

IMM 008 Schedule 3 Economic Classes - Skilled Workers



Who should complete this form? The principal applicant must complete this form

This is the form that the Visa Officer will use you in giving points for the following factors:

- Factor 2 - Official Languages
- Factor 3 - Work Experience
- Factor 4 - Age
- Factor 5 - Arranged Employment
- Factor 6 – Adaptability
- *Factor 1 – Education can be found in IMM008 – Schedule 1 Question 10.*

Take extra time and care in filling this up. You might have to go back and review the chapter on Manual Self Assessment so that you can maximize your points. **Remember**, don't leave any question blank. If it doesn't apply to you, print **N/A**



Citizenship and Immigration Canada
Citoyenneté et Immigration Canada

PROTECTED WHEN COMPLETED - B

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SCHEDULE 3 ECONOMIC CLASSES - FEDERAL SKILLED WORKERS

The principal applicant must complete this form.

Before you start completing this form, make enough photocopies for your needs. You can also print all or part of this form from our Web site at www.cic.gc.ca

If there is not enough space to provide all the necessary information, attach to this form a separate sheet of paper with further details. Print your name at the top of each additional sheet and indicate the form's title and the number of the question you are answering.

This is Factor 4- Age. You can get a maximum of 10 points .

1. Your Full Name

Family name
Given name(s)

Day Month Year

2. Your date of birth

3. Do you have an offer of employment in Canada approved by Human Resources Development Canada?

No Yes ▶ Employer
Address

Occupation

3. Check the YES box if you have an offer of employment that has been approved by Human Resources Development Canada. Write the name and address of your employer. If you don't have an offer of employment, check NO. In the Employer information, you can write N/A

This part of Factor 5 – Arranged Employment.

You can get additional 10 points if you answer YES to Questions 3. OR 4.

4. Are you currently working in Canada under a work permit?

No Yes ▶ Provide a copy of your work permit

4. If you check YES, be sure to attach copy of your Canadian work permit.

5. Don't leave these boxes blank. It does not matter whether you can communicate in English or French. You have to check either English or French as your official language. If you selected English as your first official language, you cannot select English again as your second language.

5. Languages

Which is your official language: English French
 Which is your second official language: English French

Your proficiency in English

	High	Moderate	Basic	None
Speak	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Listen	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Read	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Write	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Your proficiency in French

	High	Moderate	Basic	None
Speak	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Listen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Read	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Write	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Check only one BOX for Speak, Listen, Read and Write. For example, you cannot check High and Moderate for Read. You have to check either High or moderate. Remember, if you selected NONE for all boxes, you might not be approved as an immigrant.

This is Factor 2 – Languages
 You can get maximum of 24 points if you are proficient in both English and French

6. Language (continued)

Have you taken an approved test to assess your proficiency in English or French?

- Yes ► Provide a copy of approved test results
- No ► Provide evidence of your proficiency in Canada's official languages

6. If you check any High, Moderate or Basic boxes in 5, you should be able to provide a written proof acceptable by the Visa

7. Study in Canada

Have you or, if applicable, your accompanying spouse or common-law partner, previously completed a program of full-time study of at least two years at a post-secondary institution in Canada?

- No Yes ► You Your spouse or common-law partner
Provide evidence.

7. If you selected YES, you can check both YOU and YOUR SPOUSE if indeed both of you studied in Canada. Just don't forget to provide proof or evidence that would support your claim.

8. Work in Canada

Have you or, if applicable, your accompanying spouse or common-law partner, previously worked full-time in Canada?

- No Yes ► You Your spouse or common-law partner
Provide evidence.

8. If you selected YES, you can check both YOU and YOUR SPOUSE if indeed both of you worked full-time in Canada. Just don't forget to provide proof or evidence that would support your claim.

Questions 3, 7, 8, and 9, are part of Factor 6 – Adaptability.

You can get a maximum of 10 points if you answer YES in any two of these questions. For example if you check YES for 3, and 9, you will get 10 points.

9. Do you or, if applicable, your accompanying spouse or common-law partner, have a relative living in Canada who is a citizen or a permanent resident of Canada?

No Yes You Your spouse or common-law partner

Relationship Mother or father Grandmother or grandfather
 Daughter or son Granddaughter or grandson
 Sister or brother Aunt or uncle
 Niece or nephew Spouse or common-law partner

8. If you selected YES, you can check both YOU and YOUR SPOUSE if indeed both have relatives in Canada. You can indicate after the Relationship if it is your spouse who has the relative.

10. Funds

Amount of unencumbered transferable and available funds you have, in Canadian dollars

\$ 30,000.00

10. "Funds" means "money." This includes the value of any property you own. It does not include jewellery, cars or other personal belongings. Remember, if you have an Offer of Employment approved by HRDC in 5, you don't have to meet the required settlement funds.

11. Your Work Experience

Starting with your most current occupation within the 10 years preceding the date of your application. Give for each the National Occupational Classification code (NOC), the number of continuous full-time or equivalent experience and a description of your main duties. List only occupations that fall in the Skill Type D or Skill Levels A or B of the NOC.

11. It is very possible that there is not enough space to fit your Main Duties here. You need to attach an additional sheet. See sample below

Questions 11. is Factor 3 – Work Experience. You can get a maximum of 10 points if you have 4 years or more of experience.

From		To		Occupation	NOC	Years of Experience	Main Duties
M	Y	M	Y				
3	1990	6	2002	FINANCIAL ACCOUNTANT	1111	<input type="checkbox"/> Less than 1 year	PLEASE REFER TO ATTACHED
						<input type="checkbox"/> 1 year but less than 2	DOCUMENTS FOR THE MAIN
						<input type="checkbox"/> 2 years but less than 3	DUTIES OF THIS OCCUPATION.
						<input type="checkbox"/> 3 years but less than 4	
						<input checked="" type="checkbox"/> 4 years or more	

Get the NOC code of your Occupation

Check only one

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SCHEDULE 3
ECONOMIC CLASSES - FEDERAL SKILLED WORKERS

QUESTION 11. YOUR WORK EXPERIENCE

MAIN DUTIES:

1. EXAMINES AND ANALYZES THE JOURNAL AND LEDGER ENTRIES, INVENTORIES, EXPENDITURES, TAX AND OTHER FINANCIAL RECORDS, DOCUMENTS AND SYSTEMS OF CAPITOL BANK TO ENSURE FINANCIAL RECORDING ACCURACY AND COMPLIANCE WITH GENERALLY ACCEPTED FINANCIAL ACCOUNTING STANDARDS, PROCEDURES AND INTERNAL CONTROLS.
2. PREPARES DETAILED FINANCIAL REPORTS AND MAKES RECOMMENDATIONS TO IMPROVE THE BANK'S ACCOUNTING, FINANCIAL AND MANAGEMENT PRACTICES.
3. SUPERVISES A STAFF OF 5 JUNIOR FINANCIAL ACCOUNTANTS WHO REPORTS DIRECTLY UNDER ME.
4. REGULARLY CONDUCTS ON-SITE FINANCIAL AUDIT OF AT LEAST 20 BRANCHES OF THE BANK LOCATED ALL OVER THE PHILIPPINES.
5. EXAMINES AND ANALYZES THE BANK'S CORRESPONDENT ACCOUNTS WITH OFFSHORE BANKING UNITS (OBUs) AND OTHER FOREIGN BANKS LOCATED ALL OVER THE WORLD. PREPARES AUDIT AND FINANCIAL REPORTS TO REFLECT THE RESULTS OF THE BANK'S DEALINGS WITH THESE OBUs AND FOREIGN BANKS.

This is the sample attachment written in an 8.5" x 11" white paper.

Here is our tip in describing your Main Duties:

- Get the NOC code of your occupation
- Go the NOC description of your occupation.
- Study the description and Main Duties listed in your occupation.
- When you write your own Main Duties, make it look similar to that of the NOC. Pattern it from the NOC's Main Duties. More or less this is really the description of your job. Don't copy word for word, you may have to change some wordings like mention the name of your company instead of just writing company.