

# **Arranged Employment Application for Skilled Workers**

## **Information Sheet**

### **ARRANGED EMPLOYMENT OPINION**

As part of the permanent resident application process, Human Resources and Skills Development Canada (HRSDC) provides an Arranged Employment Opinion on the submission of an "Arranged Employment Application for Skilled Workers" by an employer who has made a permanent job offer to support a foreign national's application for permanent residency. The opinion is based on the following criteria:

1. whether the offer of employment is genuine;
2. whether the wages offered to the skilled worker are consistent with the prevailing wage rate for the occupation and the working conditions meet generally accepted Canadian standards;
3. whether the employment is not seasonal or part-time in nature.

An Arranged Employment Opinion will **not** support an application for a work permit.

### **Who should submit this Application:**

Placement Agencies, Temporary Help Agencies and firms of a similar nature which act as an intermediary, referring workers to employers, cannot be considered the employer of record for the purposes of this application unless they are establishing an employer/employee relationship with the skilled worker.

This application should be submitted by an employer who has made a permanent job offer to support a foreign national's application for a permanent resident visa and:

1. the position is not located in the Province of Quebec;
2. the position offered falls under levels A, B, or 0 of the National Occupational Classification (NOC).  
More detailed information on job classifications can be found at:  
<http://www23.hrdc-drhc.gc.ca/2001/e/generic/welcome.shtml>; and
3. a Labour Market Opinion confirmation is not required \*\*\*

**\*\*\*NOTE:** Employers interested in hiring a skilled worker for a permanent position - and having him or her work in Canada temporarily while awaiting CIC's decision - must first complete the "Application for a Labour Market Opinion Form." This process is the same as the one for hiring a worker temporarily. Once a positive labour market opinion and a temporary work permit have been issued, the worker can work in Canada and then apply for a skilled worker permanent resident visa.

### **Please ensure the following documents are attached to the application:**

1. the offer of permanent employment to the foreign national, on company letterhead, signed by the person responsible for hiring employees. The letter must state the title of the position that is offered, the salary to be paid to the prospective employee and the length of time the offer of employment is open.
2. copies of remittance forms issued by the Canada Revenue Agency (CRA) itemizing source deductions for the previous 12 months (form number PD7A) as well as CRA T4 "Summary of remuneration paid" for the previous tax year. Both forms show employee deductions which are used to demonstrate that an employer-employee relationship exists and that the firm has had a minimum of one worker on payroll over the last twelve months.
3. evidence that the business has been in operation for at least one year. This can be shown by submitting any one of the following documents: business licenses spanning 12 months or a commercial lease agreement for the business location.

Employers will be advised in writing of HRSDC's opinion. Please note that it is the employer's responsibility to notify HRSDC should he/she no longer want to hire the foreign national.



## ARRANGED EMPLOYMENT APPLICATION FOR SKILLED WORKERS

### Application for an Arranged Employment Opinion

|  |  |  |  |
|--|--|--|--|
| <b>1</b> Do you intend to employ the skilled worker before he/she becomes a permanent resident?<br><input type="checkbox"/> No <input type="checkbox"/> Yes    If yes, you are not completing the correct form - please complete the Application for a Labour Market Opinion Form  |  |  |  |
| <b>Please Note:</b> Placement Agencies, Temporary Help Agencies and firms of a similar nature which act as an intermediary, referring workers to employers, cannot be considered the employer of record for the purposes of this application unless they are establishing an employer/employee relationship with the skilled worker. |  |  |  |

#### EMPLOYER INFORMATION

|  |  |  |                     |   |   |
|--|--|--|---------------------|---|---|
| <b>2</b> Employer ID # (if applicable)   |  | <b>3</b> Canada Revenue Agency (CRA) Business Number |                     | <b>4</b> Employer Name  |   |
| <b>5</b> Business Telephone Number   |  | <b>6</b> Address<br>Number/Street/PO Box # or suite  |                     | City  | Province  |
| <b>7</b> Date business started (yyyy-mm-dd)  |  | <b>8</b> Website                                     |                     | <b>9</b> Describe the principal business activity   |   |
| <b>10</b> Contact Name<br>First                      Mid                      Last |  |  | <b>11</b> Job Title |   | <b>12</b> Preferred Official Language of Correspondence<br><input type="checkbox"/> English <input type="checkbox"/> French |
| <b>13</b> Contact Phone Number    Extension  |  | <b>14</b> Fax Number                                 |                     | <b>15</b> Email Address   |   |
| <b>16</b> Number of Canadians / permanent residents currently employed in Canada.  |  |  |                     | <b>17</b> Have you employed a foreign worker in the past 5 years?<br><input type="checkbox"/> No <input type="checkbox"/> Yes<br>If applicable, number of foreign workers currently employed in Canada (neither Canadian citizens nor permanent residents). |   |

Please submit with your application:

- copies of Canadian Revenue Agency Remittance Forms (PD7A) showing that the business has paid source deductions for employees over the past 12 months as well as CRA T4 summary of remuneration paid for the previous tax year; AND
- proof showing that the employer has been in operation for at least one year. Provide any one of the following: business licenses spanning 12 months or commercial lease agreement; AND
- copy of the offer of permanent employment to the skilled worker, on company letterhead and signed by an Authorized Official.

#### \* THIRD PARTY INFORMATION (if applicable)

|  |  |   |  |                          |   |  |
|--|--|---|--|--------------------------|---|--|
| <b>18</b> Company Name   |  | <b>19</b> Third Party Representative authorized to act for employer<br>First                      Mid                      Last |  |                          | <b>20</b> Preferred Official Language of Correspondence<br><input type="checkbox"/> English <input type="checkbox"/> French |  |
| <b>21</b> Address<br>Number/Street/PO Box # or suite                      City                      Province                      Country                      Postal/Zip Code |  |   |  |                          |   |  |
| <b>22</b> Telephone Number                      Extension  |  | <b>23</b> Fax Number  |  | <b>24</b> E-mail Address |   |  |

\* If you are a third party representative acting on behalf of an employer, written authorization from the employer to act on his/her behalf is required. Employers who wish to have third party representation should fill out the "Appointment of Representative" sheet attached to this form. HRSDC reserves the right to contact the employer directly if necessary.

**DETAILS OF JOB OFFER**

|              |  |   |  |
|--------------|--|---|--|
| 25 Job Title | 26 Duration of employment<br><input type="checkbox"/> Indeterminate<br><input type="checkbox"/> Other (days, _____ weeks, months, years) | 27 Expected Start Date of Employment, if any (yyyy-mm-dd) | 28 Offer of Employment Provided?<br><br><input type="checkbox"/> No <input type="checkbox"/> Yes |
|--------------|--|---|--|

|   |      |          |
|---|------|----------|
| 29 Location Of Job<br>Number and Street | City | Province |
|---|------|----------|

30 Main duties of the job

  
  
  
  
  
  
  
  
  
  

31 Educational requirements of the job

  
  
  
  
  
  
  
  
  
  

32 Experience/skills requirements of the job

  
  
  
  
  
  
  
  
  
  

|   |   |
|---|---|
| 33 Language requirements:<br>Oral: <input type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Other<br>If "Other", please explain. | Language requirements:<br>Written: <input type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Other<br>If "Other", please explain. |
|---|---|

|                                 |            |              |             |          |                         |                          |                                 |
|---------------------------------|------------|--------------|-------------|----------|-------------------------|--------------------------|---------------------------------|
| 34 Salary (in Canadian dollars) |            |              |             |          | Number of hours per day | Number of hours per week | Total number of hours per month |
| \$ per hour                     | \$ per day | \$ per month | \$ per year | \$ Other |                         |                          |                                 |

35 Benefits

disability insurance  
  medical insurance  
  dental insurance  
  pension  
 Total number of paid vacation days \_\_\_\_\_

36 Other Benefits

  
  
  

37 Are there provincial/territorial/federal certification, licensing or registration requirements for the job?

No  Yes  
 If yes, what is the name of the certifying/licensing/registering body? \_\_\_\_\_

38 Is this employment seasonal?  No  Yes

39 Is this position part time?  No  Yes

**Please note:** HRSDC will not confirm offers of permanent (arranged) employment if the employment is seasonal or part time.

**SKILLED WORKER INFORMATION**

Full Name of Skilled Worker

40 Family name

41 Given Name(s)

42  Male  Female

43 Date of Birth (yyyy-mm-dd)

44 Country of Residence (where worker currently lives)

45 Citizenship

46 If the skilled worker is currently in Canada, please indicate the immigration status:

 visitor foreign worker refugee claimant student**DECLARATION OF EMPLOYER**I am an unincorporated employer, sole proprietor or partnership.  No  Yes

If you answered "YES" to the above:

I understand that some provinces and territories operate, pursuant to agreements with the federal Department of Citizenship and Immigration, provincial nominee programs. I hereby consent to HRSDC providing the personal information contained in this request for an Arranged Employment Opinion to the provincial/territorial government(s) of the province(s) or territory(ies) where I carry on business to be used by the province(s) or territory(ies) for the administration of their Provincial Nominee Programs.

 No Yes

I intend to hire \_\_\_\_\_ for the indeterminate employment position described above upon approval of his/her application for permanent resident status.

(name of prospective employee)

I understand the information contained on this form and on any sheet attached thereto, including information that qualifies as personal information within the meaning of the Privacy Act, as well as any other information and personal information collected by Human Resources and Skills Development Canada (HRSDC) for the purpose of providing an arranged employment opinion pursuant to the Immigration and Refugee Protection Regulations shall be used by HRSDC and shared with Citizenship and Immigration Canada (CIC) solely for that purpose. I understand that this information may also be shared with federal, provincial, and/or territorial departments or agencies as well as with municipal governments, unions, associations and other appropriate organizations for the same purpose. Finally, I understand that this information may also be used by HRSDC and shared with CIC for policy analysis, research and/or evaluation in relation to the entry and hiring of skilled workers or the Immigration and Refugee Protection Act.

I understand that I have no obligation to complete and sign this application, but that failure to do so may prevent HRSDC from providing an arranged employment opinion as required by the Immigration and Refugee Protection Regulations.

Authority to collect the information contained on this form and on any sheet attached thereto, including any information that qualifies as personal information within the meaning of the Privacy Act, as well as any other information and personal information collected by HRSDC for the purposes described above is provided under the Department of Human Resources Development Act and the Immigration and Refugee Protection Act. Once under the control of HRSDC, the information contained in this form and on any sheet attached thereto that qualifies as personal information within the meaning of the Privacy Act, as well as any other personal information collected by HRSDC for these purposes is administered in accordance with the Privacy Act. The Privacy Act gives individuals the right to access their personal information under the control of a federal government institution. Instructions for making formal requests are outlined in the publication Info Source, copies of which are located at all Human Resources Centres of Canada or at the following internet address: <http://infosource.gc.ca>. The personal information collected by HRSDC for the purposes described above will be retained in Personal Information Bank "HRDC PPU 440".

I certify that the information provided in this application is true and accurate.

\_\_\_\_\_  
Signature of Employer\_\_\_\_\_  
Printed Name of Employer\_\_\_\_\_  
Title of Employer\_\_\_\_\_  
Date (yyyy-mm-dd)**SIGNATURE OF THIRD PARTY (if applicable)**

I certify that the information provided in this application is true and accurate to the best of my knowledge.

\_\_\_\_\_  
Signature of Third Party Representative (if applicable)\_\_\_\_\_  
Printed Name of Third Party Representative (if applicable)\_\_\_\_\_  
Date**INFORMATION FOR EMPLOYERS**

Please forward this application to the Service Canada Centre responsible for processing foreign worker applications. For the list of appropriate Centres, please consult the National Foreign Worker website at: [http://www.hrsdc.gc.ca/eng/workplaceskills/foreign\\_workers/listhrcc.shtml](http://www.hrsdc.gc.ca/eng/workplaceskills/foreign_workers/listhrcc.shtml)

Once an Officer assesses this application, the employer will be notified of the decision.

**APPOINTMENT OF REPRESENTATIVE**

To Human Resources and Skills Development Canada(HRSDC):

**FOR THE PURPOSES OF AN APPLICATION FOR AN ARRANGED EMPLOYMENT OPINION.**

I, \_\_\_\_\_, located at  
(name of employer)

\_\_\_\_\_  
\_\_\_\_\_  
(full address)

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

hereby appoint \_\_\_\_\_  
(name of representative)

of \_\_\_\_\_  
\_\_\_\_\_  
(full address)

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

as my representative to act on my behalf in relation to obtaining from Human Resources and Skills Development Canada an Arranged Employment Opinion relating to

\_\_\_\_\_  
(name of individual to whom employment has been offered)

I hereby agree to ratify and confirm all that my representative shall do or cause to be done by virtue of this appointment.

This appointment shall remain in full force and effect until \_\_\_\_\_ unless due notice in writing of its revocation has been given to HRSDC.  
Date (yyy-mm-dd)

\_\_\_\_\_  
(signature of employer)

\_\_\_\_\_  
(date)

\_\_\_\_\_  
(print name of employer)

Personal Information is administered in accordance with the Privacy Act. It will be retained in Personal Information Bank HRDC PPU 440. Individuals have the right to access their personal information. For instructions, please consult the government publication *Info Source* found in Human Resource Centres of Canada and available at the web site: <http://infosource.gc.ca>