

# Manitoba Provincial Nominee Program

## Employer Application (MEA - for pre-approval of job offers)

The personal information that you provide on this form is collected under the authority of The *Freedom of Information and Protection of Privacy Act* (S 36 1b). The information will be used to contact you about your company's application under the Manitoba Provincial Nominee Program.

Date Received

If you have any questions about the collection of this information you can contact the Manitoba Provincial Nominee Program (MPNP), Manitoba Labour and Immigration, Immigration Promotion and Recruitment Branch, 9<sup>th</sup> Floor, 213 Notre Dame Ave., Winnipeg, Manitoba, Canada  
 Telephone: 204-945-2806; Facsimile: (204 948 2256)

An employer's application for a Manitoba Provincial Nominee Program pre-approved job offer and to have a skilled worker nominated for immigration under the program will be considered if the employment offers:

- are for permanent, full-time position(s) in Manitoba (non-seasonal)
- meet prevailing regional wage standards
- are made to persons who meet the required qualifications for the position and
- do not conflict with existing collective bargaining agreements

**IMPORTANT: Priority assessment will be given to employers that can demonstrate they have posted the position(s) in the Service Canada job site at [www.jobbank.gc.ca](http://www.jobbank.gc.ca) for at least one (1) month prior to submitting this application . All position posted on that website are considered publicly available.**

**Please note:** This application must be completed in full, with accompanying attachments. Failure to comply will delay processing.

### A) Employer Information

Employer name: \_\_\_\_\_

Name of employer contact: \_\_\_\_\_

Telephone: \_\_\_\_\_ Facsimile: \_\_\_\_\_

E-mail: \_\_\_\_\_ Website: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
 (include postal code) \_\_\_\_\_

Head Office Address \_\_\_\_\_  
 (if applicable) \_\_\_\_\_

Telephone: \_\_\_\_\_ Facsimile: \_\_\_\_\_

Corporate registry number: \_\_\_\_\_ CCRA business number \_\_\_\_\_

**Type of Company:** Provide a concise description of the firm's type of industry, goods manufactured or services provided and **attach** information on the business.

\_\_\_\_\_

\_\_\_\_\_

Year business established: \_\_\_\_\_

Number of employees in Manitoba: \_\_\_\_\_ Full time: \_\_\_\_\_ Part time: \_\_\_\_\_

### Markets:

|  |                        |
|--|------------------------|
| Canada <input type="checkbox"/>        | Specify Province _____ |
| United States <input type="checkbox"/> | Specify State _____    |
| International <input type="checkbox"/> | Specify Country _____  |

## B) Occupation Information:

Describe the position to be filled (use separate applications for each occupation)

### 1. Type of Position:

How many job offers to Manitoba Provincial Nominee Program applicants do you wish to provide? \_\_\_\_\_

Position description: (attach detailed position description and required qualifications)

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Is this a permanent and full-time position?

Yes

No

(note: seasonal employment offers will not be considered)

Salary range: \_\_\_\_\_

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### 2. Position Requirements:

a) Education

University

Trade School/College

Other: (Please specify.) \_\_\_\_\_

b) Experience

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c) Canadian/Manitoba industry/association standards:

Association standards

Journeyman standards

Industry standards

Other: \_\_\_\_\_

d) Is this a unionized position?

Yes

No

If yes, please attach letter indicating union concurrence

e) Language fluency required for position:

English:

Read

Speak

Write

Fluent   
Well   
Functional   
None

French

Read

Speak

Write

Fluent   
Well   
Functional   
None

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### 3. Rationale for the position:

a) Is this a new position?

Yes

No

b) Describe rationale for need for this occupation (Use separate sheet if required.)

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c) Canadian recruitment activity:

How long has this position been vacant? \_\_\_\_\_

How long have you advertised? (specify months) \_\_\_\_\_

Have you posted the position(s) in the Service Canada job bank site?  Yes

No

If yes, for how long? \_\_\_\_\_

If not, where and for how long have you tried to recruit for this position in Manitoba/Canada?

(Please attach supporting documents.)

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d) If you have not recruited for this position, please explain why.

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### C) Foreign Worker Recruitment Strategy:

#### 1. Current Recruitment:

How many foreign workers do you currently have with Temporary Work Permits? \_\_\_\_\_

Have you provided previous job offers to Manitoba Provincial Nominee applicants? Yes  No

If yes, are they currently working for you? Yes  No

Do you have applications in process for HRSDC validation for the same occupations? Yes  No

#### 2. Recruiter Information:

Name of recruiter: \_\_\_\_\_

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

Facsimile: \_\_\_\_\_

E-mail: \_\_\_\_\_

Website: \_\_\_\_\_

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

(include postal code) \_\_\_\_\_

#### 3. Recruitment Strategy:

Source country(s) for recruitment: \_\_\_\_\_

Describe types of recruitment activities in these countries.

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Have you already identified individuals to fill the position(s)? (attach separate page if necessary) Yes  No

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

If yes, is the skilled worker currently in Canada? Yes  No

How long has this person been in Manitoba/Canada? \_\_\_\_\_

What is their immigration status? Visitor  Temporary worker  Refugee  Other  Unsure

Describe methods of ensuring applicants have necessary skills and experience

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Have you been in direct contact with the intended applicant(s)?

Yes  No

#### 4. Retention Plan:

Describe any benefit plans, employee advancement opportunities, or other factors that will encourage the employee to remain with your company. (provide attachments if necessary)

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Will you provide the employee with any assistance related to the payment of immigration fees, travel costs, or finding housing? Please explain.

Yes  No

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If your company is located in a rural area, please describe the settlement services available in the area that can assist the employee with housing, language classes, and other settlement needs.

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**5. Temporary Work Permits:**

An approved Provincial Nominee can apply for a Temporary Work Permit without HRSDC validation if:

- a) the employer demonstrates a need for the employee to start work before a Permanent Visa is issued, and
- b) the MPNP provides the approved Provincial Nominee with a supporting letter.

If you expect the potential employee to apply for a Temporary Work Permit, please explain why you need the employee to start work before obtaining a Permanent Visa. (Attach additional pages if necessary).

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**D) Third Party Authorization (if applicable):**

The MPNP will only release information to an agent of the employer who:

- Is a member in good standing of the Canadian Society of Immigration Consultants or of a Law Society within Canada
- Has attached a completed and signed copy of our Code of Conduct
- Has been authorized by the applicant to receive information concerning this application

**IMPORTANT: The MPNP will contact the employer directly if further information is required.**

I authorize my agent to provide the completed form and material to the Manitoba Government. I further authorize the Manitoba Government to release information concerning this employer application to my agent:

Name of Individual Agent: \_\_\_\_\_

Name of Agency or Company: \_\_\_\_\_

Member of Canadian Society of Immigration Consultants (CSIC)

Member of a Law Society within Canada

Member Number: \_\_\_\_\_

Member Number: \_\_\_\_\_

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

Facsimile: \_\_\_\_\_

E-mail: \_\_\_\_\_

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

(include postal code) \_\_\_\_\_

Signature of authorized signing officer: \_\_\_\_\_

Date signed: (dd/mm/yyyy) \_\_\_\_\_

I certify that the information provided for this application is true and correct. I certify that, to my knowledge, the employment of the position does not conflict with any existing bargaining agreements, the settlement of any labour dispute or the employment of a person involved in such a dispute. I understand that the information in this form may be used to evaluate the Manitoba Provincial Nominee Program application and may be shared with employment agencies in Manitoba to confirm and facilitate local recruitment efforts. I affirm that the employer named above agrees to be contacted in the future to help evaluate the Manitoba Provincial Nominee Program.

Name of authorized signing officer: (please print) \_\_\_\_\_

Title of authorized signing officer: \_\_\_\_\_

Signature of authorized signing officer: \_\_\_\_\_

Date signed: (dd/mm/yyyy) \_\_\_\_\_

Send completed application form and accompanying attachments to:

**Manitoba Provincial Nominee Program (MPNP),**  
Manitoba Labour and Immigration,  
Immigration Promotion and Recruitment Branch,  
9<sup>th</sup> Floor, 213 Notre Dame Ave.,  
Winnipeg, Manitoba, Canada  
Telephone: 204- 945-2806; Facsimile: 204 948-2256

## What Happens Next?

1. Your application for pre-approved job offer(s) to a potential applicant to the Manitoba Provincial Nominee Program will be reviewed by a MPNP program officer. The MPNP will contact the employer directly if further information is required.
2. The MPNP considers applications from employers on a priority basis. Processing time will vary depending on the completeness of the application (including attachments), the need for follow-up with the employer and other potential stakeholders, the volume of applications received by the MPNP, and the resources we can dedicate to those applications.
3. If your application is approved, you will receive an MPNP Letter of Pre-Approval informing you which positions and how many positions have been approved. Please provide a copy of this letter with your written job offer on company letterhead to each potential applicant, up to, and not exceeding, the number of positions which have been approved.
4. Each applicant should submit a complete application to the MPNP including a copy of the Letter of Pre-Approval and employment offer provided by your company.
5. The MPNP will assess this application from your potential employee and make a decision based on MPNP criteria that include the applicant's training, work experience, language ability, settlement funds and his/her demonstrated intention/ability to settle successfully in Manitoba.
6. If the application is approved the MPNP will issue a Certificate of Nomination in the applicant's name. The MPNP will provide the applicant with an instruction package, including an MPNP Letter of Approval, informing the applicant how to apply to a Government of Canada visa office as a Manitoba provincial nominee for Permanent Resident Status in Canada, before a given expiry date. The final selection decision is the responsibility of the Government of Canada.
7. If an approved provincial nominee is provided with an MPNP Supporting Letter, they can apply to a Government of Canada visa office for a Temporary Work Permit. The applicant must have current, legal status in their country of residence in order to apply to a visa office in that country. The final decision to issue a Temporary Work Permit is the responsibility of the Government of Canada.