

## **THE LIVE-IN CAREGIVER PROGRAM**

If you are interested in working as a live-in caregiver, there are four main requirements that you must meet to qualify under the live-in caregiver program:

1. You must have completed the equivalent of a Canadian high school education (76 college units).
2. You must have 6 months of full-time training in a classroom setting OR 12 months of full-time paid employment, including at least 6 months of continuous employment with one employer in a field related to the job you are seeking as a live-in caregiver.

You may have gained your training or experience in areas such as:

- ❖ Early childhood education;
- ❖ Geriatric care;
- ❖ Pediatric nurse; or
- ❖ First aid.

\*\*\*This experience must have been obtained within the 3 years prior to the day on which you submit an application for a work permit.

3. You must be able to speak, read and understand either English or French at a level that allows you to function independently in a home setting.
4. You must have a written employment contract between you and your future employer.

FOR MORE INFORMATION:

REGENCY NANNIES SERVICES INC.  
www.regency-nannies.com  
[regencynannies@bellnet.ca](mailto:regencynannies@bellnet.ca)  
514-344-0099

## HOW TO COMPLETE YOUR BIO-DATA

1. Write clearly with your best handwriting;
2. Write the maximum information;
3. Join the following documents with your application:
  - ❖ Photos of yourself (color passport photo and/or pictures taken at your work);
  - ❖ Reference letters of your former employers or teachers;
  - ❖ Diplomas;
  - ❖ School certificates or transcripts listing the courses you have taken;
  - ❖ Copy of your passport;
  - ❖ Letter addressed to your future employer.
4. Sign your application;
5. Send your application and all the documents to the following address:

Regency Nannies Services Inc.  
2340 Lucerne  
Suite 22  
Mount-Royal Quebec  
Canada H3R 2J8

514.344.0099  
[regencynannies@bellnet.ca](mailto:regencynannies@bellnet.ca)  
[www.regency-nannies.com](http://www.regency-nannies.com)

# BIO-DATA

Position desired: \_\_\_\_\_

Name: \_\_\_\_\_

Current address: \_\_\_\_\_

Current phone number (including area code): \_\_\_\_\_

Date of birth: \_\_\_\_\_

Place of birth: \_\_\_\_\_

Sex: \_\_\_\_\_

Marital status: \_\_\_\_\_

Do you have children? (number and age): \_\_\_\_\_

Religion: \_\_\_\_\_

Nationality: \_\_\_\_\_

Language you can speak and write: \_\_\_\_\_

Person to contact in case of emergency (name, address and phone number): \_\_\_\_\_

## **WORK EXPERIENCE**

Number of years of experience as a caregiver: \_\_\_\_\_

Termination date of present contract: \_\_\_\_\_

Do you have to give a notice to your employer? (duration): \_\_\_\_\_

Date available to come to Canada: \_\_\_\_\_

*(From present work backwards, add separate sheet if necessary)*

Employer's Name: \_\_\_\_\_

Employer's address: \_\_\_\_\_

Employer's phone number: \_\_\_\_\_

Duration of the contract: \_\_\_\_\_

Number and age of children: \_\_\_\_\_

Duties: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Employer's Name: \_\_\_\_\_

Employer's address: \_\_\_\_\_

Employer's phone number: \_\_\_\_\_

Duration of the contract: \_\_\_\_\_

Number and age of children: \_\_\_\_\_

Duties: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Employer's Name: \_\_\_\_\_

Employer's address: \_\_\_\_\_

Employer's phone number: \_\_\_\_\_

Duration of the contract: \_\_\_\_\_  
Number and age of children: \_\_\_\_\_  
Duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Do you have experience in the following duties:

Using a microwave: \_\_\_\_\_  
Using a dishwasher: \_\_\_\_\_  
Using washer/dryer: \_\_\_\_\_  
Washing cars: \_\_\_\_\_  
Answering the phone and taking messages: \_\_\_\_\_  
Gardening: \_\_\_\_\_  
Driving a car: \_\_\_\_\_  
Taking care of pets: \_\_\_\_\_  
Sewing and mending: \_\_\_\_\_  
Taking care of elderly: \_\_\_\_\_

**EDUCATION BACKGROUND**

College's name: \_\_\_\_\_  
College's location: \_\_\_\_\_  
Course: \_\_\_\_\_  
Date of graduation: \_\_\_\_\_

Other skills or courses taken: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**OTHER INFORMATION**

Do you smoke?: \_\_\_\_\_  
Can you swim?: \_\_\_\_\_  
Are you willing to learn French?: \_\_\_\_\_

I, hereby, certify that all the information given in this application is true and correct and represent my situation as of the date mentioned below.

I, hereby, appoint, Regency Nannies Services Inc., as my representative in Canada, to have full power and authority to act on my behalf with respect to all the procedures concerning the delivery of a visa for Canada as a live-in caregiver.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date