

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

# Employer Pre-screen Application

This form is to be completed and signed by the applicant. 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 it is illegible or incomplete.

This form requests information to help us assess your application. We reserve the right to request further documentation to authenticate the information provided in this form.

Consult the Instruction Sheet to complete this application or if you need further help 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. Company Name

2. Mailing Address ?

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

3. Company Website Address

4. Year of Incorporation * <span style="color: blue;">?</span>	Jurisdiction of Incorporation	Incorporation Number
5. Company Financial Information (for the previous fiscal year) <span style="color: blue;">?</span>		6. Number of <b>Permanent, Full-time</b> Employees at the Company * <span style="color: blue;">?</span>
Year: *	Gross Revenues: *	

7. Business Sector (please select from the drop-down menu according to the North American Industry Classification System (NAICS) two digit code)

If your industry is not listed in the drop-down menu, please specify your business sector ►

8. Business Activities (describe)

### B. Company Signing Officer Information ?

1. Last Name	First Name	Middle Name
Business Telephone No.	Cell No.	Fax No.
Email Address		

2. Title/Position in Company

**C. 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	<b>1. Title/Position in Company *</b>
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<b>2a. Rate of Pay * ?</b> <input type="checkbox"/> Hourly (\$CDN/hr) <b>OR</b> <input type="checkbox"/> Weekly (\$CDN/wk)	<b>2b. Number of work hours per week (hrs/wk) * ?</b>	<b>2c. Number of work weeks per year (wks/yr) * ?</b>
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**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 ON	Postal Code

<b>4a. Four Digit National Occupational Classification (NOC) Code for this position * ?</b>	<b>4b. Check here to indicate the National Occupational Classification (NOC) Skill Level for this position * ?</b> <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)
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**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) ▶

## D. 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.

## E. Learning about the Opportunities Ontario: Provincial Nominee Program

How did the company learn about the Opportunities Ontario: Provincial Nominee Program? (you may check more than one box)

- Lawyer/Consultant  Ontario Promotional Materials  Opportunities Ontario Website  
 Visa Office  Opportunities Ontario Information Session  Other (specify) ►

## F. 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  
 Translator Affidavit (if applicable)  
 Authorizing or Cancelling a Representative form (if applicable)

### 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 years of continuous operation

- Revenue Canada Schedule 125 (Income Statement Information) and Revenue Canada Schedule 141 (accounting practitioner information) for past three years **OR**  
 Company's financial statements for the past three fiscal years signed by a C.A., C.M.A. or C.G.A.

### 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.

### Proof of recruitment efforts

- Summary of recruitment efforts outcomes to recruit Canadian citizens or permanent residents located in Ontario to fill this position.

Note: The summary of recruitment efforts 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.

## G. 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: ?

- \_\_\_\_\_ 1. I certify that information given in this Pre-screen Application, including all supporting documentation, is true, correct and complete in every respect.
- \_\_\_\_\_ 2. 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.
- \_\_\_\_\_ 3. I certify that to my knowledge the offer of employment to a nominated individual does not conflict with any existing collective bargaining agreements, the settlement of any labour dispute or affect the employment of a person involved in such a dispute, or adversely affect employment or training opportunities for Canadian citizens or permanent residents in Ontario. I certify that the company is currently in substantial compliance with all municipal, provincial and federal requirements and in particular without limitation, in compliance with IRPA.
- \_\_\_\_\_ 4. I certify that the position(s) the company is seeking to fill will be available on a permanent full time basis. No position the company is seeking to fill is a seasonal, training, internship or apprenticeship position.
- \_\_\_\_\_ 5. I understand and agree that Her Majesty the Queen in right of Ontario (the "Government of Ontario") does not endorse, confirm or represent the expertise or competence of any prospective nominees or nominated individuals under the Opportunities Ontario: Provincial Nominee Program. As a result, the Government of Ontario has no control over the ability of nominated individuals to fill job openings. The Government of Ontario will not be responsible for any employment decisions, for whatever reason made.
- \_\_\_\_\_ 6. The company agrees that the Government of Ontario will not be responsible for any damages, injuries, costs, expenses, lost profits, or any other losses whatsoever, including without limitation indirect, special or consequential damages (including without limitation damages for harm to business, loss of profit, loss of savings, loss of revenue), arising from or in connection with the company's Pre-screen Application or the company's participation in the Opportunities Ontario: Provincial Nominee Program.
- \_\_\_\_\_ 7. The company will indemnify the Government of Ontario, its officers, employees and agents from and against all damages, injuries, costs, expenses, lost profits, or any other losses howsoever caused that arise out of or are in any way related to a claim or proceeding alleging or resulting from its Pre-screen Application or its participation in the Opportunities Ontario: Provincial Nominee Program, that is brought by any person.
- \_\_\_\_\_ 8. I understand that the Government of Ontario may request clarification or the submission of supplementary information in relation to this Pre-screen Application. The Government of Ontario reserves the right to contact the employer directly regardless of whether a third party representative has been appointed.
- \_\_\_\_\_ 9. I understand that failure to provide a complete Pre-screen Application, including all required forms and credible supporting documentation may result in the return or denial of the Pre-screen Application.
- \_\_\_\_\_ 10. Notwithstanding that the company has submitted a complete Pre-screen Application within the specified time frame and has met all of the eligibility criteria for the relevant nomination category, and regardless of whether the positions for a relevant nomination category have not been met by other companies, the company acknowledges that it has no entitlement to the approval of its Pre-screen Application in whole or in part by the Government of Ontario.
- \_\_\_\_\_ 11. In order to process and assess this Pre-screen Application, including the accompanying supporting documentation, and to administer the Opportunities Ontario: Provincial Nominee Program, the company authorizes the Government of Ontario or its authorized representative to verify any information, including personal information, provided in and with this Pre-screen Application by any means the Government of Ontario considers necessary. If the prospective nominee is nominated, the authority to collect and share information continues until the nominee's participation in the program ends. The nominee's participation in Opportunities Ontario: Provincial Nominee Program ends when the nominee withdraws his or her application, when the Government of Ontario withdraws or revokes its nomination or one year after the nominee is granted permanent residence status. This notice applies to all subsequent communications with the Government of Ontario (e.g. phone, fax, email, mail). For such purposes, on behalf of the company, I hereby authorize the Government of Ontario or its authorized representative:
  - a. to contact (i) any person employed by the company; (ii) an authorized representative of or a third-party relied on by the company, including the company's accountant and/or lawyer; and (iii) credit bureau(s) to obtain such credit bureau and other reports as the Government of Ontario or its authorized representative considers necessary; and I consent to the disclosure to the Government of Ontario or its authorized representative of such information as may be required for the purposes set out above;
  - b. to share information contained in and with this Pre-screen Application and make inquiries of other Ontario ministries, the Government of Canada, and any of their respective agencies about the company and its business; and
  - c. upon twenty-four (24) hours' notice and during normal business hours, to enter upon and inspect the company's premises and to inspect and copy any financial records, invoices and other financially-related documents, and, subject to the necessary consents, non-financial records and documents, in the possession or under the control of the company which relates to information contained in and with the Pre-screen Application.

- \_\_\_\_\_ 12. I understand that:
- a. any false or misleading statements or concealment of relevant information; or
  - b. failure to cooperate or comply with the Government of Ontario's requests or notices pursuant to this Pre-screen Application;
- may result in the Government of Ontario not accepting my application or, if applicable, withdrawing or denying this Pre-screen Application. In addition, such actions may disqualify the company from future participation in any immigration program with the Government of Ontario.
- \_\_\_\_\_ 13. 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.

**Authorization for the Purposes of the Program Evaluation**

- \_\_\_\_\_ 1. I understand and agree that the information provided in this Pre-screen Application may be used for the purposes of evaluating the Opportunities Ontario: Provincial Nominee Program. I agree that the Government of Ontario or its authorized representative may contact the company in the future to evaluate the Opportunities Ontario: Provincial Nominee Program up to 5 years after a successful nomination for permanent residency of the prospective nominee.

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)
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**Section H: Declaration as to the truth of Pre-screen Application ?**

**DECLARED** before me at the (city/town, etc.) \_\_\_\_\_  
of \_\_\_\_\_  
in the (county, regional municipality, etc.) \_\_\_\_\_  
of \_\_\_\_\_  
this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_  
\_\_\_\_\_  
Commissioner for taking affidavits

\_\_\_\_\_ **Signature of Company Signing Officer**

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 Employer Pre-Screen Application form, follow these steps:

### Section A: Company Information

1. Print the name of the company.
2. 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.)
3. Print the company's website address (if applicable).
4. Print the year of company incorporation, jurisdiction of incorporation, and the Incorporation Number. For a company incorporated, continued or amalgamated in Ontario, this number appears on the top right corner of the corporation's Certificate of Incorporation/ Continuation or Amalgamation or in the company's Letters of Patent. For a company incorporated, continued or amalgamated in a jurisdiction other than Ontario, this number appears in the top right corner of the Extra-Provincial Licence issued to the company. If the company does not require a licence, the number is assigned upon filing the Initial Return (Form 2).
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.
7. Describe the main business sector (e.g. aerospace, construction, life sciences). For more information on the North American Industry Classification System (NAICS) please refer to: <http://www.statcan.gc.ca/concepts/industry-industrie-eng.htm>
8. Describe the business activities and operations conducted by your company within your business sector.

### 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: 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 requested position.
2. Please 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](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.

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## **Section D: Assistance with Application**

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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.

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## **Section E: Learning about the Opportunities Ontario: Provincial Nominee Program**

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Check the appropriate boxes to indicate how you/your company learned about the Opportunities Ontario: Provincial Nominee Program.

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## **Section F: Application Checklist**

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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.

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## **Section G: Authorization and Certification**

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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.

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](http://www.ontarioimmigration.ca)