ABLE NANNIES AND CAREGIVERS LTD.
#2 - 514 Sixth Avenue,
New Westminster, BC, Canada
V3L 1V3
Tel: 604 540 7453
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Email: ablenannies@telus.net

PLEASE COMPLETE EVERYTHING TO THE BEST OF YOUR ABILITY – These questions are asked because they are required on your "Job Offer" paperwork. Missing any details will slow your process down.

The salary offered: _____
Other benefits offered: _____
Revenue Canada Business Number: _____ RP0001
Primary Employers name as it appears with Revenue Canada:
_____

Employer Information
Primary Employers Name: _____
Address: _____
City: _____ Postal code: _____
PHONE #_____
Primary email: _____
Your relationship to the person needing care: _____
Are you related to the caregiver? If yes, how? _____

Have you hired a live in caregiver or temporary foreign worker in the past?
_____

We require exact dates of employment for your latest caregivers if applicable:
From: _____ To: _____
From: _____ To: _____
From: _____ To: _____

Caregiver Information:
Please provide us with the caregiver's full name as it appears on the passport. We require a copy of the caregiver's passport.

Name: _____
Gender: _____ Date of birth: _____
Passport number: _____ Country of birth: _____
Country of residence: _____ Citizenship: _____
Marital Status: _____
Full mailing address: _____
_____

Email: _____

Will the caregiver be applying for their family, if any, at the time of their application*:
*Please note only the caregiver's spouse/common-law partner, children, and dependents of their children can accompany the caregiver
If yes, how many family members: _____
Please list the names and ages of the family members:
1. _____ age: _____
2. _____ age: _____
3. _____ age: _____
4. _____ age: _____
5. _____ age: _____

Has the caregiver completed their CLB assessment? _____
If yes what date:_____
Has the caregiver sent their educational documents for assessment? _____
If yes, what date? _____
If the caregiver has not completed these steps we can still proceed and will provide further instructions regarding the processing.

Childcare information:
(if the position is for Elderly Care please proceed to the next section)

Tell us about your children, if you have children in the home who do not require care but are under 18 years of age please include them:
1. Name: _____ Age: _____ Date of birth: _____
2. Name: _____ Age: _____ Date of birth: _____
3. Name: _____ Age: _____ Date of birth: _____
4. Name: _____ Age: _____ Date of birth: _____

Elderly care information:

1. Name: _____ Age: _____ Date of birth: _____
2. Name: _____ Age: _____ Date of birth: _____

Address if different from employer's: _____

Location of employment:

Please list all household members in location where care will take place (if not mentioned above):
1. Name: _____ Age: _____
2. Name: _____ Age: _____
3. Name: _____ Age: _____
4. Name: _____ Age: _____

How many rooms are in the home where care will be provided (bedrooms, kitchen, bathrooms, etc.)? _____

How many bedrooms are in your home? _____

Accommodation of Caregiver:
Please be advised you must have sufficient number of rooms to accommodate the caregiver and any accompanying family members for them to live in.

Are you providing your caregiver with accommodation? _____

Please give a brief description of your accommodation: _____

_____

Are there bedrooms for the caregiver's family members?

_____

Dimensions of the caregiver's room: _____

The caregiver is able to share your main living quarters, please give us details regarding your home:

_____

_____

Where did you hear of Able Nannies? _____

PROCEDURES TO HIRE An In Home Caregiver
Please Read Carefully

Thank you for contacting Able Nannies to assist you with the processing of your "Home child care provider or your Home support worker"

You are no longer required to apply for an LMIA for overseas hires, but you do need an official job offer and we can assist you with this processing.

1. Complete the attached family application and return to Able Nannies with the supporting documents requested.
2. We will then forward to your caregiver the links to take their language assessment and have their educational documents assessed.

Effective June 2019 your caregiver must meet these minimum requirements:

- CLB 5 Language Level
- 1 year of Canadian post secondary education or foreign equivalent
- Admissibility (has the caregiver or caregiver's family been previously denied)
- The estimated processing time is 12 months.

Supporting Documents required

1. Payroll Number, this is the number you remit source deductions under. **If you do not have a payroll number please call Revenue Canada now and apply for one in the primary employers name. You will need your SIN number to do this. 1 800 959 5525, it is not complicated and takes about 10 minutes, when you here the recording, press the * Key to speak with an operator.**

2. **Copy of your caregiver's passport**

3. **Notice of Assessment from Revenue Canada (Mandatory)** call to obtain if you cannot find in your records - 1 800 959 8281 – This is proof of your annual income, you should request this for both you and the co employer if applicable. If your income is less than approx $85,000 you will be asked to forward further proof of accessible funds, for example a bank statement

AGREEMENT
BETWEEN
ABLE NANNIES AND CAREGIVERS LTD.
And
EMPLOYER
Inasmuch the EMPLOYER has requested that ABLE assist them with the placement of a Caregiver

ABLE'S complete fee for services to hire a caregiver that you already know is $1500.00 plus GST. The full amount is due and payable upon receipt of your family application.

ABLE agrees to assist you with your Job Offer and to forward any supporting documents to Citizenship and Immigration that is required from the "Employers" processing.

If your caregiver is in the Philippines there are further charges when they exit Canada for the POLO processing, the total fees are $500 Canadian to Able Nannies and $550.00 USD to the overseas agent who assists in the POLO processing.

The employer understands that Able Nannies representatives are not immigration lawyers or consultants and therefore do not give immigration advice or process the caregivers' application.

ABLE will do its best to ensure your caregiver commences employment as quickly as possible However, ABLE cannot accept any responsibility for Government delays and therefore the EMPLOYER will have no claim whatsoever against ABLE for a delay in commencement of employment by the caregiver.

The EMPLOYER has read and clearly understands this agreement and hereby Acknowledges receipt of a copy of the same.

Signed in New Westminster, British Columbia this _____ day of _____ in the year 20_____ .

_____   _____
ABLE NANNIES REPRESENTATIVE   EMPLOYER/EMPLOYER REP