|  |
| --- |
| **Canada Work Permit Data Gathering Form** |
|  |
| Section A The Applicant |
| |  |  | | --- | --- | | 1. Surname - as it appears in your passport |  | | 1. Given Name (s) - as appears in your passport; First name then any middle names |  | | 1. Sex M/F |  | | 1. Date of Birth MM-DD-YYYY |  | | 1. Country of Citizenship |  | | 1. Country of Birth |  | | 1. Current Country of Residence |  | | 1. If currently in the US and not a US citizen, please indicate current US status |  | | 1. Current Home Address |  | | 1. Current Mailing Address (if different from your home address) |  | | 1. Home Telephone Number |  | | 1. Work Telephone Number |  | | 1. Cellular Telephone Number |  | | 1. Fax Number |  | | 1. Email Address |  | |
|  |
| SECTION B: EDUCATION |
| |  |  | | --- | --- | | 1. Highest Degree Obtained |  | | 1. Field of Study |  | | 1. Year of Graduation |  | | 1. Name of College / University |  | | 1. What degrees or certifications relative to the field of expertise, do you hold? |  | |
|  |
| SECTION C: ACCOMPANYING FAMILY TO CANADA (IF APPLICABLE) |
| |  |  | | --- | --- | | 1. Will your spouse / partner accompany you to Canada? Yes/No |  | | 1. If you answered YES to the above question, will your spouse / partner wish to work in Canada? |  | | 1. Will your children accompany you to Canada? Yes/No |  | |
| SECTION D: CURRENT EMPLOYMENT |
| |  |  | | --- | --- | | 1. Employee ID /KIN # |  | | 1. Name of Current Employer (Company Name) |  | | 1. Full Address of Current Employer |  | | 1. BU (TS/OS/FS) or other |  | | 1. Work Location in India - Capgemini India employees: |  | | 1. Current Job Title |  | | 1. Current Designation and/or level |  | | 1. Current Salary (Specify Currency) |  | | 1. Start/Hire Date with Current Employer (MM-DD-YYYY) Note: Please be as accurate as possible. |  | |
|  |
| SECTION E: POSITION IN CANADA |
| |  |  | | --- | --- | | 1. Name of Company in Canada |  | | 1. Full Address of Company in Canada |  | | 1. Name of Client in Canada |  | | 1. Full Address of Client in Canada |  | | 1. Physical client and company addresses where you will work |  | | 1. Please provide the Corporate Profile of the Client with whom you will be working in Canada. This can be obtained from the client website and should be 6 - 7 sentences long |  | | 1. Client Website |  | | 1. Name of Manager in Canada |  | | 1. Start Date of Assignment (MM-DD-YYYY) |  | | 1. Expected End Date of Assignment in Canada (MM-DD-YYYY) |  | | 1. Job Title in Canada |  | | 1. Who will pay your salary in Canada? Note: Specify Company Name and Country. |  | | 1. Provide a **detailed description** of the project in paragraph form, including its purpose, scope, projected duration, name of the project (if available/applicable), and technologies and services that will be applied in order to complete the project. |  | |
|  |
| SECTION F: DUTIES / RESPONSIBILITIES |
| Please describe below the project that the applicant will be working on while in Canada |
| |  |  | | --- | --- | | 1. Provide a **very detailed and specific description of all the duties, day to day roles and responsibilities and business activities that you will undertake in Canada –both functional and technical**. PLEASE NOTE THIS INPUT IS CRITICAL TO THE SUCCESS OF YOUR WORK PERMIT APPLICATION BEING APPROVED • Include all day-to-day duties to be performed. • Include all functions that you will manage, direct & control and the number of people you will directly and / or indirectly supervise. |  | | 1. What specific aspect of the project will you be **primarily working on/ most responsible for**? |  | |
|  |
| SECTION G: PAST EXPERIENCE INFORMATION |
| |  |  | | --- | --- | | 1. Please list your **current** position, employer, client, project, location of project, start date (i.e. Since MM-YYYY) and explain:  * Your current responsibilities and your role in the project; * Proprietary tools and methodologies you have used on this project; * Industry-related skills, experience and tools that you acquired while working in this project. * Describe in detail any customizations or developments you have made to the project or the tools associated with the project, and how they met your client’s needs. * How this project is similar/will assist you in the upcoming project in Canada. |  | | 1. Please list your **second most recent** (if applicable) position, employer, client, project, location of project, duration (i.e. from MM-YYYY to MM-YYYY) and explain:  * Your responsibilities and your role in the project; * Proprietary tools and methodologies you used on this project; * Industry-related skills, experience and tools that you acquired while working in this project. * Describe in detail any customizations or developments you have made to the project or the tools associated with the project, and how they met your client’s needs. * How this project is similar/ helped you build skills that will assist you in the upcoming project in Canada. |  | | 1. Please list your **third most recent** (if applicable) position, employer, client, project, location of project, duration (i.e. from MM-YYYY to MM-YYYY) and explain:  * Your responsibilities and your role in the project; * Proprietary tools and methodologies you used on this project; * Industry-related skills, experience and any new tools that you acquired while working in this project. * Describe in detail any customizations or developments you have made to the project or the tools associated with the project, and how they met your client’s needs. * How this project is similar/ helped you build skills that will assist you in the upcoming project in Canada. |  | | 1. Please list your **fourth most recent** (if applicable) position, employer, client, project, location of project, duration (i.e. from MM-YYYY to MM-YYYY) and explain:  * Your responsibilities and your role in the project; * Proprietary tools and methodologies you used on this project; * Industry-related skills, experience and any new tools that you acquired while working in this project. * Describe in detail any customizations or developments you have made to the project or the tools associated with the project, and how they met your client’s needs. * How this project is similar/ helped you build skills that will assist you in the upcoming project in Canada. |  | |
|  |
| SECTION H: SPECIALIZED KNOWLEDGE |
| |  |  | | --- | --- | | 1. Why were you selected for this project in Canada? |  | | 1. Why are you essential to the onsite team? How will you aid in the company’s financial success, reputation, and/or transfer of knowledge? Why is your knowledge /expertise crucial for the current engagement? Provide 6 -8 complete sentences. |  | | 1. Describe what abilities and knowledge you possess that are unique, unusual and uncommon from those generally found in Capgemini’s industry, or within Capgemini and which cannot be easily transferred to another individual in the short-term, and are not easily found or readily available in Canada. |  | | 1. Identify and explain the specific business / domain knowledge or process knowledge that you have gained if you have been working with this client or in this industry. |  | | 1. Please confirm the tools, languages, frameworks, and methodologiesthat you have specialized knowledge in, and how these tools will assist the success of the project for the client. |  | | 1. How many years of experience do you have in this specialization? |  | | 1. Document the timeframe during which you gained the specialized knowledge. Example: July 2010 – June 2015. Note: You must have a minimum of 3 years advance experience of special knowledge skills within the last 5 years. Experience prior to 5 years will not be recognized in this response. |  | | 1. Provide a detailed list of any internal company training for which you have participated in and completed. |  | | 1. Have you played an active and key role in the development of a new product or the re-development or customization to an existing product, thereby making it an innovative and “new” product? If yes, state specifically you role and contribution, or state Not Applicable. **Note – the ‘new’ or redeveloped product must be uncommon both within Capgemini and within Capgemini’s Industry.** |  | | 1. Please confirm any **Capgemini specific awards or achievements** or **client awards** in recognition for your specialized work. Please also advise of any **publications or workshops** that you have written or provided in this field. If none, please state “None”. |  | | 1. What will the direct benefit to the client and project from your applied specialized knowledge? |  | | 1. What would the impact to the project/client and Capgemini Canada be if you are unable to attend client in Canada? |  | | 1. Detail your **proprietary** knowledge which is critical to the business of Capgemini Canada, and where a significant disruption of business would occur without your proprietary expertise. **Proprietary Knowledge: Proprietary knowledge denotes that a worker possesses company-specific expertise about the company’s products and / or services. Because this information is confidential and proprietary, it implies that the company has not revealed these specifications about its products and services publicly. This is to prevent other companies from duplicating the products or services offered by the company. ·         Note: The applicant’s proprietary knowledge of a particular business process or method of operation must be unusual and not widespread across the organization. It must be not likely to be found in the Canadian labour market. including areas like: Production; Research and Development; Equipment; Production or Manufacturing techniques and, Management** |  | | 1. **Please list at least four (4) Capgemini proprietary tools and methodologies, (i.e. SDLC, DELIVER, Rightshore, OAIM, Product Development Services, PACE, Change Management, Lean Management, AGILE, etc.) give a description of the methodology, and how your knowledge of the methodology will assist you during your role in the project in Canada.**   For each tool, show how it is beneficial to the position in Canada, and how it is knowledge/ experience which is **not** commonly found.  **(i.e. 1. CAFĖ—A Capgemini proprietary framework developed for faster automation implementation in various platforms. This proprietary knowledge will assist Mr. X in optimizing automation in the new client platform. )**    **If you are listing a third-party tools/methodologies, you must explain:**   1. **How have the tools been customized by Capgemini?** 2. **Why would an individual outside of the organization who is also skilled in using these tools not be able to carry out these duties?** 3. **Are there proprietary processes specific to Capgemini that must be used in order to implement these tools and techniques? If yes, explain.** |  | | 1. **Summarize your expertise**. I.e. in terms of product development research and design; filling a labor shortage transfer of new skills to the market; meeting a contractual obligation etc. Sample Text: (please create your text with this approach in mind - in terms of content, specificity and flow) Mr. X, as demonstrated by the copy of his resume and related information available for your review, is a highly-experienced management consultant. He is the recipient of a Bachelor of Science Degree in Mechanical Engineering from Purdue University. In addition to these educational qualifications, Mr. X has over 10 years of experience as a management consultant with Capgemini. As a Senior Manager, he has been involved in numerous consultancy projects. His direct experience with aerospace and manufacturing industries, as well as his expertise in the management of large scale engagements, will be of particular benefit to Capgemini Canada in our engagement with Client XX. |  | |
|  |
|  |
| SECTION I: BENEFIT TO CANADA |
| |  |  | | --- | --- | | 1. How will you provide significant benefits to the Canadian company? (i.e. In terms of product development, research and design, filling a labor shortage, transfer of new skills to the market, meeting a contractual obligation or export potential, etc) |  | |
|  |
| SECTION J: CRIMINALITY |
| |  |  | | --- | --- | | 1. Have you or your family members ever been arrested, convicted, or incarcerated for any reason (excluding traffic violations)? If yes, explain and please include convictions involving driving while intoxicated. Note: Some convictions could render you inadmissible to Canada. However, prior knowledge of these convictions may allow us to obtain a waiver on your behalf that would then allow for your admission. |  | |
|  |
| SECTION K: PAST CANADIAN IMMIGRATION EXPERIENCE |
| |  |  | | --- | --- | | 1. Have you ever visited / worked in Canada previously? If so, please provide details. |  | | 1. Have you ever held a Canadian Work Permit? If so, please provide details and the name of the company which you were employed with at that time. Note: Please be sure to include the validity dates of your Work Permit and the company for which you were assigned. |  | | 1. Have you ever been refused a Canadian Work Permit? If so, please provide details of the refusal |  | | 1. Have you ever encountered any issues entering Canada? If so, please provide details. |  | |
|  |
|  |
|  |
|  |