

INSTRUCTIONS

How to fill out the form

Answer all questions clearly. If you need more space, complete your answer on a separate sheet while making sure to write the section number of this form to which it refers. Do not forget to write your family name and given name on the sheet.

Who must fill out this form?

A foreign national who wants to come to Québec to **work temporarily** as a **skilled worker** or **low-skilled worker** (see definitions on Page 3). This person must be covered by a *Labour Market Opinion* defined by the Canadian government (see instructions on the site: www.hrsdc.gc.ca/eng/workplaceskills/foreign_workers/temp_workers.shtml).

For any information concerning the temporary worker program, consult the page: www.immigration-quebec.gouv.qc.ca/en/immigrate-settle/temporary-workers/index.html. For more information on immigration to Québec, consult the website of the Ministère de l'Immigration et des Communautés culturelles at www.immigration-quebec.gouv.qc.ca/en/index.html

N.B. : Do not fill out this form if:

- Your job category does not require a *Labour Market Opinion*;
- Your job category does not require a work permit (www.cic.gc.ca/english/work/apply-who-nopermit.asp);
- Your period of employment is 30 days or less.

Supporting documents

Attach to your application:

- a photocopy of the pages in your **passport** that show your name, place of birth and signature;
- a paper copy of your up-to-date **curriculum vitae**.

Carefully examine the complete list of documents to enclose with your application for a Québec Certificate of Acceptance (Certificat d'acceptation du Québec – CAQ) at www.immigration-quebec.gouv.qc.ca/en/immigrate-settle/temporary-workers/obtaining-authorizations/index.html.

Where to submit the application

– Live-in caregiver – *Initial application*:

The form, duly completed and signed, must be sent, along with the appendices and required supporting documents, to: Service aux travailleurs temporaires, Ministère de l'Immigration et des Communautés culturelles, 285, rue Notre-Dame Ouest, 4^e étage, Montréal (Québec) H2Y 1T8, Canada.

– Live-in caregiver – *Application to renew with the same employer*:

The form, duly completed and signed, must be sent, along with the appendices and required supporting documents, to the office of the Ministère that covers the territory where the job will be located, depending on whether it will be on the island of Montréal or elsewhere in Québec:

Montréal: www.immigration-quebec.gouv.qc.ca/en/reach/adresses-quebec.html#workers

Elsewhere in Québec: www.immigration-quebec.gouv.qc.ca/en/reach/adresses-quebec.html#outside

– Live-in caregiver – *Application to change employer (after arrival)*:

The form, duly completed and signed, must be sent, along with the appendices and required supporting documents directly to your new employer. Complete and sign the section of the form entitled *Authorization given to employer* allowing your new employer to represent you in your process with the Ministère.

– Other categories of skilled and low-skilled workers:

The form, duly completed and signed, must be sent, along with the appendices and required supporting documents directly to your employer. Complete and sign the section of the form entitled *Authorization given to employer* allowing your new employer to represent you in your process with the Ministère.

Accompanying persons

- **A married or de facto spouse** who accompanies or joins the holder of a work permit must obtain certain authorizations to work or to take courses. For more information, visit the page: www.immigration-quebec.gouv.qc.ca/en/immigrate-settle/temporary-workers/obtaining-authorizations/applications-spouse.html.
- **A dependent child** who accompanies or joins the holder of a work permit must, to be able to study, obtain a CAQ for studies as well as a study permit issued by the government of Canada. For more information, visit the page: www.immigration-quebec.gouv.qc.ca/en/immigrate-settle/temporary-workers/finding-out-quebec/schooling-children.html.

Fees charged

You must pay the required fees when presenting your application or else your application will be returned. The Ministère accepts various payment methods. For information on this subject, consult the page: www.immigration-quebec.gouv.qc.ca/en/immigrate-settle/temporary-workers/obtaining-authorizations/fees.html.

Questions 8: Education related to the job offered in Québec

Give the title of the diploma or, failing that, of the certificate for the last school year successfully completed.

Question 9: Work experience related to the job offered in Québec

- Indicate work experience acquired on a full-time or part-time basis in paid employment over the past five years, including military service and youth exchange programs (e.g.: vacation-work program). The experiences that you describe must be related to the field of employment that you wish to hold in Québec.
- Indicate work internships taken on a full-time or part-time basis during an apprenticeship, training course or specialization recognized by a diploma, whether paid or not, over the last five years.
- Enclose an updated copy of your curriculum vitae.

Question 10: Use of the services of a paid individual

This form was designed to enable you to complete it without help. It is therefore not necessary to use the services of a paid individual to handle the process.

The Ministère does not give priority or special treatment to applications from individuals who retain the services of a paid individual. All applications receive the same treatment.

If you decide to retain the services of a paid individual, be advised that the Ministère, to better protect applicants against dubious or illegal practices, deals only with:

- members in good standing of the Barreau du Québec or the Chambre des notaires du Québec;
- persons holding a special authorization issued by the above organizations;
- immigration consultants recognized by the Ministère de l'Immigration et des Communautés culturelles and registered in the **Registre québécois des consultants en immigration**.

To find out if an immigration consultant is recognized by the Ministère, consult the register at the following address: www.immigration-quebec.gouv.qc.ca/registreconsultants

If you use the services of an immigration consultant to advise, assist or represent you in the framework of this application, you must notify the Ministère of this and identify the individual. **Do not forget to give your personal residential address along with that of the person who is advising, assisting or representing you.**

Power of attorney: If you wish to be represented before the Ministère, you must send an original power of attorney signed by you and the person representing you to the office responsible for handling your application. (See the form *Power of Attorney – Mandate* at www.immigration-quebec.gouv.qc.ca/en/forms/search-title/power-attorney-represent.html)

ATTENTION

- The documents you provide must be in French or English or be accompanied by a translation into French or English, signed and authenticated by an authorized translator.
- It is very important to sign the form at the indicated places (**original signature of the worker**) or else the file will be returned to you: the *Declaration* section on Page 4 and, if applicable, the *Authorization given to employer* section on Page 3.
- Take note that the documents enclosed with your application will not be returned to you. Make sure that you have other copies for your work permit application.

DEFINITIONS

Skilled worker

Foreign national who comes temporarily to Québec to occupy a professional, technical or management job (skill level 0, A or B under the National Occupational Classification).

- Skilled worker: www.immigration-quebec.gouv.qc.ca/en/immigrate-settle/temporary-workers/obtaining-authorizations/skilled-worker/index.html
- *National Occupational Classification*: www5.hrsdc.gc.ca/NOC/English/NOC/2006/AboutNOC.aspx

Low-skilled worker

Foreign national who comes temporarily to Québec to occupy a semi- or low-skilled job (skill level C or D under the National Occupational Classification).

- Low-skilled worker: www.immigration-quebec.gouv.qc.ca/en/immigrate-settle/temporary-workers/obtaining-authorizations/low-skilled-worker.html
- Low-skilled farm worker: www.immigration-quebec.gouv.qc.ca/en/immigrate-settle/temporary-workers/obtaining-authorizations/agricultural-worker.html
- Low-skilled live-in caregiver (LC): www.immigration-quebec.gouv.qc.ca/en/immigrate-settle/temporary-workers/obtaining-authorizations/live-in-caregiver/index.html
- *National Occupational Classification*: www5.hrsdc.gc.ca/NOC/English/NOC/2006/AboutNOC.aspx

I am filling out this application as a:

- Skilled worker
- Low-skilled worker
- Farm worker
- Live-in caregiver
- Other

Date of receipt of the application

Reserved for Administration

Individual Reference No: _____

File No: _____

GENERAL INFORMATION

1. Identification

Family name at birth _____ First name _____

Family name after marriage (where applicable) _____ Sex F M

Other name that you use or by which you are known _____ Date of birth _____

Place of birth _____ Year _____ Month _____ Day _____

City _____ Province / Region _____ Country _____ Citizenship / nationality _____

2. Current civil status (notify us immediately if your situation changes; for the definition of de facto spouse, see definitions on the detachable pages)

- Single Married De facto spouse Separated Divorced Marriage annulled Widowed

3. Languages

- Language(s) spoken: French English Other(s) (specify): _____
- Language of correspondence: French English

4. Residential address

No. _____ Street _____ Apt. _____ City _____ Province / Region _____ Postal code _____ Country _____

Telephone No. (home) _____ Fax No. (home) _____ E-mail _____ Other (specify) _____

Telephone No. (work) _____ Fax No. (work) _____ Other (specify) _____

5. Mailing address, if different (Give the name of the person who lives here if this address does not relate directly to you)

Family name _____ First name _____

No. _____ Street _____ Apt. _____ City _____ Province / Region _____ Postal code _____ Country _____

Telephone No. _____ Fax No. _____ E-mail _____ Other (specify) _____

INFORMATION ON EMPLOYMENT OFFERED IN QUÉBEC

6. Employer

Name of employer (legal name of the company):

Contact person:

Family name

First name

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Address of the employer:

No.	Street	City	Province / Region	Postal code	Country

Telephone No.	Fax No.	E-mail	Other (Web page)

7. Employment offered

Job title:

Principal duties (tasks or responsibilities):

Address of place of employment in Québec (if different from Point 6):

No.	Street	City	Province	Postal code

Telephone No.	Fax No.	E-mail	Other (Web page)

Salary offered: weekly CAN \$ or annual CAN \$

8. Anticipated start and end date for the employment offered

From

Year	Month	Day			

 to

Year	Month	Day			

INFORMATION ON THE TEMPORARY WORKER'S EDUCATION

9. Education related to the job offered in Québec

Number of years of primary and secondary education successfully completed: 10 years or less 11 years or more

Studies completed (starting with the most recent diploma):

	From		To		Name of institution (country)	Title of diploma obtained
	Year	Month	Year	Month		
1	_ _	_	_ _	_		
2	_ _	_	_ _	_		
3	_ _	_	_ _	_		
4	_ _	_	_ _	_		

	Year diploma was granted	Specialty (if any)
1		
2		
3		
4		

INFORMATION ON TEMPORARY WORKER'S EXPERIENCE

10. Work experience related to the job offered in Québec (attach copy of curriculum vitae)

	From		À		Name and address of the employer
	Year	Month	Year	Month	
1	_	_	_	_	
2	_	_	_	_	
3	_	_	_	_	
4	_	_	_	_	

	Position held	Hours per week
1		
2		
3		
4		

USE OF THE SERVICES OF A PAID INDIVIDUAL

11. Have you, in the framework of this application, retained a paid individual to advise, assist or represent you?

Yes No

If **Yes**, is this person:

- a lawyer who is a member of the Barreau du Québec? Yes No
- a notary who is a member of the Chambre des notaires du Québec? Yes No
- a person holding a special authorization issued by the Barreau du Québec or the Chambre des notaires du Québec? Yes No
- an immigration consultant? Yes No
- another paid individual? Yes No

If the person is an **immigration consultant or another paid individual**, give:

Family name

First name

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Registration number (as it appears in the Registre québécois des consultants en immigration)

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To find the consultant's registration number, consult the register at the following address: www.immigration-quebec.gouv.qc.ca/registreconsultants

AUTHORIZATION GIVEN TO EMPLOYER (OPTIONAL)

Important notice to temporary worker: You can choose whether or not to sign the authorization given to the employer. It is an optional consent and refusing to sign it will have no impact on the processing of your application.

12. I grant my future employer, Mr. or Ms. _____, the power to represent me before
(family name and first name of the person)
 the Ministère de l'Immigration et des Communautés culturelles in all actions necessary for the issuance of my Certificate of acceptance (CAQ). Unless revoked in writing, this authorization shall remain in effect as long as this CAQ application is being processed.

In witness whereof, I have signed at _____
City / Country

Year	Month	Day

Signature of the worker _____

Protection of Personal Information

The personal information appearing on this form, and in any documents that must be appended to it, is required for processing your application for a certificate of acceptance and for the administration of the Act respecting Immigration to Québec, the Regulation respecting the selection of foreign nationals, the Regulation respecting immigration consultants, and their administrative regulations.

This information may also be used by the Minister for purposes of studies, statistics, program evaluation or to convey to you any information that might affect the conditions of your temporary stay in Québec or to inform you about opportunities to apply for permanent immigration.

Your personal information is confidential and may not be disclosed without your consent unless authorized by law. Under certain conditions, however, the law allows personal information to be communicated **without consent** if such communication is necessary to:

- the administration of an Act in Québec;
- the exercise of the rights and powers of an agency of the government of Québec or Canada, including Canadian immigration authorities;
- the provision of a service by the Ministère or the performance of a service contract granted by the Ministère;
- to prosecute a violation of an Act applicable in Québec or because of an emergency situation.

Within the Ministère, access to this information is restricted to personnel who are qualified to receive it when such information is necessary for the performance of their duties.

With the exception of optional sections, any refusal to answer a question or any omission may result in the rejection of your application or may delay the processing of your file.

You may be informed about the information concerning you in the Ministère's possession and, if applicable, request in writing that this information be corrected. For more information, contact the office that is processing your application. If this office is not able to give you the requested information, you must contact the departmental officer responsible for the protection of personal information at the Secrétariat général of the Ministère de l'Immigration et des Communautés culturelles at the following address: Édifice Gérald-Godin, 360, rue McGill, 4^e étage, Montréal (Québec) H2Y 2E9.

Declaration

I declare that the information contained in this application and any appended documents is complete and accurate and I will notify the Ministère de l'Immigration et des Communautés culturelles of any change in the answers given in this form within thirty (30) days following the change.

I make a commitment to occupy this job and to work for the employer named in my application or, if I am a farm worker, for the employers named in my application, where applicable.

I acknowledge that I have read the notice on the protection of personal information in the section above.

I understand that the Minister of Immigration and Cultural Communities may:

- confirm or have a third party confirm the accuracy of information provided and that if I give the Ministère, inquiry officer or reviewer any information that I know or should have known to be false or misleading with respect to an application for a certificate of acceptance, I am breaking the law and am liable to a penalty;
- reject any application that contains false or misleading information or documentation;
- refuse to examine an application for a certificate of acceptance from a person who, within the past five years, has provided false or misleading information or documentation relative to an application under the Act respecting Immigration to Québec.
- cancel a certificate of acceptance when the application contains false or misleading information or documentation, when the certificate was issued by mistake, or when the conditions required for its issuance cease to exist.

In witness whereof, I have signed at _____
City / Country

Year	Month	Day

Signature _____