



PROFESSIONAL COOK 1

EMPLOYER DECLARATION OF WORK EXPERIENCE

ITA Customer Service
800 – 8100 Granville Ave.
Richmond, BC V6Y 3T6
Tel: 778-328-8700
Fax: 778-328-8701
Toll Free: 1-866-660-6011
customerservice@itabc.ca

To qualify to challenge certification in this trade or be granted authority to supervise and sign-off on apprentices in this trade, individuals must have:

- worked a minimum of **1,000 hours (Challenge)** or **5,000 hours (Sign-Off Authority)** performing the tasks listed in Section D, and
- experience performing at least **70%** of the job tasks listed in Section D

Holders of **Canadian Military trade qualification Cook (861 – Level 5)** will be eligible to challenge this certification by documenting only **1,000 hours** of directly related work experience.

This form is used to declare work experience for periods of employment. The information provided is used to verify the applicant's work experience in this trade. This form must be completed by a **direct supervisor of the applicant**, who will be contacted by ITA.

Note: An Employer Declaration of Work Experience form must be completed by each Employer listed on the applicant's completed Application form. A Statutory Declaration of Work Experience form must be completed for periods during which the applicant was self-employed or a previous employer is unavailable to complete an Employer Declaration.

A. Applicant Name

Enter the name of the individual for whom this form is being completed.

Legal First Name:	Legal Middle Name(s):	Legal Last Name:
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B. Supervisor Contact Information

Enter the name and contact information for the person who directly supervised the applicant at this employer. Ensure the information given is current as the application may be denied if this person cannot be contacted by ITA.

Name of Organization/Employer/Business:		
First and Last Name of Applicant's Direct Supervisor:	Supervisor Position or Title:	
Suite Number:	Street Number and Name:	
City:	Province:	Postal Code:
Business Number: ()	Mobile Phone Number: ()	Supervisor E-Mail Address:

C. Employment Information of Applicant

Dates of Applicant's Employment (MM/DD/YYYY): From: To:	Total Number Hours of Professional Cook 1 Experience Accumulated in that Period:
Job Title of Applicant:	



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D. Supervisor Declaration of Job Task Performance

By checking in the appropriate columns, indicate how frequently you, as the direct supervisor of the applicant, have personally witnessed the applicant performing the job tasks listed.

How often has the applicant demonstrated the following job tasks?	Frequently	Occasionally	Never
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A. OCCUPATIONAL SKILLS

Follow roles and responsibilities in the kitchen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Apply safe work practices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Apply food safety standards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use tools and equipment; follow and convert recipes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use common menu terminology	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Receive and store supplies; handle waste appropriately	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Apply principles of seasoning and basic ingredient knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

B. STOCKS, SOUPS AND SAUCES

Prepare stocks from scratch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use thickening agents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prepare basic soups (clear, cream, purée) from scratch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prepare basic sauces (white, blonde, brown, purée, emulsion)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

C. VEGETABLES AND FRUITS

Prepare common vegetables	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prepare fruits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

D. STARCHES

Prepare basic potato dishes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prepare dry pasta and noodle dishes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prepare rice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Enter the Supervisor and Applicant names from Page 1 on every page of this form

Supervisor First and Last Name:	Applicant First and Last Name:
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How often has the applicant demonstrated the following job tasks?	Frequently	Occasionally	Never
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E. MEATS

- Trim and portion cut meats Frequently Occasionally Never
- Cook basic meat dishes using moist and dry heat methods Frequently Occasionally Never

F. POULTRY

- Trim and portion cut chicken and turkey Frequently Occasionally Never
- Cook basic poultry dishes using moist and dry heat methods Frequently Occasionally Never

G. SEAFOOD

- Fillet flat and round fish; clean bivalves and shrimp Frequently Occasionally Never
- Cook basic fish dishes using moist and dry heat methods Frequently Occasionally Never
- Cook basic shellfish dishes using moist and dry heat methods Frequently Occasionally Never

H. GARDE-MANGER

- Prepare basic salad dressings from scratch Frequently Occasionally Never
- Prepare basic salads Frequently Occasionally Never
- Prepare hot and cold sandwiches Frequently Occasionally Never

I. EGGS, BREAKFAST COOKERY, AND DAIRY

- Prepare egg dishes Frequently Occasionally Never
- Prepare breakfast items other than eggs Frequently Occasionally Never
- Cook with dairy and cheese Frequently Occasionally Never

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J. BAKED GOODS AND DESSERTS

Apply basic methods used in baking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prepare basic pies and pastry from scratch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prepare fruit desserts and custards from scratch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prepare quick breads from scratch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prepare cookies from scratch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prepare basic yeast breads from scratch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

K. BEVERAGES

Prepare coffee and tea products	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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E. Confirmation of Prerequisite Credentials or Certificates

For some trades, evidence that the applicant has earned prerequisite credentials or certificates is required before the individual is permitted to challenge certification or receive Supervision and Sign-Off Authority. For those trades, proof that the applicant has the required prerequisite credentials must accompany the application.

I can verify that the applicant has attained all the prerequisite credentials or certification required to be considered eligible to challenge or receive Supervision and Sign-Off Authority in this trade.

- FOODSAFE Level 1 OR equivalent - Must be VALID Copy of certificate attached

F. Supervisor Signature

I certify that the information I, as the current or former direct supervisor of the applicant, have provided is accurate. (Note: Collection and protection of personal information on this form is in accordance with the provisions of the Freedom of Information and Protection of Privacy Act.)

Supervisor name (Please Print):	Supervisor Signature:	Date Signed: (MM/DD/YYYY)
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Enter the Supervisor and Applicant names from Page 1 on every page of this form

Supervisor First and Last Name:	Applicant First and Last Name:
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