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Czech Republic  
[www.canada.cz](http://www.canada.cz)

## **INFORMATION CONCERNING WORKING TEMPORARILY IN CANADA**

Foreign Nationals who wish to work temporarily in Canada normally require a Work Permit. In most cases the application for a Work Permit must be made to a Canadian Embassy or Consulate before arrival in Canada, rather than at the port of entry or from within Canada.

### **HRSDC CONFIRMATION**

Most Foreign Nationals require a job offer from a Canadian employer in order to apply for a Work Permit. With some exemptions, the job offer must be confirmed, and a positive labour market opinion (LMO) issued by an office of **Services Canada or Human Resources and Skills Development Canada (HRSDC)** as being available to a Foreign National. It is the responsibility of your employer in Canada to obtain the LMO. HRSDC will only confirm the offer if they are satisfied that the job meets Canadian labour standards and that citizens and permanent residents of Canada are not available to fill the position concerned. They will also specify the educational and experience requirements for the foreign worker. When HRSDC approves the employer's application, they will send a copy of the positive labour market opinion (LMO) to the employer who must tell the employee to contact the Canadian Visa Office responsible for the country in which the worker resides. Neither the Embassy nor the employment authorities in Canada (HRSDC) can assist you in locating employment.

### **APPLYING FOR A WORK PERMIT**

An application for a Work Permit may be made after the positive labour market opinion is received. In assessing an application, the visa officer must be satisfied that:

- (i) the applicant has the education, training, skills and experience to perform the job concerned, including the requirements specified by HRSDC and,
- (ii) the foreign national is not inadmissible and meets the requirements of the Immigration and Refugee Protection Act and will leave Canada by the end of the period authorized for their stay. **The burden of proving that his or her admission would not be contrary to the Act or the regulations rests with the visa applicant.** Applicants must provide all documentation requested by the visa officer and attend an interview if required.

### **MEDICAL EXAMINATION**

Under certain circumstances and in the case of certain occupations, a medical examination by a doctor on **our** list of Designated Medical Practitioners may be required before a Work Permit can be issued. Normally, medical examination instructions are not issued until the applicant has satisfied the visa officer that they meet the other requirements.

## **EXEMPTIONS FROM THE WORK PERMIT REQUIREMENT**

There are various kinds of work that can be performed in Canada without a Work Permit, for example to work as: a properly accredited diplomat or consular officer; a clergyman going mainly to preach or preside at liturgical functions; a journalist going to report on Canadian events; a professional athlete or member of a non-Canadian based team participating at a sports event; a business visitor (such as installation supervision and after-sales service); a foreign-based musical or theatrical individual or group; and, a guest speaker. Medical students going to Canada to take part in an elective program at a Canadian institution (hospital or university), to observe medical or clinical procedures as part of their medical training, do not require a Work Permit. Full time foreign students registered at a degree-granting institution may work on the campus of the institution at which they are registered without a Work Permit. However, in all cases, if you are from a country whose citizens require a temporary entrant visa in order to visit Canada, you must still apply for the visa. Depending upon the circumstances a medical examination may still be required.

## **EXEMPTIONS FROM HRSDC CERTIFICATION**

Some employment may not require a labour market opinion (LMO) from HRSDC, but a Work Permit is still required, for example to work as: a senior manager or executive seeking to enter Canada as an intra-company transferee; a volunteer offered a position with a registered Canadian religious or charitable organization; an exchange professor or a post-doctoral fellow; part of a film crew filming a documentary or travelogue in Canada or temporary work under a Student or Young Worker Employment Program. In most cases you must still apply to a Visa Office for a Work Permit and be prepared to document fully that you are exempt from HRSDC certification.

## **OBTAINING PERMISSION TO WORK AFTER OR UPON ARRIVAL IN CANADA**

Some foreign nationals are allowed to apply for a Work Permit at the port of entry in Canada or after admission. For example, spouses and partners of foreign students and skilled people coming to Canada as temporary foreign workers require a Work Permit but may apply after arrival and do not require a labour market opinion from HRSDC. Students may apply for a Work Permit from within Canada without LMO from HRSDC. Persons who are exempt from the temporary resident visa (TRV) requirement may apply at the port of entry for an employment authorization. However, they must be prepared to document in full that they have a job offer and that they have the qualifications to perform the job.

## **IMPORTANT: PLEASE READ**

*This information in this notice is only a summary. For complete information and application forms please consult the Department of Citizenship and Immigration website at <http://www.cic.gc.ca/english/work/index.asp>*



If you wish to apply for a work permit at our Prague office, you have to provide the following documents:

1. Completed “Application for a Work Permit” (IMM 1295)
2. Completed “Supplementary Information Form”
3. Two recent passport-sized photos (of both applicant and accompanying spouse/ partner/ children, if applicable). Please write the name and the date of birth on the back of all photos. [Photograph specifications are available on our website](#)
4. Proof of payment of the processing fee (see fee schedule)
5. Job offer from your employer in Canada on letter headed paper which indicates your job title, duties, salary and dates of employment.
6. In cases of an approved labour market opinion (LMO) from HRSDC,
  - copy of the LMO,
  - proof of meeting the LMO requirements (e.g. employment references outlining previous jobs and job duties, copies of relevant education certificates, proof of professional qualifications).
7. If you are staying in Canada for longer than 6 months, original police certificate/ certificate of good conduct for each country in which you have lived for more than six months since reaching 18 years of age. It must be obtained for yourself and for your spouse/partner accompanying you to you Canada. Please note that your police certificate may not be older than 12 months when submitting it to the Canadian Embassy. Please do not submit a Canadian police certificate with your initial application. The Canadian visa office will notify applicants if RCMP fingerprint checks are required
8. a copy of the Certificat d’acceptation du Québec (CAQ) issued by the [Ministère de l’Immigration et des communautés culturelles \(MICC\)](#) if you work in Québec or will be working in Québec. If you do not need an HRSDC confirmation you will usually not need a CAQ
9. Photocopy of passport ID page for you and all accompanying family members

Please note: Applicants and/or accompanying family members who require a temporary resident visa to enter Canada must also submit original passport(s). See website for a list of [countries whose citizens require temporary resident visas](#).

\*\*\* Ensure that all passports are valid at least 12 months if you are applying for a work permit of one or two years.





**APPLICATION FOR A WORK PERMIT MADE OUTSIDE OF CANADA  
DEMANDE D'UN PERMIS DE TRAVAIL PRÉSENTÉE À L'EXTERIEUR DU CANADA**

I want service in:  English / Je veux être servi(e) en :  Anglais  French / Français

File - Référence

|   |                     |                                  |
|---|---------------------|----------------------------------|
| <b>1</b> Surname (Family name) - Nom de famille | First name - Prénom | Middle name - Autre(s) prénom(s) |
|---|---------------------|----------------------------------|

|  |   |
|--|---|
| <b>2</b> My current mailing address. All correspondence will go to this address unless you indicate your e-mail address below, thereby authorizing correspondence, including file and personal information, be provided to the specified e-mail address. If you wish to authorize the release of information from your case file to a representative, indicate their address below and on the form IMM 5476.<br>Mon adresse postale actuelle. Toute la correspondance sera envoyée à cette adresse, sauf si vous fournissez une adresse de courriel, auquel cas la correspondance autorisée, y compris vos renseignements personnels, sera envoyée à cette adresse de courriel. Si vous désirez autoriser la transmission de renseignements concernant votre dossier à un représentant, indiquez son adresse ci-dessous et sur le formulaire IMM 5476. | <b>3</b> My residential address (if different from your mailing address)<br>Mon adresse personnelle (si elle est différente de votre adresse postale) |
|--|---|

E-mail / Courriel  Telephone number / Numéro de téléphone  Fax number / Numéro de télécopieur

|   |  |                                   |
|---|--|-----------------------------------|
| <b>4</b> Date of birth - Date de naissance<br>D - J M Y - A | <b>5</b> Place of birth - Lieu de naissance<br>City/Town - Ville/Village Prov./State - Prov./État Country - Pays | <b>6</b> Citizen of - Citoyenneté |
|---|--|-----------------------------------|

|  |  |
|--|--|
| <b>7</b> Sex - Sexe<br><input type="checkbox"/> Male / Homme <input type="checkbox"/> Female / Femme | <b>8</b> Present marital status - État civil<br><input type="checkbox"/> Unmarried (never married) / Célibataire <input type="checkbox"/> Engaged / Fiancé(e) <input type="checkbox"/> Married / Marié(e) <input type="checkbox"/> Widowed / Veuf (Veuve) <input type="checkbox"/> Separated / Séparé(e) <input type="checkbox"/> Divorced / Divorcé(e) <input type="checkbox"/> Common law / Conjoint de fait |
|--|--|

**9** Personal details of family members (spouse or common-law partner and dependent children)  
 Renseignements sur les membres de ma famille (conjoint(e) ou conjoint(e) de fait et enfants dépendants)

|  | APPLICANT<br>REQUÉRANT | SPOUSE OR COMMON-LAW PARTNER AND CHILDREN<br>ÉPOUX OU CONJOINT DE FAIT ET ENFANTS |  |  |  |
|--|------------------------|---|--|--|--|
| Family name / Nom de famille                                 |                        |   |  |  |  |
| First and second names / Prénom(s)                           |                        |   |  |  |  |
| Relationship / Lien de parenté                               | SELF<br>LUI-MÊME       |   |  |  |  |
| Date of birth / Date de naissance                            | D - J M Y - A          | D - J M Y - A   | D - J M Y - A  | D - J M Y - A  | D - J M Y - A  |
| Place of birth / Lieu de naissance                           |                        |   |  |  |  |
| Citizenship / Citoyenneté                                    |                        |   |  |  |  |
| Passport no. / N° de passeport                               |                        |   |  |  |  |
| Passport expiry date / Date d'expiration du passeport        | D - J M Y - A          | D - J M Y - A   | D - J M Y - A  | D - J M Y - A  | D - J M Y - A  |
| Marital status / État matrimonial                            |                        |   |  |  |  |
| Will accompany you to Canada? / Vous accompagnera au Canada? |                        | <input type="checkbox"/> Yes / Oui <input type="checkbox"/> No / Non              | <input type="checkbox"/> Yes / Oui <input type="checkbox"/> No / Non | <input type="checkbox"/> Yes / Oui <input type="checkbox"/> No / Non | <input type="checkbox"/> Yes / Oui <input type="checkbox"/> No / Non |

**10** DO NOT WRITE IN THIS SPACE / ESPACE RÉSERVÉ

\_\_\_\_\_  
Officer - Agent

|   |   |                  |                  |
|---|---|------------------|------------------|
| <b>11</b> My present job is (Give your job title and a brief description of your position)<br>Profession actuelle (Indiquer le titre de votre emploi et une brève description du poste) | <b>12</b> I have held my present job for<br>J'occupe mon emploi actuel depuis | Month(s)<br>Mois | Year(s)<br>An(s) |
|---|---|------------------|------------------|

**13** The name and address of my employer and the type of business are - Nom et adresse de mon employeur (préciser également le genre d'entreprise)

**14** The name and address of my prospective employer in Canada are (Attach original offer of employment)  
 Nom et adresse de mon employeur éventuel au Canada (Joindre l'original de l'offre d'emploi)

|  |   |
|--|---|
| <b>15</b> My occupation in Canada will be (Give your job title and a brief description of your position)<br>Ma profession au Canada sera (Indiquer le titre de votre emploi et une brève description du poste) | <b>16</b> My salary will be - Mon salaire sera de<br>\$ Cdn. \$ (Canadiens) |
|--|---|

|  |  |
|--|--|
| <b>17</b> I am expected to start my employment on<br>Je suis censé commencer à travailler le | <b>18</b> My employment is expected to finish on<br>Il est prévu que mon emploi prendra fin le |
|--|--|

**19**

"X" THE APPROPRIATE BOX  
INSCRIRE « X » DANS LA CASE APPROPRIÉE

a) Within the past two years, have you or a family member had tuberculosis of the lung or been in close contact with a person with tuberculosis of the lung?  
 Au cours des deux dernières années, avez-vous eu, vous ou un des membres de votre famille, la tuberculose pulmonaire ou été en contact avec une personne qui a la tuberculose pulmonaire?  Yes  No  
 Oui Non

b) Do you or an accompanying family member have any physical or mental disorder for which that person will require social and/or health services, other than medication, during the stay?  
 Avez-vous, vous ou un des membres de votre famille qui vous accompagne, un trouble physique ou mental qui nécessiterait des services sociaux et/ou des soins de santé autres que des médicaments durant le séjour?  Yes  No  
 Oui Non

**Have you or any member of your family ever:  
 Est-ce que vous-même ou tout membre de votre famille :**

c) Committed, been arrested or charged with any criminal offence in any country?  
 Avez-vous commis, ou avez-vous été arrêté pour avoir commis ou accusé d'avoir commis une infraction pénale quelconque dans n'importe quel pays?  Yes  No  
 Oui Non

d) Been refused admission to, or ordered to leave Canada?  
 Vous a-t-on jamais refusé l'admission au Canada, ou enjoint de quitter le Canada?  Yes  No  
 Oui Non

e) Applied for any Canadian Immigration visas (e.g. Permanent Resident, Student, Worker, Temporary Resident (visitor), Temporary Resident Permit)?  
 Avez-vous demandé un visa canadien auparavant? (par exemple, un visa de résident permanent, d'étudiant, de travailleur, de résident temporaire [visiteur] ou un permis de séjour temporaire)?  Yes  No  
 Oui Non

f) Been refused a visa to travel to Canada?  
 Vous a-t-on jamais refusé un visa pour le Canada?  Yes  No  
 Oui Non

g) In periods of either peace or war, have you ever been involved in the commission of a war crime or crime against humanity, such as: willful killing, torture, attacks upon, enslavement, starvation or other inhumane acts committed against civilians or prisoners of war; or deportation of civilians?  
 En période de paix ou de guerre, avez-vous déjà participé à la commission d'un crime de guerre ou d'un crime contre l'humanité, c'est-à-dire de tout acte inhumain commis contre des populations civiles ou des prisonniers de guerre, par exemple, l'assassinat, la torture, l'agression, la réduction en esclavage ou la privation de nourriture, etc., ou encore participé à la déportation de civils?  Yes  No  
 Oui Non

**If you answer "yes" to any of the questions c) to g) above, you must provide details in the box below marked "Related information".  
 Si vous répondez « oui » à l'une ou plusieurs des questions c) à g) ci-dessus, vous devez fournir des détails dans cette case « Détails ».**

Related information - Détails

**20** During the past five years have you or any family member accompanying you lived in any other country than your country of citizenship or permanent residence for more than six months?  
 Au cours des cinq dernières années, avez-vous ou n'importe quel membre de votre famille vous accompagnant a-t-il vécu dans un autre pays que votre pays de citoyenneté ou de résidence permanente pendant plus de six mois?  Yes  No  
 Oui Non

**21** If answer to question 20 is "yes" list countries and length of stay  
 Si la réponse à la question 20 est affirmative, indiquer le nom de ces pays et la durée du séjour

| Name<br>Nom | Country<br>Pays | Length of stay - Durée du séjour |   |       |        |   |       |
|-------------|-----------------|----------------------------------|---|-------|--------|---|-------|
|             |                 | From - De                        |   |       | To - À |   |       |
|             |                 | D - J                            | M | Y - A | D - J  | M | Y - A |
|             |                 |                                  |   |       |        |   |       |
|             |                 |                                  |   |       |        |   |       |

**22** I declare that I have answered all required questions in this application fully and truthfully  
 Je déclare avoir donné des réponses exactes et complètes à toutes les questions de la présente demande

Signature of applicant - Signature du requérant \_\_\_\_\_ Date 

|   |   |   |   |   |
|---|---|---|---|---|
| D | J | M | Y | A |
|---|---|---|---|---|

The information you provide on this form is collected under the authority of the Immigration and Refugee Protection Act to determine if you may be admitted to Canada as a worker. It will be stored in Personal Information Bank CIC PPU 051, Foreign Student Records and Case File. It is protected and accessible under the Privacy Act and the Access to Information Act.

Les renseignements fournis sur ce formulaire sont recueillis en vertu de la Loi sur l'immigration et la protection des réfugiés pour établir si vous êtes admissible au Canada à titre de travailleur. Ils seront versés au fichier de renseignements personnels CIC PPU 051, Dossier et fichier des étudiants étrangers. Ils sont protégés et accessibles en vertu de la Loi sur la protection des renseignements personnels et de la Loi sur l'accès à l'information.

