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FINDING A JOB

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This chapter is important for anyone who is moving to Canada to work. You will find lots of useful information in this chapter even if you already have a job before you go.

The information included in this chapter covers finding a Job, writing a résumé (CV), getting your Irish qualifications assessed, tips for job interviews and employment rights.

You will also find information on applying for a Social Insurance Number which is very important as you cannot work until you have your Social Insurance Number, so please read this chapter carefully to ensure you know what you will need to do when you arrive in Canada regarding employment.

What is the best information on finding a job for newcomers to Canada?

In Canada most people work on a full-time or part-time basis to support themselves and their families. When you first arrive in Canada you may find it difficult to get work that matches your skills and pays as much as you want, until you have gained experience in the Canadian workforce. Your qualifications may not be accepted in Canada until you have Canadian documents or training, some work experience and a good working knowledge of English or French. Until then you may have to look for other employment.

I have heard about Human Resources Centres of Canada. What do they do?

The Human Resources Centres of Canada (HRCC) are specialists at helping people find jobs. They can give you useful information and tips. Each HRCC has lists of jobs that are available. Please see the website www.hrsdc.gc.ca. They can also access job banks, which list job openings across Canada. Employment counsellors in these centres will be able to help you. They can tell you about job and language training and work creation programs, give you information to plan your job search and tell you where to have your documents translated or to get help preparing a résumé and give you names of immigrant-serving organisations, which may have more information.

Where can I find out about Canada's Labour Market?

Finding out about the labour market will help you understand more about working in Canada and help you in your job search. Use the Websites below to learn about:

- Job requirements
- Local, regional and national labour market conditions
- Current and future job or career prospects or
- Educational and skill-learning opportunities.

Websites

www.labourmarketinformation.ca

www.workdestinations.org

www.workinfont.ca

www.jobfutures.ca

www.jobsetc.ca

Where do I begin to organise my job search?

Finding a job is hard work. If you get organised before you start, it will be easier. Firstly you should decide what kind of work you would like to do. It's also a good idea to think about the kinds of jobs you would accept while you wait for the job you really want. Make sure you have all the documents you might need including the following:

- Social Insurance Card
- Educational diplomas, degrees and certificates
- Trade or professional certifications, qualifications
- Letters of recommendation (references)
- Birth certificate or passport
- Driver's licence and
- Permanent Resident Card or Confirmation of Permanent Residence (IMM5292).

What do I need to know to help me write my résumé?

You should prepare a résumé (similar to a Curriculum Vitae) detailing your work experience, qualifications and other information about yourself as soon as you can to help you find a job. Most Canadian employers will ask for a copy of your résumé when you apply for a job. Below are 2 examples of résumés, to help you get an idea of what you will need to detail. Also for more information on résumés please see the website <http://workbloom.com/default.aspx>

John Joe Higgins

RÉSUMÉ

CONTACT DETAILS

| | |
|------------------|---|
| <i>Address</i> | 111 South Pender St Vancouver VB2S 3R2 |
| <i>Telephone</i> | 416 555 9320 |
| <i>Mobile</i> | |
| <i>Email</i> | jjh@can.res.com |

PROFILE

A dynamic, results orientated restaurant Manager offering focused leadership.

Consistently achieved performance goals through enthusiasm, initiative, which compliment knowledge/expertise in:

- Team Building/Staff Training
- Customer Care/Guest Relations
- Purchasing/Inventory Management
- Quality Assurance/Control
- Facilities/Safety Management
- Health and Safety
- Policies and Procedures
- Continuous Performance Improvement

EXPERIENCE

Mar 1999 – Date

| | |
|-----------------------|---|
| <i>Company</i> | Nicos Restaurant, Vancouver, Canada |
| <i>Position</i> | Manager |
| <i>Duties include</i> | <ul style="list-style-type: none"> - Employ an efficient, high energy and professional approach to store operations - Ordered food and liquor on a weekly basis |

**EXPERIENCE
(CONTINUED)**

- Worked with suppliers to ensure product quality
- Participated in training and recruitment of staff
- Dealt with customer complaints

EDUCATION**May 1997 – May 1999**

Company Hollie's Diner, Toronto, CA

Position Cashier/Book-keeper

Duties include

- Acted as full-time cashier in the restaurant
- Handled computerised payroll system
- Made monthly reports to the accountant
- Responsible for presenting bank reconciliation statements to management

Sept 1991 – June 1994

School D.I.T. Cathal Bruahg St. Dublin 1.

Qualifications B.A. - Hospitality and Business Management.

REFERENCES

Available upon request

Where can I get information on job vacancies?

There are many places where you can find out about job vacancies. Local newspapers will have job advertisements. Job vacancies are normally listed in the classified advertisement section of daily and community newspapers, and are often listed by trade, profession or service industry.

Jobs are also listed in job banks (a searchable data bank with information on jobs vacancies). Some job banks are public, but many are private and may charge a fee.

Internet sites have lists of jobs, and some also give practical advice on how to plan your job search. Others allow you to apply for a job directly on the Internet, or to post your résumé, which goes into a database that can be searched by employer. Here are some other sites that may be helpful with your job search:

www.worksitecanada.com

www.careerbuilder.ca

www.immigrationinfocanada.com

www.goinglobal.com

www.thingamajob.com

www.workopolis.com

www.hrsdc.gc.ca

www.jobs-emplois.gc.ca

[*www.jobsonline.net*](http://www.jobsonline.net)

[*www.monster.com*](http://www.monster.com)

[*www.employment-job-search.net*](http://www.employment-job-search.net)

Employment agencies that hire temporary or contract staff are listed in the telephone directory. You do not have to pay an agency or a company when you are looking for a job. The company that uses your services will pay the agency.

One of the best ways to learn about jobs is to talk to people, either individuals you already know or contacts you have made through organisations in your community. If they cannot help you find a job, they may provide you with information, suggestions and names of people to contact. They may be able to tell you about unadvertised jobs.

What are regulated occupations?

Some professions and trades are regulated in Canada to protect public health and safety. People who want to work in regulated jobs need to get a licence from the regulatory body in the province or territory where they want to work. If you practised a profession or a trade in your country of origin, you will probably have to upgrade your skills to meet Canadian requirements. If you want to work in a regulated occupation, you may have to:

- Provide a copy of your degree, certificate, diploma or qualifications
- Take a language test and
- Complete a technical exam.

The way that qualifications are recognised and licenses are issued is different in each province and territory, and for each occupation. If you would like more information on regulated occupations in Canada, visit:

www.cicic.ca

www.workdestinations.org

www.workopolis.com

What are non-regulated occupations?

If your occupation is not regulated (for example, sales representative, office clerk, chef) you do not need a licence. Your employer will decide what requirements you must meet and whether you have to register with a professional association.

Do I need to get my Irish qualifications assessed?

Yes, you will need to get your Irish credentials assessed. An assessment of your credentials shows how qualifications acquired in another country compare to Canadian qualifications. It will help you understand the Canadian educational system and assist you with your job search and some prospective employers may require that you prove your credentials are equivalent to Canadian standards.

Having a credential assessment does not guarantee that you will be issued a licence to practise by a regulatory body, or that credentials earned in another country will be accepted by a Canadian employer. You will have to pay a fee to get your credentials assessed.

Find out about the assessment of qualification services, by province:

- Alberta: www.advancededucation.gov.ab.ca
- British Columbia: www.bcit.ca/ices
- Manitoba: www.gov.mb.ca
- Québec: www.immigration-quebec.gouv.qc.ca
- Ontario: www.wes.org/ca
- Saskatchewan: www.learning.gov.ab.ca
- Other Provinces: www.advancededucation.gov.ab.ca
- Other assessment services: www.icascanada.ca
or www.adm.utoronto.ca

Foreign Credentials Referral Office

The Foreign Credentials Referral Office (FCRO) is a new federal office (located in Citizenship and Immigration Canada) which will help internationally trained individuals find information and access the services they will need in order to use their qualified skills in Canada.

The FCRO will provide a one-stop shop for information and referral services to individuals both overseas and in Canada. The FCRO will also provide information.

On-line

A new website www.credentials.gc.ca will feature a search engine featuring a new search engine called “Working in Canada”. By using this tool individuals will be able to identify occupations in Canada for which they may be qualified, as well as the regulatory body appropriate for their needs.

The tool will also provide individuals with detailed labour market information, based on where they live (or plan to live).

Phone line

Service Canada will provide information, client referral and pathfinding assistance to immigrants in Canada through a dedicated phone service (1 888 854 1805).

In-person service

This new in-person service will be available to clients at a Service Canada Centre in Toronto, Vancouver, Calgary, Montreal, Halifax and Winnipeg. For more information on this and to locate a Service Canada Center, please refer to the website

www.servicecanada.gc.ca/en/gateways/where_you_live/menu.shtml.

Service Canada will provide an in-person information, client referral and pathfinding assistant to immigrants.

What tips are there regarding job interviews?

Once you have applied for a job, you may be asked to go to a job interview. A job interview is a meeting with an employer to see if you have the experience and qualifications needed for the job. Here are some tips for job interviews:

- Be early, **never** late
- Dress well and be well groomed
- Be ready to show your education and training certificates
- Never leave your original documents behind at an interview. Don't post original documents either. Photocopies will be accepted
- Talk about your qualifications, experience and willingness to work
- Show that you know about the company or organisation and what it does
- Find out what will be expected of you, and when you will know the outcome of the interview
- Don't smoke, as most workplaces do not allow smoking
- Avoid talking about your family unless you are asked
- Thank the interviewer when you leave.

What are my employment rights?

Federal and provincial laws protect workers and employers by setting minimum wage levels, health and safety standards, and hours of work

- They provide for maternity leave and annual paid vacation, and protect children who are working
- Canada also has human rights laws that protect employees from unfair treatment by employers based on sex, age, race, religion or disability
- An employer must hire employees on the basis of their qualifications
- Employers cannot refuse to hire you because they don't like your skin colour or your religion. This is discrimination. It is also discrimination if you are refused a job because of your age, sex, marital status, disability or sexual orientation.

How do I apply for a Social Insurance Number

- Applying for a Social Insurance Number (SIN) is one of the most important things you will do once you arrive in Canada
- You will need a Social Insurance Number to work, to open a bank account or to obtain your tax credit

- This number tells the government who is earning money, paying taxes, paying into pension plans and using government services
- Your employers will ask you for this number
- To apply for one, simply go to your nearest Human Resources Development Canada office (listed in the blue pages of your telephone book)
- As a new immigrant, you will need to provide the original copy of your Confirmation of Permanent Residence (IMM 5292) or your permanent resident card
- If the name you are using to apply for your SIN card is different from the one found on the document you are providing, you must also provide either a marriage certificate or a change of name document
- Remember: You must make sure that the name on all documents is the same name. This name must always belong to the same person, and it must be spelled correctly.

What are the other factors that I may need to consider?

Day care

- When you find work, you should be aware that it is illegal in Canada to leave children under the age of 12 at home by themselves
- You will need to find someone to look after your children while you work
- There are several options you can look into, such as licensed day-care centers, home-based day care, nursery schools, and “drop-in” day-care centers. You can also hire someone to come into your home and look after your children
- Look in the yellow pages under “Day Nurseries” or “Day Care.” Also check the classified advertisements section of the newspaper under “Employment Wanted” to find a caregiver in your area
- Government-subsidised day care exists for low-income families.

Volunteering

You might wish to help out in an agency or a community organisation as a volunteer.

Volunteering can help you develop Canadian job experience, get a practical knowledge of the Canadian workplace, practice your English or French and make new friends, as well as help others. You can find volunteer centers in the yellow pages of your telephone book, or contact your local community agency.

An example of volunteering is the Host Program. The Canadian government funds the Host Program to help newcomers adapt, settle and integrate into Canadian life. Host volunteers are Canadians who offer their time to be with newcomers and introduce them to the Canadian way of life. For more information on the Host Program please refer to the website www.cic.gc.ca or contact one of the local immigrant-serving organisations (please see **Chapter 13 - Useful Contacts**)

Canadian pension plan

A small part of your pay cheque goes into a Canadian pension plan. When you retire, you will receive a monthly pension from the federal government. The amount will vary according to how many years you worked in Canada before retiring and what your salary was.

Residents of Québec pay into the Québec Pension Plan, which works the same way as the federal plan. These plans also include survivor's pensions for the spouses of deceased pensioners, disability pensions and death benefits.

Employment insurance

When you are working, a small percentage of your pay cheque will be deducted each month to go into the Employment Insurance Account. Your employer contributes to the account as well. Employment insurance gives money to eligible, unemployed Canadian residents for a short time, while they look for a new job or take some training to learn new skills.

Taxable benefits

Your employer may provide some benefits (for example, life insurance, special medical care, a dental plan or a private pension plan) that are taxable.

Union dues

If you are in a union, and the union has an agreement with your employer, some money will be deducted to pay for the union dues.

