



**APPLICATION FOR A WORK PERMIT IN THE
LIVE-IN CAREGIVER PROGRAM
– CHECKLIST**

- Please complete and place this checklist on top of your application.
- Consult our website for details on any of the items listed below www.kenya.gc.ca.
- Any document not in English or French must be accompanied by a certified translation
- Failure to submit all the required documentation may result in refusal of your application and/or processing delays.
- Do not finalise travel plans unless you have received your Letter of Authorisation from the High Commission.
- Any preparations you make are done entirely at your own risk.
- All documents submitted in support of your application must be **original**.
- After submission of all required documents you may be required to attend an interview.
- Do not undergo a medical exam until advised by the Visa Section.

You must submit the following items:

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Application form IMM1295, Family Information IMM5645 and Additional Information Form, fully completed, dated and signed.

- **You must answer every question. If not applicable, write N/A.**
- Make sure you include your mailing address, reliable phone contact, and email address (if you agree to e-mail communications).

Two passport photographs for each applicant (scanned photos are not acceptable). Signed, dated and taken in the past 6 months.

Processing fee – ensure that you have paid the correct fee.

Valid passport for at least 1 year for each person requiring a temporary resident visa. The validity of a work permit or visa cannot go beyond the validity of the passport.

Include **all cancelled or expired passports**, if applicable.

- If you do not reside in your country of citizenship, please provide your work permit/temporary stay permit.

Reference letter from present or past employers which detail your duties, schedule of work, and salaries.

Employer–employee contract that meets the labour standards and working conditions in the province where you will be working.

Canadian Employer Income – you may include a copy of your potential employers Income Tax Notice of Assessment (NOA) for the past 2 years.

Proof of successful completion of:

- a minimum of six months of full-time training in a classroom setting in a field or occupation related to the job offered in Canada, OR
- One year of full-time paid employment within the last three years, including at least six months of continuous employment with one employer in a job related to the prospective employment in Canada.

The Labour Market Opinion (LMO) issued by Service Canada/Human Resources and Skills Development Canada. Your employer should be able to provide you with this document.

Academic Documents –Originals and photocopies of school transcripts (beginning in secondary school), certificates and/or diplomas.

Original Police clearance certificates for the applicant above 18 years of age. Certificates are also required for each of the countries in which you stayed more than 6 months since you turned 18. For more information, visit the Citizenship and Immigration Canada web site.

Self-addressed pre-paid return courier envelope to return your passports and documents.

If applicable, please also submit:

Certificat d'Acceptation du Québec (CAQ) if you will be working in Quebec, you will require a CAQ.

Note: Labour Market Opinion for caregiver destined to the province of Quebec is valid for 3 months after the *Certificat d'acceptation du Québec* is issued.

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Marriage Certificate or Statutory Declaration of Common-law Union (IMM 5409), as applicable **and Birth Certificate(s) of all your children/ step-children.**

If someone is assisting you in completing your application or you would like someone to do business with our office on your behalf, completed **Use of a Representative form (IMM 5476)**