



YUKON NOMINEE PROGRAM (YNP)  
**APPLICATION PACKAGE**

The Yukon Nominee Program (YNP) is employer-driven. This means that **the employer is the applicant and will submit the application**, not the potential nominee (hereafter referred to as the “foreign national”). The employer is responsible for verifying all information in the application package.

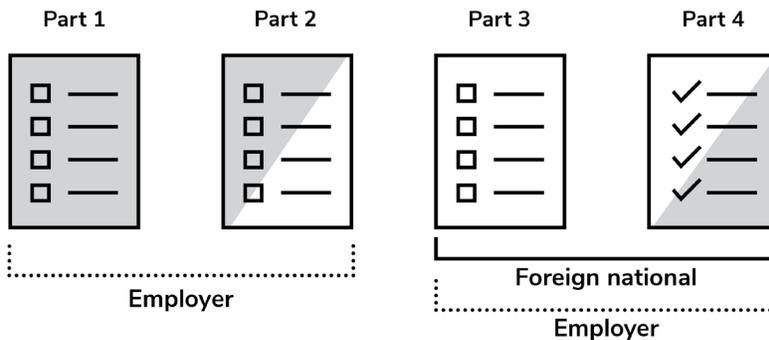
**Before you start**

- All applications must be typed; handwritten submissions will not be accepted.
- All signatures must be in ink, do not use pencil.
- Print your application and all supporting documents single-sided.
- Make sure you’re eligible and that you understand your responsibilities. As the applicant, you must keep informed on official updates, alerts, announcements or developments available at [yukon.ca/immigrate-yukon](http://yukon.ca/immigrate-yukon).
- You must read the [Application Handbook](#) – it will help you work through this application.
- If you are using a legal representative, [form IMM5476](#) must be included with your application.
- All fields are mandatory. Employers are responsible for submitting complete applications. Incomplete applications will not be processed. Immigration officers may request additional documents at any stage during the review process.
- This application is valid only for the calendar year in which it is submitted and will not carry forward to a future year.

**How it works**

This package is made up of four parts.

- Step 1: Employer completes Part 1 and Part 2.
- Step 2: Foreign national completes Part 3 and Part 4 then sends back to the employer.
- Step 3: Employer reviews Part 3 and verifies the foreign national’s documents.
- Step 4: Employer signs Part 4 and submits completed package to the Government of Yukon.



**How to submit**

Only employers who receive an Invitation to Apply (ITA) can submit an application. The foreign national sends their documents to the employer. The employer submits the entire package to the Government of Yukon.

Read ITA for instructions on how to submit your application.

**If you need help or more information**

**Email:** [yukon.nominee@yukon.ca](mailto:yukon.nominee@yukon.ca)

**Website:** [yukon.ca/immigrate-yukon](http://yukon.ca/immigrate-yukon)





YUKON NOMINEE PROGRAM (YNP)  
**PART 1: BUSINESS INFORMATION**

This part to be completed by the employer.

Year: YYYY

Application type		
<b>Which stream are you applying to? (select one)</b> <input type="checkbox"/> Critical Impact Worker; <input type="checkbox"/> Skilled Worker; or <input type="checkbox"/> Yukon Express Entry		If yes to Yukon Express Entry, complete the following: <input type="checkbox"/> Federal Skilled Trades Program; <input type="checkbox"/> Federal Skilled Workers Program; or <input type="checkbox"/> Canadian Experience Class a. Profile number: _____ b. Profile expiration date: <u>YYYY-MM-DD</u> c. Job seeker validation code (4 digits): _____
Who is completing this application?  (If you are a representative, you must include <a href="#">form IMM5476</a> with this application.)		
Business information		
Registered business name	Operating as (if applicable)	
Yukon corporate registry number	Date established <u>YYYY-MM-DD</u>	
Primary business language	Website	
Ownership type	Industry or sector	
Was this business (or part of this business) acquired through the Yukon Business Nominee Program? <input type="checkbox"/> Yes, date acquired: <u>YYYY-MM-DD</u> <input type="checkbox"/> No	Phone	
Mailing address		
Unit number (optional)	Street address or P.O. box	City or town
Province or territory	Postal code	Country
Physical address of the location of employment (if different from mailing address)		
Unit number (optional)	Street address	City or town
Province or territory <b>Yukon</b>	Postal code	Country <b>Canada</b>
How many full-time employees are employed by this business, in this location?		_____
How many of these full-time employees are foreign workers?		_____
How many of these foreign workers are active YNP nominees?		_____

**Employer or owner information**

Job title	Last name	First name
Phone	Confidential email	
Immigration status of employer		

**Alternate contact with signing authority for this business**

If you wish to designate someone from within your business (other than the owner) as the primary contact for this application, provide their information. Otherwise, leave blank.

Job title	Last name	First name
Phone	Confidential email	

**Recruitment and advertising for the available position**

You must demonstrate efforts to hire Canadians and/or permanent residents before applying to the YNP. Proof of advertising is required. Ads must remain active until a decision is made on your application.

Do you have a valid [Labour Market Impact Assessment](#) from the Government of Canada?  Yes  No

List all sources that you have used to advertise this position. Submit proof of advertisements with your application.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Other recruitment platforms: \_\_\_\_\_

In the last 12 months, have you

released any Canadians or permanent resident workers from this position?  Yes  No

released any temporary foreign workers or nominees from this position?  Yes  No

offered the position to the former workers before applying to this program (if applicable)?  Yes  No

If no, explain: \_\_\_\_\_  
(Attach another sheet of paper if more space is required)

How many months has the position been vacant? \_\_\_\_\_

How many Canadians and/or permanent residents

applied to the job? \_\_\_\_\_

were interviewed? \_\_\_\_\_

were not interviewed? \_\_\_\_\_

were hired? \_\_\_\_\_

were interviewed but not hired? \_\_\_\_\_

Explain: \_\_\_\_\_  
(Attach another sheet of paper if more space is required)

Explain: \_\_\_\_\_  
(Attach another sheet of paper if more space is required)

**Note:** Do not submit resumes with your application but do keep them on file for at least two years. An Employment and Social Development Canada (ESDC) officer may request proof during this time.



## PART 2: EMPLOYMENT OFFER AND SETTLEMENT PLAN

This part to be completed by the employer.

<b>Guaranteed employment offer</b>			
The duties and skills required for this position must align with the relevant National Occupational Classification (NOC), as defined by the Government of Canada. Use the <a href="#">NOC database</a> for guidance.			
Job title			
TEER category	NOC code	Class title	
Hours per week (exact)	Hours per year	Hourly wage offered (exact)	<a href="#">Median wage for Yukon</a>
Job duties			
Required skills			
Required education If "other", specify: _____			
Required industry or association standards If "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
<b>Low-income cutoff details</b>			
In which community will the foreign national live?			
What is the foreign national's household size (spouse plus dependents, whether they are in Canada or not)?			
What is the <a href="#">low-income cutoff (before taxes)</a> for a household of this size?		_____	
Will the foreign national's salary meet this low-income cutoff?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If no, explain how the household income will meet the threshold and include a spousal letter of employment. _____			
Other comments (optional)			

## Settlement and retention plan

Are you providing airfare to the foreign national?  Yes  No

Are you providing health insurance until the foreign national is eligible for insured health care under the *Health Care Insurance Plan Act*?  Yes  No

Are you providing accommodation to the foreign national?  Yes  No  
If no, how will you help the foreign national find accommodation? \_\_\_\_\_  
\_\_\_\_\_

Is health and safety training provided in the workplace?  Yes  No  
If yes, specify: \_\_\_\_\_

Is any special safety equipment or protective clothing necessary?  Yes  No  
If yes, is this safety equipment provided by the employer?  Yes  No

Have you ensured that the foreign national knows their rights as a worker in Canada?  Yes  No

Check the resources that you have shared with the foreign national to ensure they know their rights as a worker in Canada:

Working in Yukon

Ready to Work Program

Yukon employment standards

Yukon Occupational Health and Safety Act

Yukon Human Rights Act

Temporary foreign workers: Your rights are protected

Workers' Safety and Compensation Board

Other: \_\_\_\_\_

## Retention

How do you, as an employer, encourage foreign nationals to stay in the Yukon and in their jobs after they have become permanent residents?

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?



YUKON NOMINEE PROGRAM (YNP)  
**PART 3: FOREIGN NATIONAL INFORMATION**

This part to be completed by the foreign national.

Personal information (as it appears on your passport)			
Last name	Middle name	First name	Date of birth YYYY-MM-DD
Gender	Citizenship	Mother tongue	Country of birth
Passport number	Passport country of issue	Passport issue date YYYY-MM-DD	Passport expiry date YYYY-MM-DD
Foreign national's email		Phone	Marital status
Mailing address			
Unit number (optional)	Street address or P.O. box		
City or town	Province or region	Postal code or zip code	Country
Physical address (if different from mailing address)			
Unit number (optional)	Street address		
City or town	Province or region	Postal code or zip code	Country
Immigration status			
Do you have any other applications with other provincial or territorial nominee programs?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you currently in Canada? If yes, what is your status? _____ Other: _____			<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you hold a temporary work permit in Canada? If yes, what type of work permit? Expiry date: YYYY-MM-DD Issue date: YYYY-MM-DD Unique Client Identifier (UCI): _____			<input type="checkbox"/> Yes <input type="checkbox"/> No
Immigration history			
Have you ever been refused admission to Canada as an immigrant? If yes, explain and provide the refusal letter: _____ _____			<input type="checkbox"/> Yes <input type="checkbox"/> No
Previous Yukon Immigration Nomination Certificate number, if applicable			

**Language proficiency test**

Which language do you use fluently at work?	Which language test did you take? (Must be within the last 2 years.)		
Test results for listening	Test results for reading	Test results for writing	Test results for speaking

**Spouse and dependents (add more pages as needed)**

	Dependent 1	Dependent 2	Dependent 3
Last name			
First name			
Gender			
Relationship to you			
Date of birth	YYYY-MM-DD	YYYY-MM-DD	YYYY-MM-DD
Passport number			
Passport expiry	YYYY-MM-DD	YYYY-MM-DD	YYYY-MM-DD
Citizenship			

**Educational history (add more pages as needed)**

Only list the highest level of education completed, plus any Canadian institutions attended.

	Institution 1	Institution 2
Name of institution		
Physical address		
Contact name		
Contact phone number		
Contact email		
Website		
Type		
Field of study		
Certificate obtained		
Start date	YYYY-MM-DD	YYYY-MM-DD
End date	YYYY-MM-DD	YYYY-MM-DD

**Employment history (add more pages as needed)**

List all Yukon-based employment history, and any other employment relevant to the position you are applying for within the last 10 years.

	<b>Position 1 (Starting with the most recent)</b>	<b>Position 2</b>
Name of business		
Physical address		
Contact name		
Contact phone number		
Contact email		
Website		
Start date	YYYY-MM-DD	YYYY-MM-DD
End date <small>Leave blank if you are currently working in Yukon.</small>	YYYY-MM-DD	YYYY-MM-DD
Job title		
Related duties		



**PART 4: DECLARATION AND SUBMISSION CHECKLIST**

**This part to be completed by both the employer and the foreign national. Incomplete applications will not be accepted.**

**Read carefully.** These declarations cover all information provided on these forms, all information submitted with this application, and all accompanying documents.

**Foreign national declaration**

- 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 Yukon Nominee Program (YNP).
- I confirm my agreement to the Guaranteed Employment Offer (Part 2 of this application).
- I agree to sign a tripartite agreement (TPA) that outlines my responsibilities under the YNP. I understand that any breach of the terms of the TPA may result in the revocation of my nomination.
- I authorize the YNP to collect personal information from other sources inside or outside Canada for the purpose of assessing my application for the YNP, verifying information provided by me in my application, and evaluating the YNP. 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 YNP disclosing my personal information to such other sources inside or outside Canada for the purpose of assessing my application for the YNP, verifying information provided by me in my application, and evaluating the YNP.
- 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 YNP.
- I understand that my employer, if exempt from the Labour Market Impact Assessment (LMIA) process, must submit the offer of employment information and pay the compliance fee through Immigration, Refugees and Citizenship Canada (IRCC). This will need to be done before I can apply for an employer-specific work permit, at a mission overseas or an in-Canada office.
- 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.
- I consent to being contacted about foreign credential recognition options in healthcare should I be eligible.

Personal information on this form is being collected under the 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 (ATIPP) Act* section 15(1)(c) for the purpose of carrying out a program.

For more information about the collection, use and disclosure of your personal information, contact Yukon Immigration in writing at Economic Development, Box 2703 (F-1), Whitehorse YT, Y1A 2C6, or by phone at 867-667-5131 or toll free at 1-800-661-0408 ext. 5131.

		YYYY-MM-DD
Full name (print)	Signature	Date signed

## Employer declaration

- I authorize the Immigration Branch, 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 Nominee Program (YNP). I also authorize the Immigration Branch to disclose and collect my personal information to and from the federal and territorial departments, agencies and educational institutions upon which the Department of Economic Development relies for the proper administration of the YNP.
- 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 Board, and the Yukon Workers' Safety and Compensation 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).
- I declare that I have interviewed the foreign national and determined the individual has the required skills as per Employment and Social Development Canada's National Occupational Classification job description, and the experience to perform the duties of the position.
- 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 on a permanent (indeterminate) full-time basis as outlined in the Guaranteed Employment Offer (Part 2 of the application).
- 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 foreign national 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 to be non-compliant with YNP requirements and is banned from the program, the nature of the violation and length of the ban will be made publicly available.
- I agree that a YNP officer may visit the site of employment to ensure compliance with the requirements of the YNP. The timing, number and length of site visits will be at the Department of 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 the YNP in the future, and/or the revocation of a nomination.
- I understand that employers of foreign nationals who are exempt from the Labour Market Impact Assessment (LMIA) process will be required to submit the offer of employment information and pay the compliance fee through 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 authorize the YNP to collect information from other sources inside or outside 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.

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Full name (print)

Signature

YYYY-MM-DD  
Date signed

### Documents checklist for employer

The employer must submit the following documents with this application. You must read the [Handbook](#) for detailed instructions.

- Business license
- Entity profile from corporate registry
- Labour Market Impact Assessment (if applicable) and proof of three active advertisements
- Use of representative form ([IMM5476](#)), if applicable
- All parts of this application package, completed and signed
- All of the foreign national's supporting documents
- Rental agreement (if you are providing accommodation to the foreign national)

### Document checklist for foreign national

Submit these documents to the employer who will submit them to the Government of Yukon on your behalf. You must read the [Handbook](#) for detailed instructions.

- Part 3 and Part 4 of this application
- Work permit
- Passport
- Language test results
- Proof of work experience
- Proof of education
- Proof of industry certification or regulatory licensing
- Express Entry profile, if applicable
- Use of representative form ([IMM5476](#)), if applicable
- Authority to Release Personal Information to a Designated Individual form ([IMM5475](#)), if applicable
- Refusal letter, if entry was denied to Canada
- Express entry candidacy from IRCC, if applicable
- Communications from IRCC about work permit or permanent residency applications, if applicable

If you have a spouse and/or dependents, also include:

- Passports of spouse and dependents
- Birth certificates of dependent children
- Marriage certificate, divorce certificate, or declaration of common-law union
- Custody paper from other parent for international travel
- Spousal letter of employment, if applicable - signed by employer