b. a magistrate
- c. an officer of a court of justice
- d. a commissioner for taking affidavits or other competent authority of the like nature
- e. a notary public
- f. the head of a city, town, village, township or other municipality

- g. an officer of any of Her Majesty's diplomatic or consular services, including an ambassador, envoy, minister, charge d'affairs, counsellor, secretary, attache, consul-general, consul, vice-consul, pro-consul, consular agent, acting consul-general, acting consul, acting vice-consul and acting consular agent
- h. an officer of the Canadian diplomatic, consular or representative services, including, in addition to the diplomatic and consular officers mentioned in clause (g), a high commissioner, permanent delegate, acting high commissioner, acting permanent delegate, counsellor and secretary
- i. a Canadian Government trade commissioner or assistant trade commissioner, exercising his or her functions or having jurisdiction or authority as such in the place in which it is administered, sworn, affirmed or made, is as valid and effectual to all intents and purposes as if it had been duly administered, sworn, affirmed or made in Ontario before a commissioner for taking affidavits in Ontario.

In Ontario this is usually a lawyer, a provincial judge, a justice of the peace or a commissioner for taking affidavits.

#### **How to Complete the Nominee Affidavit**

1. Read and ensure you understand the declarations provided on the given form.
2. Print your full name (first and last) as it appears on your passport or the official documents that will be used for obtaining your passport in the space provided on the declaration.
3. Print name of the city, town or village where declaration is being administered.
4. Print name of the province or state where this declaration is being administered.
5. Print name of the country where this declaration is being administered.
6. Print date of affidavit administration (dd/mm/year).
7. Provide signature of Commissioner taking affidavits.
8. Above Name of Deponent, print full name (first and last) as it appears on your passport.
9. Sign form above Signature of Deponent.

#### **How to Complete the Application Payment form**

There is a non-refundable processing fee for the Employer Category – Professional/Skilled Worker stream of \$2000 Canadian that must accompany each application. If the fee is not submitted with your application package, your application will not be accepted for processing. All fees are to be made payable to the Minister of

Finance, Ontario. Payment must be made in Canadian dollars only. No other currency will be accepted.

We will accept:

- Money orders.
- Postal Money Orders.
- Cashiers/ Certified Cheques.
- Bank Drafts.

We will **not** accept:

- Cash.
- Personal Cheques.
- Credit cards.
- Fees in amounts other than those shown in the fee schedule.

- Print your last name (family name), first name and middle name(s).
- Print your pre-screen file number. You will find this on the Pre-screen Position form sent to you by your prospective employer.
- Print the pre-screen date of issue (yyyy/mm/dd). You will find this on the Pre-screen Position form sent to you by your prospective employer.
- Check the appropriate box to indicate the amount of fee submitted (\$2000 for Professional/Skilled Worker nominee application).
- Check the appropriate box to indicate method of payment.
- Sign and date form.

### **Refunds**

Fees are non-refundable. The Province charges fees to partially recover the cost of administering the Ontario Pilot PNP. Since the processing fee helps defray the cost of processing your application, it cannot be refunded even if your application is unsuccessful or you withdraw your application before it has been concluded.

## **How to Complete the Authorizing or Cancelling a Nominee Representative form (if applicable)**

This form is used by a nominee to authorize a representative to act on his/her behalf in connection with the nominee application package. Please note that this form is a separate document from the Employer Category Nominee Application.

A representative is someone who has your permission to communicate on your behalf with the Ontario Ministry of Citizenship and Immigration regarding the Pilot PNP. You may have only one representative at a time. A representative can only be appointed by the use of this form. If you appoint another representative, the previous representative will no longer be authorized to conduct business on your behalf or receive information about your application.

You are not obliged to hire a representative. The program treats all applicants equally.

Unpaid representatives might include anyone while paid representatives must be authorized according to the rules of the *Immigration and Refugee Protection Act of Canada*. Authorized Representatives are:

- Immigration consultants who are members in good standing of the Canadian Society of Immigration Consultants (CSIC);
- Lawyers who are licensees in good standing of a Canadian provincial or territorial law society and students-at-law under their supervision; and
- Quebec notaries.

If you authorize a paid representative who is not an Authorized Representative, your application will not be processed and will be returned to you.

### **Advisory Notice: Paid Representatives**

The Ministry of Citizenship and immigration is aware that, in the past, some individuals considering immigration to Ontario have paid large fees to persons who may have provided incorrect or fraudulent advice.

Individuals who are considering hiring a paid representative to assist them with immigration matters processed by the OPPNP and/or the Canadian Government should be aware the federal government's Immigration and Refugee Protection Regulations state that only authorized representatives may charge fees to represent an individual in an immigration application. The OPPNP applies this rule.

Section 13.1 (1) of the Immigration and Refugee Protection Regulations states, "...no person who is not an authorized representative may, for a fee, represent, advise or consult with a person who is the subject of a proceeding or application before the Minister, an officer or the Board."

Only an authorized representative belonging to a Canadian provincial or territorial law society, the Canadian Society of Immigration Consultants (CSIC), or the *Chambre des notaires du Québec* may charge a fee for conducting business on an individual's behalf.

For more information about representatives, how to choose a representative, what services they may offer and frequently asked questions, visit the Citizenship and Immigration Canada website at

<http://www.cic.gc.ca/english/information/representative/index.asp>.

To complete the form, follow these steps:

1. Check the appropriate box to indicate whether you are appointing a representative OR cancelling the appointment of a representative;
2. If you are appointing a representative please complete Sections A, B and D;
3. If you are cancelling the appointment of a representative. Please complete Sections A, C and D.

#### **Section A: Applicant Information**

1. Print your last name (family name), first name and middle name(s).
2. Print your date of birth (yyyy/mm/dd).

### **Section B: Appointment of a Representative**

1. Please read and ensure you understand the authorization statements at the beginning of this section.
2. Print the last name (family name), first and middle name(s) of your representative.
3. Check the appropriate box to indicate whether your representative is a PAID or UNPAID member of the various listed organizations, a friend, a family member or other.
4. Print the name of the firm or organization of your representative (if applicable).
5. Print the full mailing address of your representative.
6. Print the telephone number and fax number (if applicable) of your representative, including country code and area code.
7. Print the email address of your representative (if applicable).
8. Ensure your representative reads, understands, signs and dates the declarations presented at bottom of Section B.

### **Section C: Cancel the Appointment of a Nominee Representative**

1. Print the last name (family name) of the representative whose appointment you are cancelling.
2. Print the first and middle name(s) of the representative whose appointment you are cancelling.
3. Print the name of the firm or organization of the representative whose appointment you are cancelling (if applicable).

### **Section D: Declaration**

1. Please read and ensure you understand the statements at the beginning of this section.
2. Print your full name.
3. Sign and date the form.

# 5.

## **WHAT HAPPENS AFTER YOU APPLY**

The Pilot PNP will use its best efforts to process a completed application within 30 days. Please note that all application and other forms must be completed in full and all required documents must be provided (with translations and translator affidavit where required). If additional information is required to process your file, you will be notified, and processing of your application will be delayed.

For specific questions about any part of this guide and the application process please call the Pilot PNP at 416-327-0374 or 1-866-214-6820.

If the Pilot PNP approves your application, you will receive a Letter of Nomination that is to be placed on the top of your original copy of your federal CIC application. You must provide a copy of your Letter of Nomination and Ontario Pilot Provincial Nomination Program Certificate to the Canadian Visa office to which you are applying.

### **Changes in Personal Information**

Please note that the Ontario Pilot PNP must be notified if there are any changes in applicant contact information (address, phone number) or family composition due to:

- Marriage/common-law relationship
- Birth of a child.
- Change of custody.
- Divorce/ separation, or
- Death.

If any changes do occur, complete the Change of Personal Information form provided in your application package and mail it to the Pilot PNP. Copies of the appropriate supporting documents, such as marriage or birth certificates, should be provided along with notifications of change.

Prior to your application for permanent residency, if the number of accompanying family members changes, such as an addition or loss of a spouse or dependant child, the Pilot PNP must be informed.

While original applications may only be submitted by mail, in person or by courier, additional documents may be submitted by mail, fax or email if they are related to changes in your mailing address or contact address, accompanying dependents and designated representative, education or employment, or if specifically requested by the Pilot PNP.

Sending sensitive personal information through unsecured e-mail channels is risky and is strongly discouraged by the Pilot PNP. Users assume the risk associated with any electronic transfer of information to the Pilot PNP and the Pilot PNP is not liable for any damages that may arise from interception, loss, theft or other action regarding your personal information while in transit.

#### **Factors that May Result in Delay or Denial**

- Illegible forms or applications.
- Incomplete forms or applications.
- Incomplete translations or translations that are not notarized.

#### **Your feedback is important**

The Pilot PNP will be seeking participant feedback over the course of three years from the date of the nominee(s) landing in Ontario. Feedback may be sought from both nominees and employers.

**Please Note:** Citizenship and Immigration Canada (CIC), a department of the Government of Canada, processes and approves work permits and applications for permanent residence in Canada. The Pilot PNP nominates qualifying individuals, whose applications to CIC will be expedited.

## Appendix A:

### Pilot PNP Occupation List

To address labour-market needs and government priorities, the Ontario Pilot Provincial Nominee Program has established an Occupation List for the Employer Category.

Prospective nominees are only eligible to apply if they have a job offer and are qualified in one of the 20 occupations listed below. All occupations are coded using the 4-digit National Occupational Classification (NOC) code except for high-end researchers which are coded using an Ontario Pilot Provincial Nominee Program code (OPPNP).

Visit <http://www.ontarioimmigration.ca/english/PNPOccupations.asp> for more information about the Occupation List.

<b>Occupation</b>	<b>NOC/OPPNP Code</b>
<b>Professional Stream – Health Sector</b>	
Specialist Physicians	3111
General Practitioners and Family Physicians	3112
Pharmacists	3131
Audiologists and Speech-Language Pathologists	3141
Physiotherapists	3142
Registered Nurses	3152
Medical Laboratory Technologists	3211
Medical Radiation Technologists	3215
<b>Professional Stream – Education Sector</b>	
University Professors	4121
High-End Researchers	2100
<b>Skilled Worker Stream – Manufacturing Sector</b>	
Machinists and Machining and Tooling Inspectors	7231
Tool and Die Makers ( <i>includes metal patternmakers and metal mould makers</i> )	7232
Industrial Electricians	7242
Construction Millwrights and Industrial Mechanics	7311
Heavy-Duty Equipment Mechanics	7312
<b>Skilled Worker Stream – Construction Sector</b>	
Carpenters (includes framers and form workers)	7271
Bricklayers	7281
Cement Finishers	7282
Tile Setters	7283
Drywallers	7284

## Appendix B:

### Employer Category Nominee Document Checklist (Professional/Skilled Worker)

Please print off and complete this checklist to include in your application. Check off appropriate boxes below to indicate that you have included all of the required documents in your application package. Incomplete applications will not be processed.

- Employer Category Nominee Document Checklist
- Nominee Application (Professional/Skilled Worker stream)
- Occupation Criteria for your position (signed and dated)
- Joint Verification (signed by both prospective nominee and employer)
- Nominee Affidavit
- Authorizing or Cancelling a Representative (if applicable)
- Translator Affidavit (if documents have been translated)
- Application Payment form with attached cheque or money order in the amount of \$2,000 Canadian
- Pre-screen Position form (original)
- Original of job offer (provided by employer)
- Copy of applicant's entire passport (including Work Permits, Study Permits, Temporary Resident Visas, and/or any other Canadian immigration documents or entry stamps)
- Copy of applicant's birth certificate
- Copy of university degree(s), college diploma(s), transcripts and/or occupational certificates
- Proof of membership and/or licence in regulated occupations (if required for Occupation)
- Copies of letter(s) of reference from previous employer(s) or client(s)
- Copy of your resume.