

# Fact Sheet for Immigrants and Temporary Foreign Workers



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## Working in the Trucking Industry

**If you have received your education and training outside Canada and are looking for work in the trucking industry in Canada, this fact sheet provides you with basic information on how to go about it.**

It is addressed to immigrants and foreign workers interested in working in the trucking industry in Canada. In the spotlight are two key occupations:

1. Professional Truck Driver
2. Truck and Transport Mechanic

## Finding a Job in the Trucking Industry in Canada

If you are an immigrant or a foreign worker, a career in the trucking industry may be of interest to you. Keeping trucks on the road takes more than just great drivers; it requires a strong support team to keep the trucks running and the freight moving.

With a wide range of career opportunities, the trucking industry offers interesting and challenging employment options requiring a variety of educational backgrounds and experience. You will find detailed information on [www.truckingcareers.ca](http://www.truckingcareers.ca)

## Immigration Programs

If you are a truck driver, you fall under the semi-skilled worker category and can qualify under the following Canadian immigration programs:

1. Provincial Nominee Program (some provinces only)
2. Temporary Foreign Worker Program as part of the Pilot Project for Occupations Requiring Lower Levels of Formal Training

If you are a mechanic, you fall under the skilled worker category and can qualify under the following Canadian immigration programs:

1. Federal Skilled Worker Program
2. Provincial Nominee Program
3. Temporary Foreign Worker Program

## Federal Skilled Worker Program

If you are a mechanic and wish to immigrate to Canada under this program, you will have to follow these steps to apply with Citizenship and Immigration Canada:

- Step 1. Obtain and print the correct application package
- Step 2. Complete your application
- Step 3. Determine where to submit your application
- Step 4. Calculate your fees
- Step 5. Check your application
- Step 6. Submit your application

You will find detailed information on the eligibility criteria, application rules, process, processing times and costs at [www.cic.gc.ca/english/immigrate/skilled/index.asp](http://www.cic.gc.ca/english/immigrate/skilled/index.asp)

Canada

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Canadian Trucking  
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## Provincial Nominee Program

Many provinces and one territory in Canada have an agreement with the Government of Canada that allows them to nominate immigrants who wish to settle in that province. If you choose to immigrate to Canada as a provincial nominee, you must first apply to the province where you wish to settle and complete its provincial nomination process. The province will consider your application based on its immigration needs and your genuine intention to settle there.

Provincial and territorial governments have their own Immigration and Citizenship Departments to manage these programs. You will have to follow these steps to apply:

- Step 1. Obtain a certificate of provincial nomination
- Step 2. Obtain and print the Citizenship and Immigration Canada application package
- Step 3. Complete your application
- Step 4. Determine where you must submit your application
- Step 5. Obtain the instructions for the visa office where you will submit your application
- Step 6. Calculate your fees
- Step 7. Check your application
- Step 8. Submit your application

You will find detailed information on the eligibility criteria, application rules, process, processing times and costs at [www.cic.gc.ca/english/immigrate/provincial/index.asp](http://www.cic.gc.ca/english/immigrate/provincial/index.asp) and on the individual websites of the participating provinces/territory — Alberta, Manitoba, Newfoundland and Labrador, Ontario, Saskatchewan, British Columbia, New Brunswick, Nova Scotia, Prince Edward Island and Yukon.

If you are a temporary foreign worker and wish to become a permanent resident, you can apply to this program provided that you meet the eligibility criteria. Permanent residency is not guaranteed. If you have applied for permanent resident status and are waiting for approval, you may need to apply for an extension of your work permit.

## Temporary Foreign Worker Program

Canada's Temporary Foreign Worker Program helps foreign workers find work in Canada on a temporary basis. Most employers hiring foreign workers outside Canada use this program.

### Step 1: Understand the process

Do your research about working and living in Canada temporarily. Explore the *Going to Canada* web site for links to information and services. Another great resource is *Working in Canada*. Both websites can help you make informed decisions about where to live and work in Canada. Make sure you understand the costs as well.

### Step 2: Qualifications, skills and experience required

You need to find out what qualifications, skills and experience you need to work in Canada.

If you are a truck driver, most large trucking companies have set standards, including:

- Basic working knowledge of English (Level 6)
- Clean criminal record/history (no criminal activity)
- Clean pre-employment and drug and alcohol test
- Clean driver abstract (2 demerits or less)
- Commercial driver's licence with airbrake endorsement (or equivalent)
- Minimum of 2–3 years tractor-trailer driving experience (in the past 5 years)
- Verifiable employment references for the past 2–3 years
- Medical clearance to perform the job
- Eligibility to cross the Canada/United States border

If you are a mechanic, the license requirements are set by each province. Use the *Working in Canada* tool to understand the licensing requirements in the province you want to live in.

### Step 3: Find a job

Most large trucking companies recruiting internationally, post jobs on their websites or participate in trade missions and job fairs outside Canada.

### Step 4: Submit an application

Once you have identified potential employers, you should contact them directly and provide them with a completed application form and any other documentation requested.

### Step 5: Interview

Interviews help assess your ability to do the job and adapt to working in Canada. You will be asked a lot of questions to make sure you are qualified to do the job and will qualify to work in Canada. Initial interviews may be by telephone, video conferencing or web-cam. At least one interview should be in person, ideally in Canada.

You should ask a potential employer questions about the type of work, working conditions, training, orientation and support you can expect as a foreign worker.

- How many foreign workers do you currently employ?
- How long have you been hiring foreign workers?
- What programs do you have in place to help foreign workers integrate into the workplace?
- What support do you offer to help foreign workers relocate permanently to Canada?

### Step 6: Job offer/employment contract

If you are a truck driver, you and your employer must both sign a written employment contract. If you are a mechanic, your employer must provide a written, signed job offer.

### Step 7: Labour Market Opinion

Your employer needs approval from the Canadian government to hire a foreign worker from outside of Canada. This approval is called a *Labour Market Opinion (LMO)* and it may take several weeks (or longer) for an employer to receive it. Once they receive it, they will send you a copy. If you are a mechanic, you may be eligible for concurrent processing. This means that your work permit application can be processed at the same time as the *Labour Market Opinion*.

### Step 8: Apply for a work permit/temporary resident visa

After you receive a copy of the *Labour Market Opinion* and a written *job offer/employment contract* from your employer, you can apply for a work permit. You can apply at the Canadian Embassy or visa office in your country.

When applying for a work permit, you must submit the following documents:

- the work permit application form
- a copy of your employer's *Labour Market Opinion (LMO)*
- the original job offer/employment contract from your employer
- proof of your education and work experience
- a copy of your valid passport or travel document
- any other documents required by the Canadian visa office

Truck drivers will need to submit additional documentation including:

- proof of a clear drug test (within the past 30 days)
- proof of medical clearance to do the job and meet provincial licensing requirements
- proof of English language skills (Level 6)

If you are a citizen of a country that requires a Temporary Resident Visa, the Canadian government will issue you one when you apply for a work permit. Your work permit, including visa, will cost \$150 CAD (as of 2008–2009).

### Step 9: Approval of work permit

You will receive the work permit (or authorization letter) from the Canadian embassy or visa office. A work permit's terms and conditions mean that:

- You work for the employer whose name is on that work permit
- You work at the location indicated on the work permit
- You cannot stay in Canada longer than the time stated on the work permit

### Step 10: Entering Canada

When you arrive in Canada, you will advise the immigration officer that you are entering Canada as a temporary foreign worker. The immigration officer has the final say on who may/may not enter Canada. You must provide:

- Signed job offer/employment contract
- Work permit or authorization letter
- Copy of Labour Market Opinion
- Evidence of credentials, work experience and qualifications
- Temporary resident visa (if required)

A representative of your employer will meet you and help you with an orientation and settlement process.

#### Important!

Your passport must be valid for the entire period of your employment contract.

## Using Recruiters or Placement Agencies

If you plan to use a recruitment agency to help you find a job in Canada, it is important that you know these facts.

### Finding a Reputable Agency

In some provinces in Canada, recruitment agencies must be registered and licensed by the provincial government. You have the right to request a recruitment agency's license and business registration to verify that it is a legitimate business.

If the recruiting agent represents themselves as an immigration consultant, be aware, that to provide advice or representation on immigration matters, an immigration consultant must be a member in good standing of a Canadian provincial or territorial law society or the Canadian Society of Immigration Consultants.

Make sure the agent has experience working in the trucking industry. Ask for referrals from other foreign workers and make sure you check references. Ask for a contract in writing that states what services will be provided.

### A Recruitment Agency Cannot Charge You a Fee for Finding You a Job

It is unethical (and illegal in some provinces) to charge a job placement fee to a foreign worker. Recruiters can only charge fees to employers who offer to employ you.

However, if a recruitment agency provides you with services such as resumé preparation and interview skills coaching, then it is entitled to charge you fees. Paying those fees does not guarantee you employment.

## Facts and Tips

### Language Skills

You must have good English or French language skills to immigrate to Canada. English skills are particularly important for long haul truck drivers.

### Housing

Your employer should help you find affordable accommodation but is not expected to pay for it.

### Travel Costs

If you come to Canada to work as a truck driver, your employer will pay your travel costs to and from your home country. If you come to Canada to work as a mechanic, you will pay for your own travel.

### Health Insurance

Your employer will ensure that you have provincial health insurance coverage from the moment you start working for them. Your employer will pay the first 90 days, or until you are eligible to apply.

### Worker's Compensation

Your employer is responsible for insuring you against injuries that may occur on the job. This insurance is called Workers' Compensation.

### Social Insurance Number

To work in Canada legally, you must have a Social Insurance Number (SIN). You can obtain a SIN by submitting an application form to the Government of Canada as soon as you arrive.

### Termination of Work

If you (or your employer) wish to end your working relationship, you can do so by handing in your notice or pay in lieu of notice.

### Useful Websites

Because programs change regularly, you should check the websites listed for the most up to date information available.

#### ***For information about living and working in Canada***

- Going to Canada [www.goingtocanada.gc.ca](http://www.goingtocanada.gc.ca)
- Working in Canada [www.credentials.gc.ca](http://www.credentials.gc.ca)

#### ***For information on careers in the trucking industry in Canada***

- Canadian Trucking Human Resources Council [www.truckingcareers.ca](http://www.truckingcareers.ca)

#### ***For information about immigrating to Canada***

- Citizenship and Immigration Canada [www.cic.gc.ca](http://www.cic.gc.ca)
- Work permit application forms [www.cic.gc.ca/english/information/applications/work.asp](http://www.cic.gc.ca/english/information/applications/work.asp)
- Canadian visa offices [www.cic.gc.ca/english/information/offices/apply-where.asp](http://www.cic.gc.ca/english/information/offices/apply-where.asp)
- Countries and territories requiring visas [www.cic.gc.ca/english/visit/visas.asp](http://www.cic.gc.ca/english/visit/visas.asp)
- Medical examination requirements [www.cic.gc.ca/english/information/medical/medexams-temp.asp](http://www.cic.gc.ca/english/information/medical/medexams-temp.asp)
- Concurrent processing [www.cic.gc.ca/english/work/processing.asp](http://www.cic.gc.ca/english/work/processing.asp)
- Permit fees [www.cic.gc.ca/english/information/fees/index.asp](http://www.cic.gc.ca/english/information/fees/index.asp)
- Work permit extension application [www.cic.gc.ca/english/information/applications/extend-worker.asp](http://www.cic.gc.ca/english/information/applications/extend-worker.asp)

#### ***For information about the Temporary Foreign Worker Program***

- Information for Employers and Foreign Workers [www.hrsdc.gc.ca/en/workplaceskills/foreign\\_workers/index.shtml](http://www.hrsdc.gc.ca/en/workplaceskills/foreign_workers/index.shtml)
- Pilot Project for Occupations Requiring Lower Levels of Formal Training [www.hrsdc.gc.ca/en/workplaceskills/foreign\\_workers/lowskill.shtml](http://www.hrsdc.gc.ca/en/workplaceskills/foreign_workers/lowskill.shtml)
- National Occupational Classification Codes [www5.hrsdc.gc.ca/NOC-CNP/app/index.aspx?lc=e](http://www5.hrsdc.gc.ca/NOC-CNP/app/index.aspx?lc=e)
- Sample employment contract [www.hrsdc.gc.ca/en/workplaceskills/foreign\\_workers/forms/annex2-e.pdf](http://www.hrsdc.gc.ca/en/workplaceskills/foreign_workers/forms/annex2-e.pdf)

#### ***For information about foreign credentials recognition***

- The Foreign Credentials Referral Office [www.credentials.gc.ca](http://www.credentials.gc.ca)

#### ***For information about Social Insurance Numbers***

- Social Insurance Number [www.servicecanada.gc.ca/en/sc/sin/](http://www.servicecanada.gc.ca/en/sc/sin/)

#### ***For information about recruiting agents***

- Citizenship and Immigration Canada [www.cic.gc.ca/english/information/representative/index.asp](http://www.cic.gc.ca/english/information/representative/index.asp)
- Canadian Society of Immigration Consultants [www.csic-scci.ca](http://www.csic-scci.ca)
- Provincial and territorial law society links [www.cic.gc.ca/english/information/representative/verify-rep.asp](http://www.cic.gc.ca/english/information/representative/verify-rep.asp)

### Canadian Trucking Human Resources Council

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