

Employment

Working in Canada

In order to work in Canada you must have a Social Insurance Number (SIN).

How do I apply for my Social Insurance Number?

- 1) You can visit either a Service Canada office or apply for a card by mail.
- 2) To apply by mail download the application forms found at <http://www.servicecanada.gc.ca/eng/sin/forms.shtml>
- 3) Send your completed forms, original documents and payment to
Service Canada
Social Insurance Registration Office
P.O. Box 7000
Bathurst, New Brunswick
E2A 4T1
- 4) You will then receive your SIN card within 20 business days.
- 5) Applying at your nearest Service Canada location is a faster alternative.
- 6) You will receive your SIN number right away.

What documents are needed to apply for a SIN Card?

An official document that shows your identity and status in Canada, is needed to apply. If you are a Permanent Resident then you must show your permanent resident card. If you are a Temporary Resident then you must show your work or study permit, your visitor record or a diplomatic identity card. You may also have to show your certificate of marriage, legal change-of-name certificate, adoption order, Notarial Certificate or a Request to Amend Record of Landing.

Where is the nearest Service Canada location?

You can find the nearest Service Canada location by visiting:

<http://www.servicecanada.gc.ca/cgi-bin/hr-search.cgi?cmd=lst&pv=bc&ln=eng>

Employment Centres

At employment centres career facilitators will offer referrals to work placements, and help you with the writing of your resume and cover letter. There are a multitude of resource areas which offer the use of computers, phones, faxes, copiers. There are 3 locations: Cloverdale: (604) 576-3118, Newton: (604) 501-2224 and Whalley: (604) 584-0003

You can also look in your local newspaper for job listings or check online on one of the many online job banks such as www.jobbank.gc.ca, www.workopolis.com, www.bcjobs.ca or www.monster.ca

How to get a Job?

Below are a few tips that may help you find your next job.

Network: Many companies rely on employee referrals. Phone your friends and relatives and ask if they know of any openings that they could recommend you for. 40% of companies use referrals to hire.

Volunteer: Start volunteering for a company that focuses on something you enjoy. As time passes you will be given more responsibilities. Not only will you be helping others, but you'll also be gaining experience. You should emphasize your volunteer experience on your resume, since many companies tend to favour candidates who help the community.

Cold call: Locate the hiring manager at a company you're interested in. Call that person and ask if they are hiring, but do not become discouraged if they are not. Ask if you can drop off your resume.

Realize that you may have to work your way up in a company. You can't expect to start working in your dream position. As you gain experiences, you will be ready to set new goals. To make it to the top, you have to go one step at a time

Did you know that if you are doing a thorough job search, you can get rejected sometimes. If you aren't getting rejected, you aren't putting yourself out there enough. It is very important to see rejection as a chance to improve yourself.

Employment

Employment Resources

Please see below for links to several websites that offer employment resources.

Resource Agencies, Services and Associations

Lower Mainland Employment Resources

<https://clbc.cioc.ca/record/CLB5133>

Foreign Credentials Referral Office

<http://www.cic.gc.ca/english/department/fcro/>

International Credential Evaluation Service (ICES)

<http://bcit.ca/ices>

BC Internationally Trained Professionals

<http://www.bcitp.net/>

Canadian Labour Congress

<http://www.clc-ctc.ca/>

Employment Services for Youth

<https://ywcavan.org/programs/employment-programs-services/employment-services-youth>

General Information About Working in Canada

Labour Market Information for BC

http://www.jobbank.gc.ca/LMI_bulletin.do?cid=3373&PROVCD=BC&INDUSTRYCD=&EVENTCD=

Information regarding employment in Canada for specific professions and trades

<http://www.cicic.ca/en/index.aspx>

Service Canada Employment Information

<http://www.servicecanada.gc.ca/eng/subjects/employment//index.shtml>

Working for the Public Service of Canada

<http://jobs-emploi.gc.ca/index-eng.htm>

Career Opportunities in BC

<http://www.workbc.ca/>

Additional Programs

Skills Connect for Immigrants Program

<http://www.backinmotion.com/>

Entrepreneurs: Small Business

Surrey Board of Trade

<http://www.businessinsurrey.com/>

Youth Employment Services

Government of Canada - Youth Employment and Education

<http://www.youth.gc.ca/eng/home.shtml>

Federal Student Work Experience Program (FSWEP)

<http://jobs-emploi.gc.ca/fswep-pfete/index-eng.php>

Employment

Legal Information

Guide to Employment Standards Act

<http://www.labour.gov.bc.ca/esb/esaguide/>

Employment Standards Act

http://www.qp.gov.bc.ca/statreg/stat/E/96113_01.htm

BC Human Rights Tribunal

<http://www.bchrt.gov.bc.ca/>

WorkSafe BC

<http://www.worksafebc.com/default.asp>

