



## TEMPORARY FOREIGN WORKER APPLICATION

### TYPE OF REQUEST

Temporary Employment       Renewal/Extension

### EMPLOYER INFORMATION

Business name	Telephone Number
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Name of business owner

Business address			
Number and Street	City	Province	Postal Code

Is this a head office? <input type="checkbox"/> Yes <input type="checkbox"/> No	Canada Customs and Revenue Agency (CCRA) business number	Date business started (yyyy-mm-dd)	Website
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Describe the principal business activity:

Location of employment of prospective employee(s) if different from employer's address:			
Number and Street	City	Province	Postal Code

Number of employees in Canada	Number of Canadians/permanent residents employed	Number of foreign workers currently employed (neither Canadian citizens nor permanent residents)	Were any employees laid off in the past 12 months? <input type="checkbox"/> No <input type="checkbox"/> Yes  If yes, how many?
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Reason(s) for layoff(s) and occupations affected:

### CONTACT INFORMATION

Name of Business Contact

Address if different from above			
Name and Street	City	Province	Postal Code

Job Title	Telephone Number	Fax Number	E-mail
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### \* THIRD PARTY INFORMATION (if applicable)

Third Party Agent authorized to act for employer	Company Name of Agent
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Address			
Number and Street	City	Province	Postal Code

Telephone Number	Fax Number	E-mail	Website
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\* If you are a third party agent acting on behalf of an employer, written authorization from the employer to act on his/her behalf is required and should

- normally be presented on the employer's original company letterhead;
- be signed by an official with signing authority for the employer;
- specifically authorize the agent to act on the employer's behalf in obtaining a labour market opinion from Human Resources Development Canada (HRDC); and
- state any limitations of authority to act on the employer's behalf (duration, specific situations etc.)

HRDC reserves the right to contact the employer directly if necessary.

## INFORMATION ON JOB OFFER

Provide detailed information for the position. Use a separate sheet for positions for different requirements

Occupation

Job title within your organization

Requirements of the job. Provide details.

- a) provincial/territorial accreditation, certification, licensing or registration requirements:
  
- b) educational/knowledge requirements:
  
- c) experience:
  
- d) skills:
  
- e) language requirements:     English     French     Other    If "Other", please explain.

Duties the worker will perform and any working conditions specific to the job:

Is this occupation regulated by a professional association or licensing body?

No     Yes    If yes, what is the name of the association?

Has the association been consulted about the hiring of a foreign worker?     No     Yes

Has the association raised any objections to the hiring of a foreign worker?

No     Yes    If yes, provide details.

Is the position part of a union (bargaining unit)?

No     Yes    If yes, what is the name of the union

Has the union been consulted about the hiring of a foreign worker?     No     Yes

What is the position of the union? Provide details. Attach documentation, if available

Would hiring a foreign worker affect the settlement of any labour dispute in progress at the place of employment?

No     Yes    If yes, provide details

Anticipated duration of employment (yyyy-mm-dd)

Start date:

End date:

Salary (in Canadian dollars) (not including gratuities, commission, room and board)

\$    per hour

\$    per day

\$    per  
month

\$    per year

Number of  
hours per day

Number of  
days per week

Other benefits (in Canadian dollars):

gratuities  
\$

bonuses  
\$

commissi  
ons  
\$

room &  
board  
\$

paid holidays

disability insurance     medical insurance     dental insurance     pension     Other:

## RATIONALE FOR REQUEST

Why do you need to hire a foreign worker?

How did you fill this position in the past?

Have you attempted to recruit Canadians / permanent residents?  No  Yes

If yes, provide details of your recruitment efforts and the results. (Attach supporting documentation such as advertising copy, letters, industry consultations, etc.) If no, please explain.

Approximately how many foreign workers have you recruited in the last 5 years?

How does the foreign worker fit into your business / human resource plan?

What are the potential benefits to the labour market in Canada that will occur as a result of employing the foreign worker?

<input type="checkbox"/> filling a labour shortage	<input type="checkbox"/> retention of employees who might otherwise be laid off	<input type="checkbox"/> transfer of new skills and knowledge to Canadians / permanent residents	<input type="checkbox"/> direct job creation	<input type="checkbox"/> other
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Provide details:

Do you plan to train Canadians / permanent residents for the position to be filled by the foreign worker?

No  Yes

If yes, provide a brief description of the training plan. If no, please explain

## FOREIGN WORKER INFORMATION

How many workers are you requesting with this application?

Provide information for each worker coming into Canada on a separate sheet.

Family name

Given Name(s)

Male

Female

Date of birth (yyyy-mm-dd)

Country of birth

Citizenship

Current address of foreign worker

Number and Street

City

Province

Country

Postal Code

If the foreign worker is currently in Canada, please indicate the immigration status:

- temporary resident without a work permit
- foreign worker with a work permit
- refugee claimant
- student
- spouse of a Canadian
- other (please specify)

Immigration document expiry date (yyyy-mm-dd)

At which immigration post will the foreign worker(s) likely be processed?

Does the foreign worker have the required job qualifications to work in Canada?

Yes  No

If no, explain how you plan to address the gap.

Does the foreign worker have any financial interests in, or other attachments to, the business?

Yes  No

Is the foreign worker related to anyone in this organization?  Yes  No

## RENEWAL/EXTENSION INFORMATION

Please provide the original HRDC system file number.

Attach a copy of the foreign worker's current work permit (Employment Authorization).

Please provide the reason(s) for the request for an extension.

