



**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

**Pre-screen Application for  
Previously Approved Employers  
General and International Student Categories**

**Employer Pre-screen  
Application**

Office Use Only  
Date and Time Received

This simplified application 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.**

**A. Company Information**

1. Previous Employer Pre-screen File No

2. Previous Pre-screen Approval Date (yyyy/mm/dd)

3. Company Name

**4. Mailing Address**

Street No.

Street Name

Unit/Suite/Apt

PO Box

City/Town

Province/State

Country

Postal Code/Zip

5. Company Financial Information (for the previous fiscal year)

Year: \*

Gross Revenues: \*

6. Number of Permanent, Full-time Employees at the Company \*

**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. 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

<b>1. Title/Position in Company *</b>	<b>2a. Rate of pay *</b> <input type="checkbox"/> Hourly (\$CDN/hr) <b>OR</b> <input type="checkbox"/> Weekly (\$CDN/wk)
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<b>2b. Number of work hours per week * (hrs/wk)</b>	<b>2c. Number of work weeks per year (wks/year) *</b>
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**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 <b>ON</b>	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  
 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
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Date of Birth (yyyy/mm/dd) \_\_\_\_\_

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

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**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     No  
 If yes please provide a brief explanation why this position is now vacant \_\_\_\_\_

<b>9. How many nominees have been approved for your organization under the Opportunities Ontario: Provincial Nominee Program?</b>	<b>9a. How many of them are still working for you?</b>
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**10. If some/all of your previously approved nominees are not working for you please provide an explanation. Use 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)
- Proof of recruitment efforts to recruit Canadian citizens or permanent residents located in Ontario to fill this position (i.e. job advertisement)

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 full-time-employee positions by job title and salary (if applicable)

### **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)

**Declaration as to the Truth of Pre-screen Application**

I, an authorized signing officer on behalf of and with the 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.