

BRANDON

RURAL & NORTHERN IMMIGRATION PILOT



Food Service Sector Only Candidate Document Checklist - applies to RNIP Job offers from Businesses with a North American Industry Classification System number that starts with 722 and applies to National Occupation Codes 62020 (Food Service Supervisors), 63200 (Cook / Chefs), 65200 (Food & Beverage Servers), 63202 (Bakers) and 65201 (Front Counter Attendants/kitchen helpers regardless of the employers North American Industry Classification System number)

Please note: - Please use this document checklist if you are a candidate applying through the food service sector (as defined above) intake period.

- **Application Timeline: -**
 - Candidates have the opportunity to submit **ONE** complete, error-free applications during the **April 23rd to May 6th, 2024 (intake period)**. Please note that the intake period might close without advance notice prior to May 6th depending on the volume of applications received.

- **Talent Pool:**
 - The Food Service Sector intake operates as a talent pool intake. This means we are inviting Food Service Sector applications during scheduled intake periods to prepare a pool of applicants that are ready for presentation to the Community Recommendation Committee for a final decision on whether to approve an RNIP Community Recommendation. With a “talent pool intake” there is no set timeline for when Food Sector applicants will receive a decision on whether their Brandon RNIP application has been approved for a community recommendation. A decision on whether an applicant will receive a community recommendation could be forthcoming at any point until the end of the July 2024. Community recommendations for Food Sector candidates is contingent upon the overall utilization of the RNIP program by other sectors and the availability of community recommendations allocated to Brandon.

- **Process For Existing Employees and New Applicants: -**
 - Existing employees are defined as individuals who are already employed at an eligible RNIP employer at the time of submitting their application. For existing employees, employers do not require position approval from the Brandon RNIP office. Employers must simply provide a complete, error-free IRCC RNIP job offer form (IMM5984) and an employer work experience letter that meets IRCC’s work experience letter requirements to their employee(s). Employee(s) are responsible for submitting a complete application as per the instructions outlined below.

 - New applicants are defined as individuals who are not currently employed by an eligible RNIP employer. For these applicants, eligible RNIP employers must initiate the RNIP position approval process by submitting a position request via email to immigration@brandon.ca. Position approval must be issued by the Brandon RNIP officer prior to the applicant submitting an RNIP application.


Please note:

- Providing the mandatory documents listed below, during the intake period does not guarantee an application will be processed, nor does it guarantee Brandon RNIP Community Recommendation approval.


- Incomplete applications will not be processed. Your application is considered incomplete:
 - If you do not provide the mandatory forms and documents listed in the check list below at the time of application.
 - And/or if there are any errors in the forms and documents you submit. Please use the guide provided below to avoid making errors.
- Brandon Economic Development staff will only answer questions regarding how to complete RNIP application forms during regularly scheduled walk-in service. Walk in hours can be [found here](#).

How to apply:

- Complete and submit the forms/documents listed below (documents **1-10** are mandatory while documents 11-12 are optional).
- Once all the mandatory forms/documents have been completed including signatures where applicable, please email all the forms/documents to immigration@brandon.ca in one email. If file size prevents all documents from being sent in one email, please use the subject line below with 1 written behind the first email you send, 2 written beside the second email you send, etc.
- The subject(title) of your email should follow the following order:
 - RNIP- [Company/employer name]- [Position title]- [your first name as written on your passport]
 - Example: - RNIP- ABC company- Cook- Bob

	Forms and documents	
1.	<p>RNIP Job offer form (IMM 5984)</p> <ul style="list-style-type: none"> • A complete job offer form (IMM5984). Ask your employer to provide you with this form. <p>Name this document as: [your first name]- Job offer form</p>	<input type="checkbox"/>
2.	<p>Schedule 1- Community recommendation application (IMM 5911)</p> <ul style="list-style-type: none"> • Download the form here. • If you have trouble opening IMM 5911, save the pdf file to your device and then open it using adobe acrobat pdf reader. A browser pdf reader typically cannot open this file. • Use the guide below to complete the schedule 1 form then sign the form. Click the pdf icon below to download the guide.  <p>Name this document as: [your first name]- Schedule 1</p>	<input type="checkbox"/>
3.	<p>Letter of Intent</p> <p>RNIP food sector applicants are required to submit a letter of intent meeting the criteria listed below. The purpose of the letter of intent is to help RNIP staff understand who you are, your family background, why you are choosing to immigrate, why you are choosing Brandon to be your home and you and if applicable your family’s interests, short- and long-term goals, and your connections in Brandon.</p> <ul style="list-style-type: none"> • Authenticity: You must solely author the letter, without any external assistance, including AI programs and copying other people’s letters. Any indication of cheating or external support will result in the rejection of your application. However your family can assist with writing your letter of intent. • Format and Length: The letter must be provided in English in an easy-to-read pdf format. There is no minimum or maximum letter length. Typically, an applicant requires a minimum of 500 words to effectively share their story. 	<input type="checkbox"/>

- **Content Guidelines:** Your letter should encompass the following key points:
 - a. **Personal Narrative:** write a concise overview of your life story and your partner (if you have one), ensuring there **are no gaps in time or in locations you lived at**. Please include information about
 - Where you were born and grew up, including how many people live in your hometown.
 - Talk about your parents and siblings (if you have any), where they live now, what they do for work, and if they have families of their own.
 - Talk about your personal hobbies. Include information about your partner and children's hobbies if applicable.
 - If you have a partner, share their background, their education, how well they speak English...etc.
 - b. **Reason for Choosing Canada:** Explain the rationale behind your decision to move to or plan to move to Canada. Provide clarity on why Canada specifically appeals to you vs other countries. Generic facts pulled from a website will not be helpful in your application process. If applicable, in a chronological order, list all the cities you lived or visited in Canada. Provide an explanation for why you were in those places.
 - c. **Studies in Canada:** If you have pursued post-secondary education in Canada, share details about the institution(s) you attended and what attracted you to choosing them and why you selected your program of study.
 - d. **Career Path:** Describe your work history, including any changes in industries or shifts from your academic field to your current profession. Explain why you chose your current career and share your plans for future career advancement.
 - e. **Reason for Choosing Brandon:**
 - Explain the rationale behind your decision to move to or plan to move to Brandon. Provide clarity on why Brandon specifically appeals to you vs other cities in Canada. Generic facts pulled from a website will not be helpful in your application process.
 - Detail your existing connections in Brandon, Manitoba such as social connections, friends, or family members. Include as much information as you can such as how long they have lived in Brandon, their status in Canada, where they work, if they own their own home, etc. If applicable, attach evidence or examples to support these connections.
 - Describe your understanding of Brandon and why you believe it aligns with your lifestyle and requirements. If you currently reside in Brandon, detail your living arrangements, including whether you share accommodations with family members or roommates, specifying their immigration and employment status if applicable. Additionally, discuss your leisure activities outside of work, highlighting your recreational pursuits and sources of enjoyment in Brandon.
 - f. **Connections within Canada but outside Brandon:** The immigration process can be challenging as you adjust to a new country and are separated from family and friends. If you have connections in Canada outside of Brandon that can help you understand what to expect and provide you with emotional support and guidance, please explain who they are, how long they have lived in Canada, what their status in Canada is, where they

	<p>are living and how long you have known them. If you have a life partner, please also include their information.</p> <p>g. Immigration history: Please list all your past and current immigration applications, including any expression of interest (EOI) submissions to provincial nominee programs. If you've received a nomination from Manitoba, please clarify your decision to apply to RNIP. Additionally, list the countries you've visited, studied, or lived in, explaining your reasons for being there, such as vacation, work, or studies.</p> <p>h. Short- and long-term goals: Please think of the year before you will receive permanent resident status as well as the years following receipt of permanent resident status, what are you and if applicable your family's dreams and goals. Think of areas such as your career, further education, housing, large purchases such as vehicles, life, etc.</p> <p>i. Long-term Settlement Plans: Outline your comprehensive plans for settling in Brandon for the long term. Describe how your and if applicable your partner's career, experiences, and resources will contribute to your successful integration into the community and your ability to make meaningful contributions. If you are applying from outside of Canada, explain how much money you are bringing with you for settlement expenses, and whether you have a contingency plan should you run out of settlement funds.</p> <p>Please note that the above are guidelines, and you're encouraged to include any additional relevant information.</p> <p>Name this document as: [your first name]- Letter of Intent</p>	
4.	<p>Community Recommendation questions</p> <ul style="list-style-type: none"> • Click the pdf icon below to download. • Then save the pdf on your computer. • Answer the questions and sign.  <p>Name this document as: [your first name]- CR questions.</p>	<input type="checkbox"/>
5.	<p>Resume</p> <ul style="list-style-type: none"> • Please provide an up-to-date resume. • If you don't have a resume, you may use this resume template or any others that provide the necessary information. • The following information should be included in your resume: <ul style="list-style-type: none"> ○ Your full name and contact information (phone and email) ○ Full education history ○ Full work history including a description of the duties and the correct experience 2021 NOC Codes ○ Highlighting your skills and personal interests are optional. ○ If the Brandon job you have been offered has any mandatory job requirements, please be sure to include somewhere in your resume that you have the mandatory skills, work experience, languages...etc. <p>Name this document as: [your first name]- Resume</p>	<input type="checkbox"/>

6.	<p>Proof of qualifying work experience if applicable (Employer reference letter)</p> <ol style="list-style-type: none"> 1. If you did not graduate from a Brandon publicly funded designated learning institution : <ul style="list-style-type: none"> ○ you need to show that you have qualifying work experience in the past three years via employer reference letter(s) ○ Submit your employer reference letter(s) proving at a minimum that you have 1,560 hours of paid eligible employment in the past three years from the date you submit your RNIP application and worked in a period of not less than 12 months. Include the employer reference letter(s) in your application email. <ul style="list-style-type: none"> ○ Although it would be helpful to have employer work experience letters for the full 3-year period, we only require sufficient letters to demonstrate a minimum of 1,560 hours of eligible work experience within the last three years. ○ Employer reference letter/s should be on company letterhead and include your name, employment period, duties, NOC code (if known), salary, hours worked per week, employer's details and contact information, and immediate supervisor's name and signature. For more details, click here. 2. International students (2 years program): you do not need to have qualifying work experience if: <ul style="list-style-type: none"> ○ have graduated from a Brandon publicly funded designated learning institution in a program of at least 2 years or longer, and ○ were studying as a full-time student for the full duration of the 2+ years and ○ received the credential no more than 18 months before your application and ○ Were in the Brandon for at least 16 of the last 24 months spend studying to get your credential. 3. International students (Masters): you don't need to have qualifying work experience if you graduated from a Brandon publicly funded designated learning institution in a master's degree or higher program lasting less than 2 years and you <ul style="list-style-type: none"> ○ were studying as a full-time student for the duration of your degree and ○ got your degree no more than 18 months before your application and ○ were in the community for the length of your studies. <p>Name this document as: [your first name]- Employer reference letter.</p>	□
7.	<p>Proof of language proficiency</p> <ul style="list-style-type: none"> • you must submit a general language proficiency assessment result that is recognized by IRCC and is not older than 2 years and is for the purposes of immigration. • The minimum required language assessment result will depend on the TEER level of the position you received a job offer for or the employer's requirements, whichever level is highest. Read more here • Find out more about language testing <p>Name this document as: [your first name]- [name of the assessment such as IELTS, CLPIP...etc.]</p>	□
8.	<p>Educational documents</p> <p>Case 1: you have a Canadian educational credential.</p> <ul style="list-style-type: none"> • If you graduated from a Designated Learning Institution (DLI) that is recognized by the province in which the institution is located, such as a Canadian high school or post-secondary institution (including a one-year program), submit an official transcript. <ul style="list-style-type: none"> • To check whether you're learning institution is a DLI and is recognized by the provincial authority, search your institution's name here: https://www.cicic.ca/869/results.canada?search= 	□

Example: McGill University is a DLI as of the time this Document Checklist was prepared.

INSTITUTION	CITY	PROVINCE/TERRITORY	SECTOR	LEVEL OF EDUCATION	LEGAL STATUS
Macdonald College (McGill University)	Sainte-Anne-de-Bellevue	Quebec	Public	college	Recognized
McGill University	Montreal	Quebec	Public	university	Recognized

In the example below, the institution is not recognized, thus your transcript cannot be used to meet RNIP's education requirements.

Institution	City	PROVINCE/TERRITORY	SECTOR	LEVEL OF EDUCATION	LEGAL STATUS
Matrix College of Management Technology and Healthcare	Montreal	Quebec	For-profit	language school	Not recognized

If your institution is not a DLI recognized by the provincial authority, please look at case 2 below.

Case 2: you do not have a Canadian educational credential from a DLI recognized by the provincial authority.

- If you did not graduate from a recognized Canadian high school or post-secondary institution, submit an educational credential assessment (ECA)
- The ECA must not be older than 5 years and must be completed by an IRCC recognized institution.
- Find out more about how to get an [educational credential assessment \(ECA\)](#)

Name this document as: [your first name]- Education

9.	<p>Passport and legal status</p> <ul style="list-style-type: none"> • If you are applying from outside of Canada, submit a copy of a valid passport or another legally recognized document that includes your photo. The supplied document must clearly show your picture and your legal name. • If you are applying from inside of Canada, provide: <ul style="list-style-type: none"> a. A passport copy that clearly shows your picture and your legal name. b. And a copy of proof of legal status in Canada such as a valid Canadian work permit, visitor visa or study permit. <p>Name this document as: [your first name]- Passport and legal status (if applicable)</p>	<input type="checkbox"/>
10.	<p>Document Checklist</p> <ul style="list-style-type: none"> • Submit this completed checklist. <p>Name this document as: [your first name]- Documents checklist</p>	<input type="checkbox"/>
11.	<p>Community Connection letter (Optional but will strengthen your application)</p> <ul style="list-style-type: none"> • If you have family members or friends that are a permanent resident or a Canadian citizen and live in Brandon, it is recommended that you submit a signed community connection letter. • The letter should be written and signed by your family member or friend that lives in Brandon. • The letter should state: <ul style="list-style-type: none"> ○ Your relationship, including how long you have known each other. If your community connection is a biological or by marriage family member, provide proof such as a birth certificate or other government issued documentation. ○ The immigration status of the connection (is your family member or friend a Canadian citizen or a permanent resident or an international student...etc.) ○ What kind of settlement support will your connection provide to you to settle in Brandon ○ The address and contact information of your connection in Brandon <p>Name this document as: [your first name]- CC letter 1, CC letter 2...etc.</p>	<input type="checkbox"/>
12.	<p>Use of a Representative Form (IMM 5476) (optional and only if applicable)</p> <p>Include this form in your application if you want to name a representative (such as an immigration consultant, lawyer, friend, or family member) to do business with us for you.</p> <ul style="list-style-type: none"> • You can download the form from here: https://www.canada.ca/content/dam/ircc/migration/ircc/english/pdf/kits/forms/imm5476e.pdf <p>Name this document as: [your first name]- Use of Representative</p>	<input type="checkbox"/>
13.	<p>Supporting documents (optional and only if applicable)</p> <p>The following documents are optional but will strengthen your application if included:</p> <ul style="list-style-type: none"> • If you are already in Brandon on temporary status, provide proof of Brandon residence (example: rental lease agreement with your name on it) • If you have a spouse, submit: - <ul style="list-style-type: none"> ○ Proof of spouse language ○ Proof of spouse employment ○ Proof of spouse skill/experience/education that would meet Brandon labor needs. <p>Name this document as: [your first name]- Supporting documents- [document's name]</p>	<input type="checkbox"/>