



Ministry of Jobs, Tourism and Skills  
Training and the Minister Responsible  
for Labour

## DOMESTIC WORKER REGISTRATION

If you are registering a domestic worker already hired, complete both Parts of the form.

If you intend to hire a domestic worker through the federal Live-in Caregiver Program, and do not have the employee's name, complete Part 1 of the form. Part 2 must be submitted within 30 days of hiring the employee. A COPY OF THE EMPLOYMENT CONTRACT IS NOT REQUIRED FOR REGISTRATION PURPOSES.

### HOW TO SUBMIT:

By fax: Domestic Registry toll free: 1-(866)-861-8700  
By e-mail: [SDL.ESBDomesticRegistry@gov.bc.ca](mailto:SDL.ESBDomesticRegistry@gov.bc.ca)  
By mail: Domestic Registry  
Employment Standards Branch Prince George  
102, 1577-7<sup>th</sup> Avenue  
Prince George, BC V2L 3P5

### PART 1 – INFORMATION ABOUT THE EMPLOYER (I certify that all information I have provided is true and correct to the best of my knowledge):

Last Name: \_\_\_\_\_ Given Names: \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: (     ) \_\_\_\_\_ Fax: (     ) \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

### Hired/To Be Hired Through (if applicable):

Employment Agency (name) \_\_\_\_\_  
(E-mail address) \_\_\_\_\_

**NOTE: Confirmation of registration will be only be sent to the Employer unless the Employment Agency provides an e-mail address.**

Service Canada Live-in Caregiver Program

### PART 2 – INFORMATION ABOUT THE DOMESTIC WORKER:

Last Name: \_\_\_\_\_ Given Names: \_\_\_\_\_

Telephone: (     ) \_\_\_\_\_

Date submitted: \_\_\_\_\_

## The Employment Standards Act

### **Section 14. Written Employment Contract Required For Domestic**

- (1) On employing a domestic, the employer must provide the domestic with a copy of the employment contract.
- (2) The copy of the employment contract provided to the domestic must clearly state the conditions of employment, including
  - (a) the duties the domestic is to perform,
  - (b) the hours of work,
  - (c) the wages, and
  - (d) the charges for room and board.
- (3) If an employer requires a domestic to work during any pay period any hours other than those stated in the employment contract, the employer must add those hours to the hours worked during that pay period under the employment contract.

### **Section 15. Register of employees working in residences**

An employer must provide to the director, in accordance with the regulations, any information required for establishing and maintaining a register of employees working in private residences.

## Employment Standards Regulation

### **Section 13. Registry Information**

13. (1) An employer of a domestic or a textile worker must provide the director with the following information:
  - (a) the employer's name, address, telephone number and fax number;
  - (b) the employee's name, address and telephone number;
  - (c) whether the employee is a domestic or a textile worker.
- (2) The employer must provide the information required under subsection (1) in writing to the director
  - (a) within 30 days after the date the employee was hired,
  - (b) in the case of an employee hired before November 1, 1995, by January 1, 1996; or
  - (c) in the case of an employee who is to be employed as a domestic and who is coming to Canada from another country, before the employee is hired and before making an application to bring the employee to Canada.
- (3) An employer who is aware of any change in the information provided under subsection (1) must, each 6 months after January 1, 1996, provide the director with a written list of the changes.

### **Section 14. Maximum Room And Board Rates For Domestic**

An employer must not charge a domestic more than \$325.00 per month for room and board.