

RECOMMENDATION APPLICATION QUESTION-BY QUESTION GUIDE & WORKSHEET

WEST KOOTENAY RURAL COMMUNITY IMMIGRATION PILOT

ABOUT THIS WORKSHEET: This is a **preparation worksheet**, not the official West Kootenay RCIP Recommendation Application form. It's designed to help employers and candidates understand each question and gather the right information *before* submitting online via the application webform. If you prefer, you can work within the webform and save your progress as you go. This worksheet simply provides extra question-by-question support to make the process easier and more accurate.

SECTION A - EMPLOYER INFORMATION

| Question | Explanation | Your Answer |
|---|--|-------------|
| 1. EMPLOYER INFORMATION | | |
| 1.1. Legal Business Name | <i>Enter the full legal name of the employer's business/ organization as registered.</i> | |
| 1.2. Operating as | <i>If your business/organization uses a different operating name, include it here.</i> | |
| 1.3. Primary Business Contact | <i>This is the person who will serve as the main point of contact regarding the applicant.</i> | |
| 1.4. Email (primary) | <i>Business email for the best person to contact regarding the applicant.</i> | |
| 1.5. Phone number | <i>Business phone number for the best person to contact regarding the applicant.</i> | |
| 1.6. Secondary Business Contact | <i>Optional: a backup contact person for communication regarding the recommendation application and applicant.</i> | |
| 1.7. Email (Secondary, if applicable) | <i>Email address of the secondary contact person, if one is listed.</i> | |
| 1.8. Website | <i>Link to your company's website.</i> | |
| 1.9. Address where the employee will work | <i>Enter the full worksite address, including postal code. Do not just put your company's head office if it is not where the employee will work, especially if your head office is not within the West Kootenay.</i> | |
| 1.10. Corporate Registry | <i>Your company's provincial or federal corporate registration number.</i> | |
| 1.11. CRA Business Number | <i>Enter the 9-digit CRA business number for the employer</i> | |
| 1.12. Describe the primary business activities of the company | <i>Describe your core business operations and what you sell and/or produce.</i> | |
| 1.13. Current Number of Full-time Employees | <i>List the number of people employed full-time by your business/organization.</i> | |
| 1.14. Current Number of Part-time Employees | <i>List the number of part-time staff currently employed.</i> | |
| 1.15. Current Number of Employees on Work Permits | <i>Indicate how many of your employees are currently on a work permit.</i> | |

SECTION B - PRINCIPAL APPLICANT INFORMATION

| Question | Explanation | Your Answer |
|---|---|--|
| 2. PRINCIPAL APPLICANT INFORMATION | | |
| 2.1. First name of candidate | <i>“Enter the candidate’s first name as it appears on their passport. On some passports, this may be labeled as ‘first name’ or ‘given name(s)’—they mean the same thing. Given name(s) include the person’s first and any middle names (e.g., for Mark Paul Jenkins, the given names are ‘Mark Paul’).”</i> | |
| 2.2. Surname of candidate | <i><u>Surname</u> is the family name. It’s also called the “last name” as it appears on the passport. If the candidates does not have a family name on their passport/ travel document, enter all first/ given name(s) in the surname field and leave the first/ given name field blank. Do not enter “not applicable” or “NA”.</i> | |
| 2.3. Date of birth | <i>Provide date of birth in DD/MM/YYYY format.</i> | |
| 2.4. Preferred official language | <i>Select English or French. Note: The language you select must match the language used in the submitted test results.</i> | |
| 2.5. Marital Status | <i>Select the appropriate status: married, single, common-law, divorced, or separated etc.</i> | |
| 2.6. Country of citizenship | <i>List the country of citizenship as shown on the candidate’s passport.</i> | |
| 2.7. Country of birth | <i>Enter the country where the candidate was born as shown on the candidate’s passport.</i> | |
| 2.8. Current address | <i>Candidate’s full current mailing or residential address.</i> | |
| 2.9. Phone number | <i>Candidate’s best contact phone number.</i> | |
| 2.10. Email | <i>Candidate’s email address.</i> | |
| 2.11. Passport number | <i>Number on the candidate’s passport ID page</i> | |
| 2.12. Passport Expiry Date | <i>Note: the passport will need to be valid if/when the applicant applies to Immigration, Refugees and Citizenship Canada (IRCC) for permanent residence.</i> | |
| 2.13. Upload the biographical data page of the Candidate's passport or travel document. | <i>The biographical data page of a passport is the page near the front that shows the candidate's personal details, including their name, date of birth, passport number, nationality, photograph, and passport expiry and issue dates. It is used to verify identity and ensure the passport matches the information in the application.</i> | <input type="checkbox"/> Document ready to upload |
| 2.14. Is the candidate your relative or a relative of anyone in your company’s management or ownership? | Yes | <i>If yes, you must provide a full explanation in question 2.16.</i> |
| | No | <i>Go to question 2.15.</i> |
| 2.15. Is the candidate a director, shareholder, or | Yes | <i>Select 'Yes' if the candidate holds any stake or ownership. Answer question 2.17</i> |
| | No | <i>Go to question 2.18</i> |

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| investor in your business/ organization? | | |
| 2.16. If yes to either of the above, explain the relationship and indicate the reason this person was hired for the job over other candidates | <i>Clearly justify why the candidate was selected for this job.</i> | |
| 2.17. If the candidate is a director, shareholder or investor, what percentage share do they hold in your business/ organization? | <i>State percentage of ownership.</i> | |
| Principal Applicant's (aka Candidate's) Dependent Information | | |
| 2.18. List the candidate's dependents | <i>A dependent can be a spouse, common-law partner, or child. A dependent child can be included in an RCIP application if they are under 22 years old and not married or in a common-law relationship, or if they are 22 or older and have been financially dependent on a parent due to a physical or mental condition. The child's age is "locked in" on the date a complete community recommendation application is received by the EDO. This means that even if the child turns 22 later, they can still be included as a dependent if they met the age criteria on the lock-in date.</i> | |

SECTION C - ELIGIBILITY REQUIREMENTS

Complete this section based on the candidate's qualifications and supporting documentation.

| Question | Explanation | Your Answer |
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| 3. ELIGIBILITY REQUIREMENTS | | |
| 3.1. Language Requirements | | |
| 3.1.1. Completed a language exam (IELTS General, CELPIP General, or PTE Core for English, TEF Canada or TCF Canada for French) | <p>Yes</p> <p>No</p> | <p><i>Candidate must have completed an IRCC-approved language exam in the past 2 years.</i></p> <p>If they do not have a valid language test, then they are not eligible for RCIP.</p> <p><i>Note: the language test must be less than 2 years old and the results must still be valid on the date IRCC receives the complete permanent residence application.</i></p> |
| 3.1.2. Select which language exam was taken by the candidate | <i>Select the appropriate test name matching the official results.</i> | <input type="checkbox"/> IELTS General <input type="checkbox"/> CELPIP General <input type="checkbox"/> PTE Core for English <input type="checkbox"/> TEF Canada <input type="checkbox"/> TCF Canada for French |
| 3.1.3. Language Results (please refer the Canadian Language Benchmark (CLB) equivalency chart) | <i>Convert the results from the language test using the CLB Equivalency Chart to determine their scores in the four categories and enter them here.</i> | Reading: _____ Writing: _____ Listening: _____ Speaking: _____ |
| 3.1.4. Attach Candidate Language Test Result | <i>Upload a copy of the official language test results showing the test name, scores, and date.</i> | <input type="checkbox"/> Document ready to upload |
| 3.2. Offer of Employment | | |
| 3.2.1. Job Title | <i>Enter the title of the job being offered.</i> | |
| 3.2.2. NOC Code | <i>Include the 5-digit NOC code that matches the job duties.</i> | |
| 3.2.3. TEER category | <i>Identify the TEER level associated with the NOC code (2nd number in NOC)</i> | |
| 3.2.4. Upload IMM 0247 (Offer of Employment to a Foreign National - RCIP) | <i>Have the signed IMM0247 form confirming the job offer ready to upload</i> | <input type="checkbox"/> Document ready to upload |
| 3.2.5. Upload job offer letter | <i>Attach a signed job offer letter that is: written on official company letterhead; includes the candidate's name, job title, and start date; specifies wage, hours per week, work location, and term of employment; include a brief description of job duties; is signed by both the employer and the candidate to confirm acceptance.</i> | <input type="checkbox"/> Document ready to upload |

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| 3.2.6.Upload job description | | <i>Provide a description of job duties, responsibilities, and requirements.</i> | <input type="checkbox"/> Document ready to upload |
| 3.3. Education | | | |
| 3.3.1.Has the candidate completed a secondary and/or post-secondary credential from a recognized Canadian institution. | Yes | <i>Select 'Yes' if the candidate has a Canadian degree, diploma, or certificate. Go to question 3.3.2</i> | |
| | No | Go to question 3.3.3 | |
| 3.3.2.Attach candidate Canadian educational credential | | <i>Upload a transcript, diploma, or certificate from a Canadian institution. Go to question 3.4</i> | <input type="checkbox"/> Document ready to upload |
| 3.3.3.If no, have they completed a foreign educational credential and obtained an Educational Credential Assessment (ECA) that demonstrates equivalence to Canadian secondary-school diploma or higher? | Yes | Go to question 3.3.4 | |
| | No | <i>If they do not have a Canadian credential or an equivalent foreign credential and an ECA, then they are not eligible for RCIP. You will have to pause the application until the candidate has this document.</i> | |
| 3.3.4.Attach candidate's foreign educational credential | | <i>Upload a transcript, diploma, or certificate from a foreign educational institution.</i> | <input type="checkbox"/> Document ready to upload |
| 3.3.5.Attach candidate's Educational Credential Assessment (ECA). | | <i>Upload the ECA document issued by an IRCC-approved provider. Note: the ECA must be less than 5 years old and the results must still be valid on the date IRCC receives the complete permanent residence application (or the candidate will need to re-do the assessment).</i> | <input type="checkbox"/> Document ready to upload |

3.4. International Graduate from West Kootenay RCIP region

The candidate may be considered an International Graduate from the West Kootenay RCIP region ([see map](#)) and therefore requires no work experience if the candidate was an international student who graduated from a public post-secondary school in the community boundary. Supporting evidence is required to demonstrate that:

- *The candidate was enrolled as a full time student during the entire period of the program*
- *The candidate obtained an eligible credential in a program of at least 2 years or a master's or doctoral degree*
- *The credential was awarded within 18 months of the application (for permanent residence) submission date*
- *The candidate lived in the community for 16 months of the final 24 months of study, or in the case of an applicant who followed a master's or doctoral degree program that was less than two years in length, the candidate lived in the community the entire period of the program*
- *The candidate was legally present during the study period*

Evidence includes:

- *Official transcript*
- *Copy of student visa(s) for duration of study*

| | | |
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| <i>Leases, utility bills, etc., attesting to residence in the community for duration of study.</i> | | |
| 3.4.1. Is the candidate an International Graduate from the West Kootenay RCIP region? | Yes | <i>Answer 'Yes' if the candidate graduated from a public post-secondary school in the region and meets the criteria outlined above. Go to question 3.4.2</i> |
| | No | <i>The candidate is not eligible for the work experience exemption. Go to question 3.5</i> |
| 3.4.2. If yes, enter the name of the post-secondary school | <i>Note, to be eligible for the work experience exemption, it must be a public post-secondary school. Private post-secondary schools are not eligible.</i> | |
| <p>3.5. Previous Relevant Work Experience</p> <p>Except for International Graduates from the community, evidence is required to demonstrate at least 1,560 hours of experience spanning at least one year in an eligible TEER category or categories. In addition to filling the chart below, include reference letter(s) naming the employer, job title, location, duration of employment, duties, and hours.</p> <p>Documents for Proof of Work Experience: reference letters, letters of employment, T4 slips, pay stubs, etc.</p> | | |
| Proof of work experience | <i>Upload documents to verify the candidate's work experience. This may include reference letters from previous employers, letters of employment, T4 slips, pay stubs, etc.</i> | <input type="checkbox"/> Document(s) ready to upload |
| Work Experience #1 (required) | <i>Required.</i> | |
| Started (YYYY-MM-DD) | | |
| Ended (YYYY-MM-DD) | | |
| NOC | | |
| TEER | | |
| Employer | | |
| City | | |
| Country | | |
| Work Experience #2 | <i>Only needed if the previous listed worked experience does not demonstrate a minimum of 1,560 hours</i> | |
| Started (YYYY-MM-DD) | | |
| Ended (YYYY-MM-DD) | | |
| NOC | | |
| TEER | | |
| Employer | | |
| City | | |
| Country | | |
| Work Experience #3 | <i>Only needed if the previous listed worked experience does not demonstrate a minimum of 1,560 hours</i> | |
| Started (YYYY-MM-DD) | | |
| Ended (YYYY-MM-DD) | | |
| NOC | | |
| TEER | | |
| Employer | | |
| City | | |

| | | | |
|--|--|---|--|
| Country | | | |
| Work Experience #4 | | <i>Only needed if the previous listed worked experience does not demonstrate a minimum of 1,560 hours</i> | |
| Started (YYYY-MM-DD) | | | |
| Ended (YYYY-MM-DD) | | | |
| NOC | | | |
| TEER | | | |
| Employer | | | |
| City | | | |
| Country | | | |
| Work Experience #5 | | <i>Only needed if the previous listed worked experience does not demonstrate a minimum of 1,560 hours</i> | |
| Started (YYYY-MM-DD) | | | |
| Ended (YYYY-MM-DD) | | | |
| NOC | | | |
| TEER | | | |
| Employer | | | |
| City | | | |
| Country | | | |
| 3.5.1. Is the job offer or candidate's work experience in healthcare? | Yes | <i>Select 'Yes' if the job or experience relates to health care fields like nursing or caregiving. Go to question 3.5.2</i> | |
| | No | Go to question 3.6 | |
| 3.5.2. Health Care Work Experience Exemption: Generally, work experience must be in the same TEER as the job being offered, however, for candidates with work experience in NOC 31301 - Registered nurses and Registered Psychiatric Nurses , which is a TEER 1 job, the work experience can be counted for job offers for NOC 33102 Health Care Aides and NOC 44101 Home Support Workers. Is the job offer for one of those occupations? | Job offer in NOC 33102 | <i>If you are hiring NOC 33102 Health Care Aide, the NOC 31301 work experience can be counted towards the required 1,560 hours.</i> | |
| | Job offer in NOC 44101 | <i>If you are hiring NOC 44101 Home Support Worker, the NOC 31301 work experience can be counted towards the required 1,560 hours.</i> As of July 2025 Home Support Worker is not a priority occupation but may be used in the future as an emerging occupation, once the employer has hired one or more people in a priority occupation. | |
| | Job offer not in either NOC | <i>Then the NOC 31301 work experience can only be used for TEER 1 jobs, and the candidate is not eligible for this exemption.</i> | |
| | Candidate's work experience is not NOC 31301 | <i>Then the candidate is not eligible for this exemption.</i> | |

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| 3.6. Intent to Reside | | | |
| <i>Candidates are required to demonstrate their intention in living in the participating community.</i> | | | |
| Attach the filled-out Intent to Reside form (download from West Kootenay RCIP website) written by candidate. | | <i>The candidate must complete, sign, and upload the official Intent to Reside Form, explaining their reasons for wanting to live and settle in the West Kootenay region.</i> | <input type="checkbox"/> Document ready to upload |
| 3.7. Settlement Funds – section 6 of the IMM 0248 Form | | | |
| 3.7.1. Is the candidate currently working in Canada? | Yes | Go to the next section of the form | |
| | No | Go to question 3.7.2 | |
| 3.7.2. For candidates who are not currently working in Canada, have they attested that they meet the settlement funds requirement in the IMM 0248 Schedule 1 – Rural Community Immigration Pilot, Section 6 – Settlement Funds? | Yes | <i>Select 'Yes' if candidate has submitted IMM 0248 confirming sufficient settlement funds in Section 6.</i> | |
| | No | <i>Note: If the candidate does not have sufficient settlement funds, they will not be able to apply for Permanent Residence and are thus not eligible for RCIP.</i> | |
| 3.7.3. Attach IMM0248 Schedule 1 - Rural Community Immigration Pilot | | <i>Upload the signed IMM 0248 form from the candidate. Section 6 must be completed by all candidates that are not working at the time of application.</i> | <input type="checkbox"/> Document ready to upload |

SECTION D - COMMITMENT TO SETTLEMENT SUPPORTS

Commitment to Settlement Supports: Designated employers commit to referring their newcomer employee(s) and their family members to relevant services in the community.

Designated employers must complete the mandatory intercultural competency training and refer their newcomer employee and their family to services in the community including a settlement service provider once they arrive.

| Question | Explanation | Your Answer |
|--|---|-------------|
| 4. COMMITMENT TO SETTLEMENT SUPPORT | | |
| 4.1. Please indicate the name of the local settlement service provider you will refer your newcomer employee to upon arrival in the community: | <i>List the local Settlement Service Provider in your region who will support the newcomer.</i> | |
| 4.2. In addition, please indicate 1-2 concrete actions you will undertake to create and foster a welcoming workplace and/or support your candidate and their accompanying family member(s) in settling into their new community (please see Recommendation Application Guidelines for more details): | <i>Examples: assign a mentor, help with housing, connect them to schools or social groups.</i> | |

SECTION E - MANDATORY RECRUITMENT ACTIVITIES

| Question | | Explanation | Your Answer |
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| 5. MANDATORY RECRUITMENT ACTIVITIES | | | |
| 5.1. Does the candidate have a valid work permit? | Yes | Select 'Yes' if the candidate currently holds a valid Canadian work permit. Go to question 5.2 | |
| | No | Go to question 5.4 | |
| 5.2. If yes, what type of work permit is held? | | Select from the list based on whether the permit is open or employer-specific. | <input type="checkbox"/> Open Work Permit <input type="checkbox"/> Closed LMIA (Labour Market Impact Assessment) <input type="checkbox"/> Closed LMIA-exempt |
| 5.3. When does the work permit expire? | | Provide the date of expiry as listed on the candidate's work permit. | |
| 5.4. If no, upload proof of legal status in Canada. | | Note: only candidates with legal status (work permits, study permits, or maintained status) in Canada are eligible to apply for RCIP. Candidates on visitor status are not eligible for West Kootenay RCIP. | <input type="checkbox"/> Document ready to upload |
| 5.5. Is the candidate currently working for you? | Yes | Answer 'Yes' only if the candidate is already employed by you. Go to question 5.6 | |
| | No | Go to question 5.7 | |
| 5.6. If yes, provide a copy of their valid work permit | | Upload a copy of their current work permit. | |
| 5.7. If no, complete the following: | | | |
| How long was this position vacant? | Weeks | Indicate the duration of the vacancy in weeks, months, and/or years. | |
| | Months | | |
| | Years | | |
| 5.8. How long has the position your candidate is filling been advertised for? What platforms were they posted on? | | State the length of advertising and list all websites or methods used. | |
| 5.9. If so, locally, nationally or both? <input type="checkbox"/> Locally <input type="checkbox"/> Nationally <input type="checkbox"/> Both | | Check whether the job posting ad was posted locally, nationally, or both. | <input type="checkbox"/> Locally <input type="checkbox"/> Nationally <input type="checkbox"/> Both |
| 5.10. Number of applicants for the job who were Canadians or permanent residents? | | Enter the total number of domestic applicants. | |
| 5.11. Number of interviews with Canadians or permanent residents? | | State how many people were interviewed. | |

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| 5.12. Were there multiple openings for this position? | Yes | Select 'Yes' if hiring more than one person for the same role. Go to question 5.13 | |
| | No | Go to question 5.14 | |
| 5.13. If there were multiple openings for this position, how many Canadians or permanent residents were hired? | | List the number of domestic hires made. | |
| 5.14. State why the candidate's position could not be filled by a Canadian citizen or permanent resident. | | This must include, but is not limited to, the number of applications received, and the number of people interviewed. Explain the hiring challenges and why you selected this candidate. | |
| 5.15. Provide a copy of an advertisement(s) that predates the offer of employment. | | Upload dated job postings used before making the offer. | <input type="checkbox"/> Document ready to upload |
| 5.16. Fill in these details about where and when the job application was placed and the number of applications received. | | | |

SECTION F - IMMIGRATION REPRESENTATIVE/ RECRUITMENT AGENCY*

*This section only to be filled if using an immigration representative/agency.

| Question | Explanation | Your Answer |
|---|--|--|
| 6. USE OF IMMIGRATION REPRESENTATIVE AND/OR RECRUITMENT AGENCY | | |
| <p>6.1. How did you learn about the candidate?</p> <p><input type="checkbox"/> Employer Recruiting Activities</p> <p><input type="checkbox"/> Candidate-initiated contact</p> <p><input type="checkbox"/> Employer lawyer</p> <p><input type="checkbox"/> Educational Institution</p> <p><input type="checkbox"/> Listing on job site</p> <p><input type="checkbox"/> Professional link</p> <p><input type="checkbox"/> Listing on provincial job site</p> <p><input type="checkbox"/> Contacted by family member</p> <p><input type="checkbox"/> Other employees</p> | <p>Select the option that best describes how you first became aware of the candidate.</p> | <p><input type="checkbox"/> Employer Recruiting Activities</p> <p><input type="checkbox"/> Candidate-initiated contact</p> <p><input type="checkbox"/> Employer lawyer</p> <p><input type="checkbox"/> Educational Institution</p> <p><input type="checkbox"/> Listing on job site</p> <p><input type="checkbox"/> Professional link</p> <p><input type="checkbox"/> Listing on provincial job site</p> <p><input type="checkbox"/> Contacted by family member</p> <p><input type="checkbox"/> Other employees</p> |
| <p>6.2. Did you use an immigration representative or recruitment agency to fill this position?</p> | <p>Yes</p> <p>Select 'Yes' if you received any paid or unpaid recruitment help or immigration representative services.</p> <p>Go to question 6.3 and fill out the relevant sections</p> | |
| | <p>No</p> <p>Go to question 6.11</p> | |
| <p>6.3. Use of Recruiter and/or Immigration Representative</p> <p>Recruiter: If you used the services of a recruiter, complete the following. Note: you are required to declare any assistance received, whether it's paid or unpaid.</p> | | |
| Recruiter details | | |
| Company Name: | | |
| Recruiter first name: | | |
| Recruiter last name: | | |
| Phone number: | | |
| Email: | | |
| Website: | | |
| Mailing address, including postal code: | | |
| <p>Immigration Representative: If you used the services of an Immigration Representative, complete the following. Note: You are required to declare any assistance received, paid or unpaid. A paid immigration representative must be an immigration consultant in good standing with the College of Immigration and Citizenship Consultants; a lawyer or paralegal in good standing with a Canadian law society, barristers' society, or barreau, or a law student under the supervision of a recognized lawyer; or a notary public in good standing of the Chambre des notaires du Québec or a law student under their supervision.</p> | | |
| Company Name: | | |
| Representative first name: | | |
| Representative last name: | | |
| College of Immigration and Citizenship Consultants ID number (if applicable): | | |
| Phone number: | | |
| Email: | | |

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| Website: | | | |
| Mailing address, including postal code: | | | |
| Other Assistance | | | |
| 6.4. Were you aware of the candidate before initiating the recruitment efforts? Describe: | | | |
| 6.5. Did anyone other than a recruiter or authorized immigration representative (noted above) introduce you to this candidate, assist you in their recruitment (posting of job ads, review of responses, recruitment outside of job ads, connection, communication), or contact you to hire this candidate? | Yes | Go to question 6.6 | |
| | No | Go to question 6.7 | |
| 6.6. If yes, provide the following details: | | | |
| Name: | | | |
| Phone number: | | | |
| Email: | | | |
| Mailing address, including postal code: | | | |
| Method of assistance (phone, email, in person, etc.) and describe how. | | | |
| 6.7. Did anyone other than a recruiter or authorized immigration representative noted above assist you in facilitating communication with the candidate during or following your hiring process? | Yes | Go to question 6.8 | |
| | No | Go to question 6.9 | |
| 6.8. If yes, provide the following details: | | | |
| Name: | | | |
| Phone number: | | | |
| Email: | | | |
| Mailing address, including postal code: | | | |
| Method of assistance (phone, email, in person, etc.) and describe how. | | | |
| 6.9. Did anyone other than an authorized immigration representative noted above assist you in the application process, including, but not limited to, form completion, submission, interpretation, and provision of documents? | Yes | Go to question 6.10 | |
| | No | Go to question 6.11 | |

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| 6.10. If yes, provide the following details: | | |
| Name: | | |
| Phone number: | | |
| Email: | | |
| Mailing address, including postal code: | | |
| Method of assistance (phone, email, in person, etc.) and describe how. | | |
| 6.11. If you have any other necessary supporting documents to upload, aside from what has already been requested, please upload here. | | <input type="checkbox"/> Document(s) ready to upload <input type="checkbox"/> Not applicable |

SECTION G - RECOMMENDATION COMPLIANCE

This section explains when a community recommendation may be revoked. It's your responsibility as an employer to ensure the job offer is genuine, your business/ organization is in good standing, and the applicant meets all program and legal requirements. If there's misrepresentation, fraud, or inappropriate conduct by you, your staff, or your representatives, the recommendation can be withdrawn and you may be excluded from the program.

In the webform application, you will be required to initial beside each statement to acknowledge agreement and then sign at the bottom of the page.

| Question | Explanation |
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| <p>Community Futures Central Kootenay (CFCK) will revoke the recommendation upon becoming aware that the job offer is not genuine, full-time and based on labour market need identified by the community, or that the identified candidate listed in the recommendation does not have a genuine intent to fill the job offer listed in the recommendation certificate.</p> | <p><i>This condition is in place to protect the integrity of the RCIP. The program exists to meet real, long-term labour needs in our region. If a job offer isn't genuine, isn't full-time, or isn't tied to a real local labour shortage, the program is being misused. Similarly, if a candidate doesn't genuinely intend to work in the job they were recommended for, it undermines the purpose of the program. That's why CFCK must reserve the right to revoke recommendations in these cases.</i></p> |
| <p>Community Futures Central Kootenay may revoke recommendations of foreign nationals who have received a job offer from an employer who is de-designated. Community Futures Central Kootenay may work with the candidate to facilitate a new recommendation.</p> | <p><i>If your business/ organization is de-designated (removed from the Rural Community Immigration Pilot), any candidate you've supported may have their community recommendation revoked by Community Futures Central Kootenay (CFCK). This means they may no longer be eligible to apply for permanent residence through the Pilot.</i></p> <p><i>However, CFCK may support the candidate in finding a new job with a different designated employer in the region. If that happens, and the candidate still meets all program requirements, a new recommendation could be issued to help them continue their immigration process.</i></p> <p>What this means for you:</p> <p><i>To avoid putting your candidate's immigration plans at risk, it's critical that your business/ organization maintains its designated status and follows all program rules.</i></p> |
| <p>Community Futures Central Kootenay may, but is not required to, request additional documents from the applicant to confirm that they meet the federal criteria of the Pilot, and will not issue a recommendation if they are not satisfied that the applicant meets the federal requirements.</p> | <p><i>Community Futures Central Kootenay (CFCK) may ask the candidate to provide additional documents to confirm they meet the federal eligibility requirements for the Rural Community Immigration Pilot. This could include proof of education, language test results, work experience, or other documents related to their job offer. However, CFCK is not required to ask for more documents — if the information provided is not clear or complete, and CFCK is not satisfied that the candidate meets federal requirements, they will not issue a recommendation.</i></p> <p>What this means for you: <i>As the employer, it's important to help ensure your candidate submits a complete and well-documented application. This will</i></p> |

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| | <i>improve their chances of being approved and reduce delays or risk of rejection.</i> |
| Community Futures Central Kootenay has the ability to not issue a recommendation when the applicant is on a study permit, has not completed their studies. | <i>Community Futures Central Kootenay (CFCK) may choose not to issue a recommendation for an applicant who is still on a study permit and has not yet completed their program of study. This is not an automatic refusal, but CFCK may decide that the applicant is not ready to proceed through the Rural Community Immigration Pilot. What this means for you: If you are considering supporting an international student for a recommendation, be aware that CFCK may choose to wait until their studies are complete before moving forward. You can contact CFCK to discuss the specifics of your candidate’s situation before applying.</i> |
| Community Futures Central Kootenay in its sole discretion determines that an applicant or anyone associated with an application to this Pilot has committed fraud or misrepresentation with respect to an application submitted to Community Futures Central Kootenay under this Pilot. Community Futures Central Kootenay may refuse the application and reject any future applications submitted by that individual from the date the determination is made. | <i>If Community Futures Central Kootenay (CFCK) believes that an applicant — or anyone involved in their application (such as an employer or representative) — has intentionally provided false or misleading information, CFCK has the right to refuse the application. In serious cases, CFCK may also reject any future applications from that person, starting from the date the issue is identified. What this means for you: Be honest and transparent in all parts of the application. If CFCK finds any fraud or misrepresentation, it can jeopardize not only this application, but also your ability to participate in the Pilot in the future. If you're unsure about something, reach out to CFCK for clarification before submitting.</i> |
| Community Futures Central Kootenay has the ability to not issue a recommendation where a candidate, employer or representative has engaged in harassing, discriminatory or defamatory behavior towards any organizations involved in the program, including Community Futures Central Kootenay, and Immigration, Refugees and Citizenship Canada. | <i>Community Futures Central Kootenay (CFCK) has the authority to refuse a recommendation if a candidate, employer, or representative has engaged in harassing, discriminatory, or defamatory behavior toward any organization involved in the Rural Community Immigration Pilot — including CFCK or Immigration, Refugees and Citizenship Canada (IRCC). What this means for you: Everyone involved in the Pilot is expected to act professionally and respectfully. Any behavior that is threatening, disrespectful, or discriminatory can result in an application being refused — even if all eligibility requirements are met. Maintaining respectful communication helps protect your participation in the program.</i> |

SECTION H - EMPLOYER DECLARATION

This section confirms that you, the employer, understand and agree to follow all RCIP program requirements. By initialing and signing, you're declaring that your business/ organization complies with labour laws, that the job offer is genuine, and that you'll support your newcomer employee. You're also agreeing to share information with CFCK if requested, and to keep records related to this application for six years.

| Question | Explanation |
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| On behalf of (the employer): | <i>Enter employer name</i> |
| <p>I declare that I have read, understand, and agree to comply with the Rural Community Immigration Pilot guidelines set out in the Rural Community Immigration Program Guide. I understand that guidelines may be revised or amended by IRCC from time to time and agree that accessing and complying with current Rural Community Immigration Pilot guidelines is my sole responsibility. I understand and agree that any failure on my part to comply with the Rural Community Immigration Pilot guidelines may render me ineligible to participate in the Rural Community Immigration Pilot.</p> | <p><i>By signing the declaration, you confirm that you have read and understood the Rural Community Immigration Pilot (RCIP) guidelines, and that you agree to follow them.</i></p> <p><i>You also acknowledge that the federal government (IRCC) may update the guidelines over time, and it is your responsibility to stay informed and make sure you continue to meet the requirements.</i></p> <p>What this means for you: <i>You must keep up to date with the most current RCIP guidelines and ensure your business/ organization continues to meet all obligations. If you don't follow the rules, your business/ organization may become ineligible to participate in the Pilot. If you're ever unsure, reach out to Community Futures Central Kootenay (CFCK) for support.</i></p> |
| <p>I declare that the employer has a history of good workplace and business practices, and is in current compliance with all applicable laws and regulations, including, but not limited to federal and provincial labour standards legislation, workers compensation legislation, the Immigration and Refugee Protection Act and Regulations, human rights legislation, occupational health and safety legislation, trade union legislation and, where applicable, food safety legislation.</p> | <p><i>By signing this declaration, you confirm that your business/ organization has a history of fair and lawful practices and is currently following all applicable laws and regulations. This includes federal and provincial rules related to:</i></p> <ul style="list-style-type: none"> <i>• Employment standards</i> <i>• Workers' compensation</i> <i>• Immigration law</i> <i>• Human rights</i> <i>• Health and safety</i> <i>• Union and food safety legislation (if relevant)</i> <p>What this means for you: <i>Your business/ organization must maintain a clean record and be in good standing with all relevant authorities. If you have active violations or complaints under these laws, you may not be eligible to participate in the Pilot. CFCK may request proof of compliance as part of your application or ongoing participation.</i></p> |
| <p>I declare that the employer has screened the applicant to the best of its ability and believes they are able to fulfill the requirements of the position.</p> | <p><i>By signing this declaration, you confirm that your business/ organization has carefully reviewed the applicant's qualifications and believes they are capable of doing the job you are hiring them for.</i></p> <p>What this means for you: <i>As the employer, you are expected to do your due diligence — review the candidate's skills, experience, and suitability for the position — before submitting a recommendation. Community Futures Central Kootenay relies on your judgment to ensure that only qualified candidates are supported through the Pilot.</i></p> |
| <p>I declare that the employment of the Principal Applicant, as described in this application, will not conflict with any bargaining agreements to which the</p> | <p><i>The Job Offer Must Not Interfere with Union Agreements or Labour Disputes: By signing this declaration, you confirm that hiring this applicant will not violate any union contracts your business/</i></p> |

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| <p>employer is a party, and will not affect the settlement of any labour dispute or the employment of a person involved in such a dispute.</p> | <p><i>organization is part of, and will not interfere with any active labour disputes (such as strikes, lockouts, or unresolved workplace conflicts).</i> What this means for you: You cannot use the Rural Community Immigration Pilot to fill a position that is part of an ongoing union negotiation or dispute, or to replace a worker involved in a labour conflict. The program must not be used to sidestep collective agreements or disrupt efforts to resolve workplace issues.</p> |
| <p>I declare that the employment of the Principal Applicant, as described in this application, will not adversely affect employment or training opportunities for Canadian citizens or permanent residents in the West Kootenay boundary.</p> | <p><i>The Hire Must Not Displace Canadian Workers: By signing this declaration, you confirm that hiring the Principal Applicant will not negatively impact job or training opportunities for Canadian citizens or permanent residents in the West Kootenay region.</i> What this means for you: You must be able to show that no qualified Canadians or permanent residents were available to fill the position, and that hiring through the Rural Community Immigration Pilot is a response to a genuine labour shortage, not a way to avoid hiring locally. This protects the integrity of the program and supports fair access to jobs for all.</p> |
| <p>I declare that the attached job offer is bona fide and is being utilized solely to fill a genuine pre-existing labour need.</p> | <p><i>The Job Offer Must Be Real and Based on a Genuine Need: By signing this declaration, you confirm that the job offer you've provided is authentic, and that it exists because of a real, pre-existing need in your business/ organization — not just to support someone's immigration.</i> What this means for you: The job must be legitimate, full-time, and permanent, with actual duties, hours, and wages that reflect industry standards. The offer cannot be created just to help someone immigrate — it must be part of your business/ organization's ongoing operations and workforce needs.</p> |
| <p>I declare that I had identified a genuine labour need before identifying the candidate for the position.</p> | <p><i>You Must Have Identified the Job Before the Person: By signing this declaration, you confirm that your business/ organization had a real labour shortage or staffing need before you chose the candidate. In other words, the job came first — not the person.</i> What this means for you: The Rural Community Immigration Pilot is meant to address workforce gaps, not to create jobs specifically for individuals. You must be able to show that your need for the position was genuine and existed before you connected with the candidate.</p> |
| <p>I confirm that I have provided confirmation of employment and other relevant documents to demonstrate the employer's financial ability to honour this employment offer.</p> | <p><i>You Must Show That You Can Support the Job Offer: By signing this declaration, you confirm that you have given Community Futures Central Kootenay the necessary documents — such as payroll records, financial statements, or business licenses — to show that your business/ organization is financially stable and able to follow through on the job offer.</i> What this means for you: You need to demonstrate that your business/ organization has the financial capacity to pay the wages and provide the hours outlined in the offer. This helps ensure that the candidate is entering a secure and legitimate employment situation.</p> |
| <p>I declare that I am not a business or agency that recruits and hires individuals in order to establish a pool of prospective or current workers that can be later transferred or</p> | <p><i>Recruiting for Staffing Agencies Is Not Allowed</i> <i>By signing this declaration, you confirm that your business/ organization is not a staffing agency or labour broker that hires workers just to send them to work for other companies.</i></p> |

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| <p>contracted to separate business for staffing purposes.</p> | <p>What this means for you: <i>The RCIP is for direct employers only — businesses that are hiring workers to fill roles within their own organization. If your business model involves contracting or transferring employees to other businesses, you are not eligible to participate in the Pilot.</i></p> |
| <p>I declare that I have not accepted or exchanged money with any employee, applicant, recruiter, or agent in exchange for making a false application to CFCK in support for Permanent Residency.</p> | <p>No Payments or False Applications Are Allowed <i>By signing this declaration, you confirm that you have not accepted or exchanged money with anyone — including the candidate, a recruiter, or an agent — in return for submitting a false or dishonest application to Community Futures Central Kootenay (CFCK) to support someone’s permanent residency.</i></p> <p>What this means for you: <i>The program must be free of fraud and financial exploitation. If you accept payment or participate in a dishonest application, you risk immediate disqualification, loss of designation, and potential legal consequences. All applications must be based on truthful information and genuine job offers.</i></p> |
| <p>I declare that the employer will meet the commitments to settlement outlined in this application form.</p> | <p>You Must Follow Through on Settlement Commitments: <i>By signing this declaration, you confirm that your business/ organization will carry out the settlement supports you’ve committed to in the application. This includes both the mandatory responsibilities (like referring the newcomer to a local settlement service provider) and any additional actions you listed to help the candidate and their family settle into the community.</i></p> <p>What this means for you: <i>Supporting a newcomer doesn’t end with the job offer. You’re expected to help create a welcoming workplace and connect the employee and their family to essential services — such as housing, healthcare, schools, and community groups — to support their long-term success in the West Kootenay region.</i></p> |
| <p>I acknowledge that if this application is approved, it is the employer’s obligation to provide employment to the Principal Applicant, and to regularly provide information to Community Futures Central Kootenay, and related matters.</p> | <p>You Are Committing to Hire and Communicate: <i>By signing this declaration, you acknowledge that if your application is approved, you are obligated to employ the Principal Applicant as outlined in your job offer. You also agree to regularly share updates and information with Community Futures Central Kootenay (CFCK), such as when the candidate arrives, begins working, or if there are changes to their employment.</i></p> <p>What this means for you: <i>This is a long-term commitment. You’re responsible for upholding the job offer and for keeping CFCK informed about any significant changes. This helps ensure the program remains transparent and that newcomers are being supported as promised.</i></p> |
| <p>I understand that I am obliged to keep all records associated with designation and recommendation for six years to document and demonstrate compliance with program conditions. This includes, but is not limited to, accurate records of all expenses incurred (directly or indirectly) in recruiting a foreign worker, any contract or agreement with a foreign worker recruiter, and any</p> | <p>You Must Keep Records for Six Years: <i>By signing this declaration, you acknowledge that you are required to keep all documents related to your participation in the Pilot for six years. This includes:</i></p> <ul style="list-style-type: none"> • <i>Records of any recruitment expenses,</i> • <i>Contracts or agreements with recruiters or agents, and</i> • <i>Employment agreements with the foreign worker.</i> <p>What this means for you: <i>You must be prepared to show proof that you followed all program rules if requested — even years later. Keeping clear, organized records protects your business/ organization</i></p> |

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| <p>employment agreement with a foreign worker</p> | <p><i>and helps demonstrate your compliance with the Rural Community Immigration Pilot.</i></p> |
| <p>I authorize Community Futures Central Kootenay to collect, use, retain, disclose, and destroy personal and business information for the purposes of assessing this application and administering the Rural Community Immigration Pilot including research, monitoring and evaluation of the program and the employer’s participation in it, and the detection of fraud, criminality, threats to public safety, and other non-compliance with federal or provincial law. This includes disclosure to, collection, retention use, and destruction by third parties of personal and business information as authorized by Community Futures Central Kootenay for those purposes. If I have any questions about the collection, use, retention, disclosure, or destruction of personal and business information, I may contact Community Futures Central Kootenay.</p> | <p><i>You Consent to Information Being Used for Program Administration and Oversight: By signing this declaration, you give permission to Community Futures Central Kootenay (CFCK) to collect, use, share, store, and eventually destroy personal and business information you provide — but only for purposes directly related to:</i></p> <ul style="list-style-type: none"> <i>• Assessing your application</i> <i>• Administering and monitoring the Pilot</i> <i>• Program evaluation and research</i> <i>• Detecting fraud, safety risks, or legal non-compliance</i> <p><i>This may include sharing information with authorized third parties (such as government partners) when needed.</i></p> <p><i>What this means for you:</i> <i>You’re agreeing to provide information that may be used to verify your eligibility, ensure your ongoing compliance with program rules, and support program integrity. If you ever have questions about how your information is being handled, CFCK is your point of contact.</i></p> |
| <p>I authorize Community Futures Central Kootenay to research, monitor, and evaluate the Rural Community Immigration Pilot under the authority of the British Columbia Freedom of Information and Protection of Privacy Act (FIPPA), the Immigration and Refugee Protection Act and Regulations and other relevant Government of Canada legislation.</p> | <p><i>You Agree to Program Oversight Under Privacy and Immigration Laws: By signing this declaration, you give permission to Community Futures Central Kootenay (CFCK) to research, monitor, and evaluate your participation in the Rural Community Immigration Pilot. This is done under the legal authority of:</i></p> <ul style="list-style-type: none"> <i>• The BC Freedom of Information and Protection of Privacy Act (FIPPA)</i> <i>• The Immigration and Refugee Protection Act (IRPA) and its Regulations</i> <i>• Other relevant Canadian legislation</i> <p><i>What this means for you:</i> <i>You understand that CFCK has the legal authority to track and assess how your business/ organization is using the program. This helps ensure the Pilot is meeting its goals and that all participants — including employers — are complying with the law.</i></p> |
| <p>I authorize Community Futures Central Kootenay to disclose information provided in the Employer Designation Application and the Recommendation Application to the Government of Canada, and to collect additional personal and business information from the Government of Canada, as necessary, for the purpose of assessing, verifying information, monitoring, and evaluating the Rural Community Immigration Pilot, or in the event of any suspected non-compliance with any provincial or federal law.</p> | <p><i>You Consent to Information Sharing with the Government of Canada: By signing this declaration, you give Community Futures Central Kootenay permission to:</i></p> <ul style="list-style-type: none"> <i>• Share the information you’ve provided in your Employer Designation and Recommendation applications with the Government of Canada, and</i> <i>• Collect additional information from the Government of Canada if needed.</i> <p><i>This can be done to:</i></p> <ul style="list-style-type: none"> <i>• Assess and verify your application,</i> <i>• Monitor and evaluate how the program is working, or</i> <i>• Investigate any suspected non-compliance with provincial or federal laws.</i> |

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| | <p>What this means for you: CFCK may work closely with federal departments like Immigration, Refugees and Citizenship Canada (IRCC) to make sure your business is following the rules. This cooperation helps maintain the integrity and accountability of the Pilot.</p> |
| <p>I authorize Community Futures Central Kootenay to contact any person and disclose personal and business information to verify information provided by the employer in this form, the accompanying documents, and in any other aspect of the employer’s participation in the Rural Community Immigration Pilot.</p> | <p>You Allow CFCK to Verify Your Information with Others: By signing this declaration, you give Community Futures Central Kootenay (CFCK) permission to contact other individuals or organizations — such as former employees, government offices, or service providers — to verify the information you’ve included in your application, supporting documents, or any part of your participation in the Pilot.</p> <p>What this means for you: CFCK may reach out to others to confirm that your business details, job offer, and commitments are accurate and truthful. This helps ensure the program is used properly and that all employers are being held to the same standards.</p> |
| <p>I understand that in the event of suspected fraud or non-compliance with provincial or federal legislation, information about the employer may be collected from, used by or disclosed to any federal, provincial, municipal or local authority or any other person, department, agency, or organization.</p> | <p>Information May Be Shared If There Are Concerns About Fraud or Non-Compliance: By signing this declaration, you acknowledge that if Community Futures Central Kootenay (CFCK) suspects fraud or non-compliance with the law, information about your business/ organization may be:</p> <ul style="list-style-type: none"> • Collected from, • Shared with, or • Used by federal, provincial, municipal, or local authorities — or any other relevant agency or organization. <p>What this means for you: If there are concerns that your business/ organization has broken program rules or laws, CFCK can share your information with the appropriate authorities to investigate and take action if needed. This helps protect the integrity of the Rural Community Immigration Pilot.</p> |
| <p>I declare that the information given in this form and the accompanying documents is true, complete, and correct. I agree to immediately inform Community Futures Central Kootenay in writing of any change in any information given in this form or the accompanying documents.</p> | <p>You Are Responsible for Providing Accurate and Up-to-Date Information: By signing this declaration, you confirm that everything you’ve submitted — including the application and all supporting documents — is true, complete, and correct to the best of your knowledge.</p> <p>You also agree to immediately notify Community Futures Central Kootenay (CFCK) in writing if anything changes after you submit the application (for example, a change in business ownership, job offer details, or candidate status).</p> <p>What this means for you: Providing false or outdated information can lead to delays, refusal of the application, or removal from the program. Keeping CFCK informed helps ensure your business/ organization stays in good standing with the Rural Community Immigration Pilot.</p> |
| <p>I understand that any false statement or concealment of information may result in, among other things, denial of this application and de-designation of the employer from the Rural Community Immigration Pilot.</p> | <p>False Information Can Lead to Application Refusal and Loss of Designation: By signing this declaration, you acknowledge that if you provide false information or leave out important details, it may result in serious consequences — including:</p> <ul style="list-style-type: none"> • Refusal of your application, and |

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| | <ul style="list-style-type: none"> • <i>De-designation (removal from the Rural Community Immigration Pilot).</i> <p>What this means for you: <i>Honesty and transparency are essential. If CFCK finds that your application is misleading or incomplete, your business/ organization could be removed from the program and no longer allowed to support candidates through the Pilot.</i></p> |
| I understand all of these statements and have asked for and received an explanation for any point that was not clear to me. | <p><i>You Confirm That You Understand the Commitments: By signing this declaration, you confirm that you fully understand everything in the application and declaration. If there was anything unclear, you have asked questions and received answers before signing.</i></p> <p>What this means for you: <i>You are responsible for all the commitments and requirements outlined in the application. If anything was confusing, it was your responsibility to seek clarification from Community Futures Central Kootenay before submitting.</i></p> |
| I have read, reviewed, acknowledge, agree, and accept all responsibility with the terms, requirements, and conditions set out in the Rural Community Immigration Pilot Recommendation Guide and Application Form. | <p><i>You Take Full Responsibility for Meeting All Program Requirements: By signing this final declaration, you confirm that you have read and understood everything in the Rural Community Immigration Pilot Recommendation Guide and Application Form, and that you accept full responsibility for meeting all related terms, conditions, and obligations.</i></p> <p>What this means for you: <i>You are committing to follow the program rules and to be fully accountable for your role as an employer in the RCIP. This includes everything from submitting accurate information, supporting your candidate's settlement, and maintaining compliance throughout the process.</i></p> |
| Signature of Authorized Signing Officer | |
| Title of Authorized Signing Officer | |
| Date | |

SECTION I - CANDIDATE DECLARATION

This section is for the candidate to confirm that the information in their application is true, that they understand the program requirements, and that they agree to follow them. They must also declare any help they received in preparing the application and agree to update CFCK if their job changes or ends.

Instructions to Candidate: on the webform, the candidate must initial beside each statement to acknowledge agreement and then sign at the bottom of the page.

| Question | Explanation |
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| I understand everything written in this application. I have asked for and received explanation for any point that was not clear to me. | <p><i>By signing this section, you are stating that you understand all parts of the application, and that if anything was unclear, you asked for an explanation and got the help you needed.</i></p> <p>What this means for you: You should not sign or submit the application unless you feel confident that you understand what you are agreeing to. If you're still unsure about anything, ask Community Futures Central Kootenay before continuing.</p> |
| I authorize Community Futures Central Kootenay to collect, use, retain, disclose, and destroy personal information about me and my family for the purposes of assessing this application and administering the Rural Community Immigration Pilot, including research, monitoring, and evaluation of the program and the employer's and my participation in it. This includes disclosure to, collection, retention, use, and destruction by third parties of personal information as authorized by Community Futures Central Kootenay for those purposes. If I have any questions about the collection, use, retention, disclosure, or destruction of personal information, I may contact Community Futures Central Kootenay. | <p>You Allow CFCK to Use Your Information to Run the Program: By initialing this section, you give permission to Community Futures Central Kootenay (CFCK) to collect, use, share, store, and eventually destroy your personal information — including information about your family — for purposes related to the Rural Community Immigration Pilot.</p> <p><i>This includes using your information to:</i></p> <ul style="list-style-type: none"> • Assess your application • Manage and monitor the program • Evaluate how the program is working • Prevent fraud or rule-breaking <p><i>Your information may also be shared with authorized third parties (such as government partners) when needed for these purposes.</i></p> <p>What this means for you: Your personal information will be protected and only used as needed to process your application and support the Pilot. If you have questions or concerns about how your information is handled, you can contact CFCK directly.</p> |
| I authorize Community Futures Central Kootenay to research, monitor, and evaluate the Rural Community Immigration Pilot under the authority of the British Columbia Freedom of Information and Protection of Privacy Act (FIPPA), the Immigration and Refugee Protection Act and Regulations and other relevant Government of Canada legislation. | <p>You Allow CFCK to Monitor and Evaluate the Program: By initialing this section, you give permission to Community Futures Central Kootenay (CFCK) to track and evaluate how the Rural Community Immigration Pilot is working. CFCK does this under Canadian privacy and immigration laws, including:</p> <ul style="list-style-type: none"> • The BC Freedom of Information and Protection of Privacy Act (FIPPA) • The Immigration and Refugee Protection Act and Regulations • Other federal laws <p>What this means for you: Your information may be used to help CFCK and the Government of Canada understand how the program is working, improve it, and make sure participants (including employers and candidates) are following the rules.</p> |
| I authorize Community Futures Central Kootenay to disclose personal information to the Government of | <p>You Allow CFCK to Share and Receive Information with the Government of Canada: By initialing this section, you give permission to Community Futures Central Kootenay (CFCK) to:</p> |

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| <p>Canada and to collect personal information from the Government of Canada, as necessary, for the purpose of assessing, verifying information, monitoring, and evaluating the Rural Community Immigration Pilot, or in the event of any suspected non-compliance with any provincial or federal law.</p> | <ul style="list-style-type: none"> • Share your personal information with the Government of Canada • Collect information about you from the Government of Canada <p><i>This may be done to:</i></p> <ul style="list-style-type: none"> • Assess and verify your application • Monitor and evaluate the program • Respond to any concerns about someone not following the law <p>What this means for you: Your information may be shared with federal immigration officials to help process your application or check for any issues. This ensures the program is fair and used properly.</p> |
| <p>I authorize Community Futures Central Kootenay to contact any person and disclose personal information to verify information provided in this form, the accompanying documents, and in any other aspect of the employer’s or my participation in the Rural Community Immigration Pilot.</p> | <p><i>You Allow CFCK to Verify Your Information:</i> By initialing this section, you give permission to Community Futures Central Kootenay (CFCK) to contact other people or organizations to confirm that the information you provided is correct. This includes anything in your application, documents you submitted, or other parts of your or your employer’s participation in the Pilot.</p> <p>What this means for you: CFCK may follow up with schools, employers, or other contacts to make sure your information is accurate. This helps protect the integrity of the program and ensure fairness for all applicants.</p> |
| <p>I understand that in the event of suspected fraud or non-compliance with provincial or federal legislation, information about me, my family, and the employer may be collected from, used by, or disclosed to any federal, provincial, municipal or local authority or any other person, department, agency, or organization.</p> | <p><i>Your Information May Be Shared if There Are Concerns About Fraud or Legal Violations:</i> By initialing this section, you acknowledge that if Community Futures Central Kootenay (CFCK) suspects fraud or that someone has broken provincial or federal laws, then information about you, your family, or your employer may be:</p> <ul style="list-style-type: none"> • Collected from other sources • Shared with government authorities or agencies • Used in an investigation <p><i>This could include federal, provincial, municipal, or local authorities.</i></p> <p>What this means for you: If there are concerns about dishonesty or rule-breaking in your application or participation, your information may be reviewed or shared to help investigate. This is done to protect the fairness and safety of the program.</p> |
| <p>I declare that, to my knowledge, the information about me and my family included in this form and the accompanying documents is truthful, complete, and correct.</p> | <p><i>You Confirm That Your Information Is True and Complete:</i> By initialing this section, you are stating that — to the best of your knowledge — everything you’ve written in the application and all documents you’ve submitted about yourself and your family is true, complete, and accurate.</p> <p>What this means for you: Providing false or incomplete information — even by mistake — can lead to your application being refused or withdrawn. Be honest and make sure all details are correct before you submit.</p> |
| <p>I declare that I have disclosed the use of, or assistance obtained from, a third-party representative whether paid or unpaid, licensed or unlicensed, in relation to the job opportunity and preparation of immigration documentation.</p> | <p><i>You Must Disclose If Someone Helped You with Your Application:</i> By initialing this section, you confirm that you have honestly disclosed whether anyone helped you — either paid or unpaid — with your job search or immigration paperwork. This includes immigration consultants, lawyers, recruiters, friends, or anyone else who supported you in preparing your application.</p> <p>What this means for you: You must be transparent about any help you received. Failing to report this could be seen as misrepresentation and may lead to your application being refused. If someone helped you in any way, make sure it’s clearly listed in the form.</p> |
| <p>I will immediately notify Community Futures Central Kootenay if I change my job duties, quit, or am terminated</p> | <p><i>You Must Tell CFCK If Your Job Situation Changes:</i> By initialing this section, you agree to inform Community Futures Central Kootenay (CFCK) right away if any of the following happens:</p> <ul style="list-style-type: none"> • You change your job duties |

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| <p>from my position with the designated employer.</p> | <ul style="list-style-type: none"> • <i>You quit your job</i> • <i>You are fired or laid off by your employer</i> <p><i>What this means for you:</i> <i>Your immigration process is tied to your job. Any changes in your employment must be reported to CFCK immediately so they can support you and determine if you can stay in the program or find a new designated employer if needed.</i></p> |
| <p>I acknowledge that I have read, reviewed, acknowledge, agree, and accept responsibility with the terms, requirements, and conditions set out in the Rural Community Immigration Pilot Recommendation Guide and Application Form.</p> | <p><i>You Accept Responsibility for Understanding the Program:</i> <i>By initialing this section, you confirm that you have read and understood the information in the Rural Community Immigration Pilot Recommendation Guide and Application Form, and that you accept full responsibility for following all the rules and requirements.</i></p> <p><i>What this means for you:</i> <i>You are responsible for making sure you meet all program conditions and understand what's expected of you throughout the immigration process. If you have questions, it's up to you to ask before submitting your application.</i></p> |
| <p>Signature of Candidate</p> | |
| <p>Name of Candidate (Surname/Family Name, First/Given Names)</p> | |
| <p>Title</p> | |
| <p>Date</p> | |