

SPECIAL QUALIFICATIONS AND SKILLS

15. ADDITIONAL QUALIFICATIONS AND SKILLS NON-IMMIGRANT POSSESSES AND PROFICIENCY IN THE USE OF TOOLS, MACHINES OR EQUIPMENT WHICH WOULD HELP ESTABLISH IF NON-IMMIGRANT MEETS REQUIREMENTS FOR OCCUPATION IN ITEM 13

LIST LICENCES (Professional, journeyman, etc.)

16. LIST DOCUMENTS ATTACHED WHICH ARE SUBMITTED AS EVIDENCE THAT NON-IMMIGRANT POSSESSES THE EDUCATION, TRAINING, EXPERIENCE AND ABILITIES REPRESENTED.

ENDORSEMENTS

DATE RECEIVED

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17. EXPERIENCE: List all jobs held during the past 3 years. Also, list any other jobs related to the occupation for which the non-immigrant is seeking Work Permit as indicated in Item 13.

NAME AND ADDRESS OF EMPLOYER

NAME OF JOB	DATE STARTED		DATE LEFT		KIND OF BUSINESS
	Year	Month	Year	Month	

DESCRIBE IN DETAIL THE DUTIES PERFORMED, INCLUDING THE USE OF TOOLS, MACHINES OR EQUIPMENT	NO. OF HOURS PER WEEK

NAME AND ADDRESS OF EMPLOYER

NAME OF JOB	DATE STARTED		DATE LEFT		KIND OF BUSINESS
	Year	Month	Year	Month	

DESCRIBE IN DETAIL THE DUTIES PERFORMED, INCLUDING THE USE OF TOOLS, MACHINES OR EQUIPMENT.	NO. OF HOURS PER WEEK

NAME AND ADDRESS OF EMPLOYER

NAME OF JOB	DATE STARTED		DATE LEFT		KIND OF BUSINESS
	Year	Month	Year	Month	

DESCRIBE IN DETAIL THE DUTIES PERFORMED, INCLUDING THE USE OF TOOLS, MACHINES OR EQUIPMENT.	NO. OF HOURS PER WEEK

18. List parties who are or will be recipients of the amounts indicated, from or on behalf of non-immigrant, for placement and/or referral services provided in connection with this application for non-immigrant employment certification.

NAMES (Type or print)	ADDRESSES (No. & Street, City, State & ZIP Code)	AMOUNTS

19. DECLARATIONS

DECLARATION OF NON-IMMIGRANT: Under penalties of fine and imprisonment, I declare that I have examined this application, supplements thereto, and accompanying documents, and to the best of my knowledge and belief, the information presented thereon is true, correct and complete.

SIGNATURE	DATE SIGNED
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DECLARATION OF AGENT OF NON-IMMIGRANT (If prepared by, or if assistance in preparation is provided by person other than non-immigrant:)
 I declare that the contents of this application, supplements thereto, and all accompanying documents are based on all information of which I have any knowledge.

SIGNATURE	DATE SIGNED
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NAME (Type or print)

ADDRESS (No. & Street, City, State & ZIP Code)

INSTRUCTIONS FOR COMPLETION OF FORM C

Applicants wishing to employ persons are requested to submit in respect of the respective employee, 2 completed copies of this form to the Permanent Secretary, Defence and Security Division along with the following:

- (a) The official receipt of the Accountant General evidencing payment of the fee prescribed as payable on application for a work permit;
- (b) Four (4) photographs of the prospective employee;
- (c) A Police Certificate of character;
- (d) Two (2) written character references;
- (e) In cases of extension, a Tax Clearance Certificate from the Commissioner of Inland Revenue.

Instructions for numbered Items requiring explanation are as follows:

Item 14 – Identify in this Item all educational facilities, including trade or vocational schools, attended by Non-Immigrant that will give evidence of occupational ability based on education and training.

Item 15 – Entries in this Item should be related to the occupation listed in Item 13 and should help establish the Non-Immigrant qualifications for working in that occupation. Appropriate entries include any unusual occupational knowledge or abilities such as the ability to speak, read and write languages other than those of the Immigrant's native country.

List any licences held by the Non-Immigrant which give evidence of proficiency in a profession, trade or occupation.

Item 16 – Supporting Documents: Identify the documents submitted with this form as evidence of the Non-Immigrant qualifications. Documentary evidence includes:

- (i) certified copies of school records showing period of attendance, major field of study and degrees or diplomas awarded;
- (ii) copies of licences or other official permission granted to the Non-Immigrant to practise a trade or profession in a country which has found the Non-Immigrant to be qualified;
- (iii) Affidavits or published material are recommended as evidence of the Non-Immigrant's technical training or specialised experience.
 - (a) Affidavits must be signed and dated by someone familiar with the Non-Immigrant's work, such as former employers or recognised experts;

- (b) Affidavits must identify the applicant showing the capacity in which he is testifying; show the place and dates of the training or experience involved; and specify the details of duties performed, tools and equipment used, and supervision given and received;

- (c) Published material by or about the Non-Immigrant may be submitted, if it is identified by name, address, and date of publication.

(iv) Rules for Documents –

- (a) May be submitted in the original; no additional copies required;

- (b) If return of original is desired, it may be accompanied by a photostatic or typewritten copy, provided that such copies are permitted by law. (Do not make copies of a certificate of naturalization or citizenship);

- (c) Photostatic copies not accompanied by the original may be submitted, provided that they are certified by a Notary Public as identical to original;

- (d) Documents not in the English Language must be accompanied by a translation, certified by the translator as to the accuracy of the translation and his competency to translate.

Item 17 – List all work experience of the Non-Immigrant for the past three (3) years. In addition, list any other jobs which provided work experience which can be related to the occupation entered in 17. Job descriptions should include specific details of the work performed, with emphasis on skills and knowledge required, services rendered, managerial or supervisory functions performed, materials or products handled, and machines, tools and equipment used or operated. Describe responsibilities assigned.

Item 19 – All copies of this form must bear original signatures of the parties involved, and the dates signed. When no agent of the Non-Immigrant is involved, the Non-Immigrant must sign and date all copies. If an agent of the Non-Immigrant signs, dates, and otherwise completes the "DECLARATION OF AGENT OF NON-IMMIGRANT" portion, no signature of the Non-Immigrant is required. An agent acting on behalf of the Non-Immigrant must sign, date and complete the designated spaces in this Item, regardless of whether or not the Non-Immigrant signs the form.

(The employer of the office named above, as appropriate, will advise the Non-Immigrant regarding certification action.)