



Opportunities Ontario: Provincial Nominee Program
400 University Avenue, Ground Floor
Toronto, ON M7A 2R9
416 327-0374
416 327-0860

General and International Student Categories

Pre-screen Application for Previously Approved Employers

This simplified form is to be completed by employers that have previously submitted a General Category Pre-Screen Application which was approved by Opportunities Ontario: Provincial Nominee Program. Employers previously **approved within the last year** are not required to submit supporting documents (such as the company's previous year's gross revenue, proof of premises where the nominee will be employed and verification of the number of individuals employed by the company), unless there has been a change to such supporting documents and/or the circumstances which impacts on the company's eligibility for Opportunities Ontario: Provincial Nominee Program.

Please print clearly or type. All fields on this form must be completed. If questions are not applicable, mark the space with "N/A". The application will not be processed if illegible or incomplete.

We reserve the right to request updated documentation to authenticate the information provided in this form. If you need further help in completing this application, please contact the Opportunities Ontario: Provincial Nominee Program, 1 866 214-6820 or 416 327-0374.

All application forms and guides are made available free of charge by Opportunities Ontario and are not to be sold.

Office Use Only: Date and Time Received

A. Company Information

1. Previous Employer Pre-screen File No * <input style="width: 90%;" type="text"/>		2. Previous Pre-screen Approval Date (yyyy/mm/dd) <input style="width: 90%;" type="text"/>	
3. Company Name <input style="width: 98%;" type="text"/>			
4. Mailing Address <input style="width: 98%;" type="text"/>			
Street No.	Street Name	Street Type	Street Direction
Unit/Suite/Apt.	City/Town	Province/State	
Country			Postal Code/Zip
5. Company Financial Information (for the previous fiscal year) <input style="width: 98%;" type="text"/>		6. Number of Permanent, Full-time Employees at the Company * <input style="width: 98%;" type="text"/>	
Year: *	Gross Revenues: *		

B. Company Signing Officer Information

1. Last Name	First Name	Middle Name
Business Telephone No.	Cell No.	Fax No.
Email Address <input style="width: 98%;" type="text"/>		
2. Title/Position in Company <input style="width: 98%;" type="text"/>		

C. Assistance with Application

Did you have help preparing your Opportunities Ontario: Provincial Nominee Program application?

Yes No

Attach an Opportunities Ontario: Provincial Nominee Program Authorizing or Cancelling a Representative form if you would like to authorize this individual to communicate on your behalf regarding the application.

D. Position(s) being recruited for (Note: This page must be completed for each position you are requesting. For each position, please photocopy, complete, and attach this page)

Number of positions requested in this application: of position requests	1. Title/Position in Company *
----------------------------------------------------------------------------	---------------------------------------

2a. Rate of Pay * <input type="checkbox"/> Hourly (\$CDN/hr) OR <input type="checkbox"/> Weekly (\$CDN/wk)	2b. Number of work hours per week (hrs/wk) *	2c. Number of work weeks per year (wks/yr) *
--------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------	-----------------------------------------------------

3a. Is the place of employment for the prospective nominee within the Greater Toronto Area? * Yes No
 (Durham, Halton, York and Peel Regions, and the City of Toronto)

3b. Provide employment address below

Street No.	Street Name	Street Type	Street Direction
Unit/Suite/Apt.	City/Town	Province	Postal Code

4a. Four Digit National Occupational Classification (NOC) Code for this position *	4b. Check here to indicate the National Occupational Classification (NOC) Skill Level for this position * <input type="checkbox"/> Skill Level 0 (Management Occupation) <input type="checkbox"/> Skill Level A (Occupation that usually require University education) <input type="checkbox"/> Skill Level B (Occupation that usually require College education or apprenticeship training)
-------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

5a. Check here to indicate the category of the prospective nominee: * Foreign Worker International Student

5b. Check here to indicate the status of the prospective nominee: *

an individual in Ontario currently working on a valid Temporary Work Permit or on a valid Post-Graduation Work Permit **(please proceed to section 5d)**

an individual who is currently studying in Canada **(please proceed to section 5d)**

an individual in another Canadian province or territory working on a valid Temporary Work Permit **(please proceed to section 5c)**

an individual who currently lives abroad or is visiting Ontario **(please proceed to section 5c)**

Please note that refugee claimants with pending applications to remain in Canada are not eligible to apply to Opportunities Ontario: Provincial Nominee Program. Refugee claimants whose claims have been rejected or who have withdrawn their claim may apply to Opportunities Ontario: Provincial Nominee Program only after they have left Canada.

5c. If you are recruiting an individual who currently lives abroad, or is visiting Canada, or is working on a valid Temporary Work Permit in a province or territory other than Ontario, you will need to prove to the satisfaction of Opportunities Ontario: Provincial Nominee Program, that you have made a sufficient effort to recruit Canadian citizens or permanent residents located in Ontario to fill the position prior to applying to Opportunities Ontario: Provincial Nominee Program as it will affect the eligibility of the position request:

Yes, I have tried to recruit Canadian citizens or permanent residents located in Ontario to fill this position (please provide proof of recruitment efforts, e.g., summary of recruitment outcomes which might include job advertisement(s) and rationale for recruiting the foreign worker)

No, I have not tried to recruit Canadian citizens or permanent residents located in Ontario to fill this position (please explain below and provide rationale for not recruiting Canadian citizens or permanent residents and recruiting the foreign worker instead). Use additional sheet if needed

▶

5d. Prospective nominee information (if known). Is the prospective nominee currently working for your company?

Yes, in the same position being recruiting for

Yes, in different position (please specify) ▶

No, works elsewhere

No, other (please specify) ▶

6. Roles and responsibilities of the prospective nominee (please attach additional sheet if necessary): *

7. What languages are required to perform the duties of this position? * English French Other (specify) ▶

8. Have you previously filled this position through Opportunities Ontario: Provincial Nominee Program?

Yes ▶ If yes, please provide a brief explanation below why this position is now vacant

No

9. How many employees have been approved for your organization under the Opportunities Ontario: Provincial Nominee Program?

9a. How many of them are still working for you?

10. If some/all of your previously approved nominees are not working for you please provide an explanation. Use a separate sheet if required.

E. Application Checklist

Important: Check off each of the boxes below to indicate that you have included all of the required documents in your application package. Please submit the documents in the order provided below.

- Employer Pre-screen Application form for Previously Approved Employers
- Translator Affidavit (if applicable)
- Authorizing or Cancelling a Representative form (if applicable)
- Summary of recruitment outcomes to recruit Canadian citizens or permanent residents located in Ontario to fill this position.

Note: The summary of recruitment outcomes needs to demonstrate reasons and the proof of why you were not able to recruit Canadian citizens or permanent residents located in Ontario to fill this position. It might include job advertisement(s) and rationale for recruiting the foreign worker.

ADDITIONAL DOCUMENT REQUIREMENTS for those employers whose last application was previously approved **more than one year ago**

Proof of number of employees

- Revenue Canada T4 Summary for previous fiscal year
- List of current permanent full-time employee positions as per template below (**for companies with 10 or less** permanent, full-time employees). PNP retains the right to request this information from companies with more than 10 employees.

Nr.	Position Title	Employment income for the past fiscal year	Wage (hourly rate in the past fiscal year)	Wage (current hourly rate)	Hours of work per week	Start date of employment (yyyy/mm/dd)
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

Note: Do NOT provide any personal information i.e. names, SIN etc.

Proof of gross revenues

- Company's financial statement for the past fiscal year

Proof of premises

- Deed to the property comprising the premises, showing the employer as owner **OR**
- Lease or offer to lease, or licence, or notice of lease or licence registered on title; and landlord/licensor's name, address and telephone number.

Opportunities Ontario reserves the right to request updated documentation to authenticate the information provided in this form.

F. Authorization and Certification ■

An authorized signing officer must initial beside each statement and authorization to acknowledge agreement, then sign at the bottom of the page

I am an authorized signing officer, on behalf of and with the authority of _____
(the "company") in connection with this Pre-screen Application: for Previously Approved Employers (the "Simplified Application form"), I certify:

- _____ 1. I have read the company's previously submitted Employer Pre-Screen Application (the "Company's Pre-Screen Application") and this Simplified Application form, and have made due inquiry including reviewing any documents as were necessary in order to provide this authorization and certification.
- _____ 2. I have read, understand and agree with all the authorizations and certifications provided by the company in the Company's Pre-Screen Application. I agree that these authorizations and certifications apply to this Simplified Application form and to any subsequent communications with the Government of Ontario in respect of this application.
- _____ 3. The company continues to meet the eligibility criteria of Opportunities Ontario: Provincial Nominee Program. In this regard, unless specified in any attachment hereto, the supporting documentation submitted with the Company's Pre-Screen Application remains true and correct and with the same force and effect as though this documentation were submitted on and as of today's date. I certify that the company continues to be in compliance with all municipal, provincial and federal requirements and in particular without limitation, in compliance with the *Immigration and Refugee Protection Act* (Canada).
- _____ 4. I acknowledge and understand that the Government of Canada is solely responsible for approving and granting all applications for temporary work permits and permanent residence under the *Immigration and Refugee Protection Act* ("IRPA"), notwithstanding a nomination made by the Opportunities Ontario: Provincial Nominee Program.

I have read, understand, and agree with all of the above authorizations and certifications, having asked for and obtained an explanation satisfactory to me of every point which was unclear to me.

Signature of Company Signing Officer

Date (yyyy/mm/dd)

G. Declaration as to the truth of Pre-screen Application

I, an authorized signing officer on behalf of and with authority of _____
(the "Company"), have personal knowledge of the matters set out in the Company's Pre-screen Application and do solemnly declare that:

1. The information in the Company's previous Pre-screen Application and all supporting documentation remains true and correct and with the same force and effect as though this documentation were submitted on and as of today's date except as documented in this Simplified Application form and explained in the attachments hereto.
2. To my knowledge, the offer of employment does not conflict with any existing collective bargaining agreements, the settlement of any labour dispute or the employment of a person involved in such a dispute.
3. The position(s) being sought by the Company will be available on a permanent full-time basis.

And I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath.

DECLARED before me at the (city/town, etc.) _____

of _____

in the (county, regional municipality, etc.) _____

of _____

this _____ day of _____, 20 _____

Signature of Company Signing Officer

Commissioner for taking affidavits

The Ministry of Citizenship and Immigration (MCI) is subject to the *Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. F.31. The information on this form is collected in accordance with the requirements of s.38(2) of the *Freedom of Information and Protection of Privacy Act*. Opportunities Ontario: Provincial Nominee Program (PNP) is authorized by the Canada-Ontario Immigration Agreement, executed under the authority of the *Ministry of Citizenship and Culture Act*, R.S.O. 1990, c. M.18 and O.C. 1478/2005.(O. Gaz. 2005 p. 3038) pursuant to the *Executive Council Act*, R.S.O. 1990, c. E.25. Any personal information collected by MCI in connection with the PNP will be used for these purposes: (i) to administer the PNP; (ii) to assess and verify individual applications under the PNP; and (iii) for statistical and program evaluation purposes. In this application form, "personal information" has the same meaning as under the *Freedom of Information and Protection of Privacy Act*. Questions about the collection may be directed to the Opportunities Ontario: Provincial Nominee Program Unit, 400 University Ave., 1st Floor, Toronto ON M7A 2R9, Tel.: 1 866 214-6820.

Instruction Sheet

To complete the Pre-screen Application for Previously Approved Employers form, follow these steps:

Section A: Company Information

1. Print the Employer Pre-Screen File Number. Please refer to the acknowledgment or approval letter you received from us for information.
2. Print the Employer Pre-Screen date of issue. Please refer to the acknowledgment or approval letter you received from us for information.
3. Print the name of the company.
4. Print the full mailing address of the company (include unit/suite/apt. if appropriate). Please include street type (e.g. Avenue, Street, Crescent, Boulevard, etc.) and street direction (e.g. South, North, etc.)
5. Print the year and gross revenues for the previous fiscal year.
6. Print the number of permanent, full-time employees at the location of employment (company) of the prospective nominee. A permanent full-time job consists of 1,560 hours of paid employment in a 12-month period.

Section B: Company Signing Officer Information

1. A signing officer is an officer of the company with authority to bind the organization to a legal agreement or contract. Print the last name (family name), first name, and middle name of the company signing officer. Print the business telephone number, cellular phone number, facsimile number and e-mail address of the company signing officer.
2. Print the title or position of the company signing officer.

Section C: Assistance with Application

Important: If you did have help, and will continue to use the services of a representative, attach an Authorizing or Cancelling a Representative form (Form no. 153). You may only have one authorized representative for your application. You must submit a new Authorizing or Cancelling a Representative form (Form no. 153) if you wish to cancel or change your representative.

Section D: Position(s) being recruited for

Note: Section C must be completed for EACH position you are requesting. For each position please make a separate copy Section C, complete it and attach it to the application form. Print the number of positions requested in this application.

1. Print the title of the position you are recruiting for.
2. Provide following information for the requested position:
 - a. Print either the hourly or weekly rate of pay. To determine the wage level for this position go to http://www.workingincanada.gc.ca/content_pieces-eng.do?cid=1.
 - b. Print the number of work hours per week.
 - c. Print the number of work weeks per year.
3. Check the appropriate box to indicate whether the place of employment for the prospective nominee is located inside or outside the Greater Toronto Area (GTA). The GTA comprises Durham, Halton, York and Peel Regions, and the City of Toronto. This is the business location where the prospective nominee will be conducting his/her work. If the prospective nominee will be conducting his/her work off-site, this would be the location where the prospective nominee reports and/or receives assignments. Print the full address of the place of employment for the prospective nominee in the space provided.
4. Print the four digit National Occupation Classification Code (NOC) and check the appropriate box to indicate the Skill Level for this position. To find the four digit NOC code and skill level for your occupation, go to <http://www5.hrsdc.gc.ca/NOC/>.
5. Check the box to indicate the category of the prospective nominee. Check the appropriate box to indicate if you are recruiting
 - an individual who is in Ontario working on a valid Temporary Work Permit or working on a valid Post-Graduation Work Permit, or
 - an international student who is currently studying in Canada on a valid study permit, or
 - an individual who is working in another province or territory on a valid Temporary Work Permit, or
 - a visitor with documented Citizenship and Immigration Canada (CIC) status, or
 - an individual who lives abroad.

- 5c. If you are recruiting an individual, who currently lives abroad, or is visiting Canada, or is working on a valid Temporary Work Permit in a province or territory other than Ontario, please indicate whether you have tried to recruit Canadian citizens or permanent residents located in Ontario to fill this position before applying to Opportunities Ontario: Provincial Nominee Program. Recruitment efforts need to demonstrate reasons and the proof of why you were not able to recruit Canadian citizens or permanent residents located in Ontario to fill the position
- 5d. Please provide the current position held by the prospective nominee (if known).
6. Print the primary roles and responsibilities of the prospective nominee; provide 5 -10 primary responsibilities in bullet format.
7. Check the appropriate box to indicate whether French, English and/or an 'other' language is required to perform the duties of this position. If you check 'other', please specify the language.
8. Check the appropriate box to indicate if you previously filled this position through Opportunities Ontario: Provincial Nominee Program. If yes please provide a brief explanation why it is now vacant.
9. Provide number of nominees previously approved under Opportunities Ontario: Provincial Nominee Program
 - a. Provide number of previously approved nominees who are still working for your organization
10. Provide an explanation if some or all of your previously approved nominees are not working for you.

Section E: Application Checklist

Check the appropriate boxes to indicate you have included all of the required documents in your application package. Important: If Employer applicant has ten full-time employees or less, also include a list of the current full-time-employee positions as per provided template. No personal data is to be included such as employee names or Social Insurance Numbers.

Section F: Authorization and Certification

Important: Please carefully read and ensure you understand the authorizations and certifications set out in this application. If you do not agree with any of these or are not prepared to abide by them, please do not submit an application. If any amendments are made, the application will be treated as an incomplete application and will not be processed.

Section G: Declaration as to the truth of Pre-screen Application

The employer confirms the truth of all contents and supporting documents in the Employer pre-screen application package. The Employer Affidavit must be sworn by the company's signing officer on behalf of the company. Please ensure that the signing officer signs the affidavit before a person with authority to take an affidavit. In Ontario, this is usually a lawyer, a provincial judge, a justice of the peace or a commissioner for taking affidavits.

If you need further help in completing this application, please contact the

Opportunities Ontario: Provincial Nominee Program

Toll-free in Ontario: 1 866 214-6820

Telephone: (Canada 001) 416 327-0374

www.ontarioimmigration.ca