



**Ministry of Citizenship
and Immigration**

Opportunities Ontario: Provincial Nominee Program
400 University Avenue, Ground Floor
Toronto ON M7A 2R9
Tel: 416-327-0374
Fax: 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	Unit/Suite/Apt	PO Box
City/Town		Province/State	
Country		Postal Code/Zip	

3. Company Website Address

4. Year of Incorporation *	Jurisdiction of Incorporation	Incorporation Number
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5. Company Financial Information (for the previous fiscal year) Year: * Gross Revenues: *	6. Number of Permanent, Full-time Employees at the Company *
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7. Business Sector (describe)

8. Business Activities (describe)

B. Company Signing Officer Information

1. Last Name	First Name	Middle Name
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

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/year) *

3. Is the place of employment for the prospective nominee located within the Greater Toronto Area (Durham, Halton, York and Peel Regions, and the City of Toronto)? *

Yes No Indicate location below ▼

Street No.	Street Name	Unit/Suite/Apt	PO Box
City/Town		Province ON	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)
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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
 an individual who currently lives abroad or is visiting Ontario (please proceed to section 5c)
 an individual who is currently studying in Canada or on a valid Post-Graduation Work Permit

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 who have a failed refugee claim or 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 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 as it will affect the priority given to the processing of your application:

- Yes, I have tried to recruit Canadian citizens or permanent residents located in Ontario to fill this position (please provide proof of recruitment efforts, i.e. job advertisement)
 No, I have not tried to recruit Canadian citizens or permanent residents located in Ontario to fill this position (please explain below)



5d. Prospective nominee information (if known)

Last Name	First Name	Middle Name
Date of Birth (yyyy/mm/dd)		

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 Information Session
 Opportunities Ontario Website Visa Office 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 full-time-employee positions by job title and salary (if applicable)

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

- Proof of recruitment efforts to recruit Canadian citizens or permanent residents located in Ontario to fill this position (i.e. job advertisement)

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. The Government of Ontario reserves the right to change any aspect of the Opportunities Ontario: Provincial Nominee Program, including any time limits, nomination categories, eligibility criteria, distribution of nominations by category and supporting documentation requirements, at any time and without notice to any Pre-screen Applicant.

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)

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.