

## Positive Perfection

### *Step by Step Guide to Working in Canada*

1. Complete the Application Form below. ((*Hyperlink to "Employee Expression of Interest Form" further down this page*)).
  - Include as much information as possible such as intended travel dates and how long you wish to work in Canada for.
  - Attach your resume, at least two references, and two photos that best personify your character.
  - You will be contacted by Stuart upon receipt of this form to discuss your options.
  
2. Apply for a passport.
  - Allow 1 – 2 weeks.
  - Passports must be valid for a minimum of 2 years and six months to apply for your Visa.
  - Visit [www.passports.gov.au](http://www.passports.gov.au) and complete a "Passport Application Form," attach required documentation including passport photos, and lodge it at Australia Post.
  - Visit [www.passports.govt.nz](http://www.passports.govt.nz) complete a "Passport Application Form" and post or submit it to one of the Passport Offices listed on the application form, together with required documentation and photos.
  
3. Apply for an Australian Federal Police – National Police Check.
  - Allow 1 – 2 weeks.
  - You will need this for your Visa application and takes about the same length of time to get as your Passport.
  - You can apply for your National Police Check without a Passport, so do it at the same time.
  - Visit [www.afp.gov.au](http://www.afp.gov.au) for instructions on how to apply and complete this form: ((*National Police Check Application Form .pdf*))
  - At question 1 ensure that you record **Code Number 35**.
  
4. Apply for your Working Holiday Permit.
  - Allow 2 – 6 weeks.
  - In Australia, [www.whpcanada.org.au](http://www.whpcanada.org.au), select "Working Holiday" in the menu on the left side of the screen and follow the process through.
    - o Check the FAQ's page for eligibility and terms.
  - In New Zealand, [www.newzealand.gc.ca](http://www.newzealand.gc.ca) and select "International Experience Canada"
    - o Check the FAQ's page for eligibility and terms.

If you need assistance or have any questions about completing your Visa application, please don't hesitate to contact Stuart.

5. Enquire about flights and travel insurance.
  - We **STRONGLY** suggest, and in some cases you must, take out Travel Insurance.
  - We use and recommend STA Travel for cheap airfares and affordably priced travel insurance.
    - o Australia ((Hyperlink to [www.statravel.com.au](http://www.statravel.com.au)))
    - o New Zealand ((Hyperlink to [www.statravel.co.nz](http://www.statravel.co.nz) ))
  - Upon confirmation from Stuart that we have a position for you in Canada, you will need to go ahead and book and pay for your flights.
  - Please forward your flight details on to Stuart AND your employer.
  
6. Obtain an International Driving Permit ((Hyperlink to [www.aaa.asn.au/touring/idp.htm](http://www.aaa.asn.au/touring/idp.htm)))
  - From your State or Territorial Motoring Club (NRMA, RACV, RACQ).
  - In New Zealand, visit this website to apply:  
<http://www.aa.co.nz/motoring/driver-licences/international-driving-permit/>
  - You will be permitted to drive any vehicle, whilst in Canada, for which you are licensed in Australia or New Zealand for the first three months.
  - After three months you will be considered a resident of the Province in which you are residing and will need to obtain a Drivers Licence for that Province.

#### The Three Essentials to Work in Canada.

1. A Social Insurance Number (SIN). ((Hyperlink to [www.servicecanada.gc.ca/eng/sc/sin/](http://www.servicecanada.gc.ca/eng/sc/sin/)))
  - This is the same as your Tax File Number in Australia.
  - You will need to visit a Service Canada office in Canada OR you can download and complete the forms and send it off once you get to Canada.
  
2. A Canadian Bank Account.
  - Like Australia, there are a number of banks in Canada and all have their benefits.
  - We suggest you wait until you get to your job and open an account with the same bank as your employer as they will often have a good relationship with a local branch.
  
3. A cell phone.
  - In Canada, cell (mobile) phones have area codes as well, so you will need to wait until you get to your job and get a cell phone that has coverage and a local number in the area where you will be living.
  - You will pay to make AND receive calls in Canada.
  - Some employers will issue you with a phone for local and work use.
  - SKYPE or “Liberty” international calling cards are the cheapest way to call home.