



Office of Immigration
Office de l'immigration

For Office of Immigration Use Only	
Employer File Number:	Date:

1741 Brunswick Street, Suite 110A
P.O. Box 1535
Halifax, NS B3J 2Y3
Ph: (902) 424-5230 Fax: (902) 424-7936 Email: nsnp@gov.ns.ca
website: www.novascotiaimmigration.com

Nova Scotia Nominee Program (NSNP) Employer Application

The personal information that the employer provides in this form and supporting materials is collected, used, retained, and disclosed under the authority of the Nova Scotia *Freedom of Information and Protection of Privacy Act*. The information will be used to assist in evaluating your suitability for the Nova Scotia Nominee Program and to research, monitor, and evaluate the Program under the authority of the Nova Scotia *Freedom of Information and Protection of Privacy Act* and other relevant provincial legislation, the *Immigration and Refugee Protection Act* and Regulations and other relevant Federal legislation.

If you have any questions about the collection, use, retention, and disclosure of this information, please contact the Nova Scotia Office of Immigration.

Who Can Apply

Please review the complete [Skilled Worker eligibility](#) requirements at www.novascotiaimmigration.com.

Employers' applications to have skilled workers nominated for permanent immigration purposes under the NSNP may be considered if the employment offers:

- are for permanent, full-time position(s) in Nova Scotia
- meet prevailing regional wage standards and benefit package
- are made to persons who meet the required skills and qualifications for the position, are 'job-ready', and meet the criteria for the NSNP, and
- do not conflict with existing collective bargaining agreements

For occupations requiring licensing or certification in Nova Scotia, you must contact the appropriate provincial, national and/or industry regulatory association prior to applying to verify that the worker meets licensing or certification requirements.

IMPORTANT: Priority will be given to employers who can demonstrate that they:

- have made a genuine effort to recruit Canadian citizens or permanent residents,
- have an acceptable strategy to recruit and retain immigrant workers in Nova Scotia, and
- will provide additional supports to assist newcomers with their settlement needs.

This form should be completed for the Employer. Please print clearly.

This application must be completed in full, with accompanying attachments. Please note that failure to comply with the application requirements will delay processing.

Please send the completed Skilled Worker application forms and accompanying documents to:

Nova Scotia Nominee Program (NSNP)
c/o Nova Scotia Office of Immigration
P.O. Box 1535
Halifax, NS B3J 2Y3

Skilled Worker: Name (*family name, given name (s)*): _____

A) Employer Information

1. Company name:		Name of Company Contact (<i>family name, given name (s)</i>):	
Telephone:	Facsimile:	E-mail:	Website:
Mailing Address:		City/Town:	Postal Code:
2. Head Office (<i>if applicable</i>) Mailing Address:		Head Office (<i>if applicable</i>) City/Town:	Head Office (<i>if applicable</i>) Postal Code:
Head Office (<i>if applicable</i>) Telephone:	Head Office (<i>if applicable</i>) Facsimile:	Head Office (<i>if applicable</i>) E-mail:	Head Office (<i>if applicable</i>) Website:
3. Corporate registry number:		4. Canada Revenue Agency business number:	

5. Type of Company: Please provide a concise description of your company's type of industry, goods manufactured, or services provided and **attach** information on the business.

6. Year business established: _____

7. Number of employees in Nova Scotia: Full Time: _____ Part Time: _____

8. Target markets of your company: (Please check (✓) all boxes that apply)

- Canada Specify Province(s) _____
- United States Specify State(s) _____
- International Specify Country(ies) _____

B) Position Information

Please provide a detailed position description and the conditions of employment on a separate sheet. Attach a copy of the accepted job offer with the signature of your authorized signing officer and the signature of the employee accepting the offer.

1. Type of Position

Summary of Position Description: (attach detailed position description and required qualifications)

2. Position Requirements

Is this a permanent, full-time position? Yes No (seasonal or contractual employment offers will not be considered)

a. Annual salary range:

b. Education requirements:

University Trade School/College Other: _____

c. Canadian/Nova Scotia industry/association standards required: (Please check (✓) all boxes that apply)

Association standards Industry standards Journeyman standards
 Licenses: _____ Other: _____

d. Is this a unionized position? Yes No If yes, please attach a letter indicating union concurrence

e. Language fluency required for the position

<u>English</u>	<u>Read</u>	<u>Speak</u>	<u>Write</u>	<u>French</u>	<u>Read</u>	<u>Speak</u>	<u>Write</u>
Fluent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fluent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Well	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Well	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Functional	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Functional	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
None	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Rationale for the position

a. Is this a new position? Yes No

b. Describe rationale for the need for this position: (Attach additional pages if necessary)

c. Canadian recruitment activity:

i. How long has this position been vacant? _____ How long have you advertised? (specify months)

Vacant: _____ Advertised: _____

ii. Have you posted the position(s) on the Service Canada job bank site? Yes No

▪ If yes for how long? _____ NOC Code _____

▪ If not, where and for how long have you tried to recruit for this position in Nova Scotia/Canada?

(Attach additional pages if necessary & Please attach supporting documents)

iii. If you have not recruited for this position, please explain why. (Attach additional pages if necessary)

C) Supports and Retention Plan

1. Describe any benefit plans, employee advancement opportunities, or other factors that may encourage the employee to remain with your company. (provide attachments if necessary)

2. Will you provide the employee with any assistance related to the payment of Government of Canada immigration fees, travel costs, or finding housing? Please explain. Yes No

3. Please describe the services available in the area that can assist the employee and the family with housing, language classes, and other settlement needs.

D) Temporary Work Permits

An approved Provincial Nominee can apply for a Temporary Work Permit without Service Canada validation if:

- a) the employer demonstrates a need for the employee to start work before a Permanent Visa is issued, and
- b) the NSNP provides the approved Provincial Nominee with a letter of support.

If you expect the potential employee to apply for a Temporary Work Permit, please explain why you need the employee to start work before obtaining a Permanent Visa. (Attach additional pages if necessary).

Would you like the NSNP to issue a letter of support? Yes No

E) Nova Scotia Nominee Program

1. How did you learn about the Nova Scotia Nominee Program? (Please check (✓) all boxes that apply)

- NS Promotional Material NS Office of Immigration Website Industry Association
- Word of mouth - Who? _____
- Government Department (please specify) _____
- Other (please specify) _____

2. How did you learn about this employee? (Please check (✓) all boxes that apply)

- Employer Recruiting Activities Lawyer Immigration Consultant
- Employee Initiated Contact with Employer Other (please specify) _____

F) Authority to Collect and Disclose Information

This information release and declaration must be signed by the designated representative of the company authorizing the Government of Nova Scotia to collect, use, retain, disclose, and destroy personal information to assess individual applications to the Nova Scotia Nominee Program and to research, monitor, and evaluate the Program under the authority of the Nova Scotia *Freedom of Information and Protection of Privacy Act* and other relevant provincial legislation, the *Immigration and Refugee Protection Act* and Regulations and other relevant Government of Canada legislation. If you have any questions about the collection, use, retention, disclosure, and destruction of personal information you may contact the Nova Scotia Nominee Program (NSNP) at the Nova Scotia Office of Immigration.

I authorize immigration officials with the Government of Nova Scotia and the Government of Canada to disclose, collect and share, as necessary, all personal information contained in this application for the Nova Scotia Nominee Program for the purpose of assessing, verifying information, and monitoring this application, and for evaluating the Nova Scotia Nominee Program.

I authorize the Government of Nova Scotia to disclose and share all personal information in this application to the Nova Scotia Nominee Program with other parties in Nova Scotia and elsewhere to assess this application.

I understand that the Government of Nova Scotia may contact such parties to verify information provided in this application.

I consent to the Government of Nova Scotia collecting any personal and other information required as part of my company's involvement in the Nova Scotia Nominee Program and to locate and contact me and my company about evaluating the program and our participation in it.

I consent to the Government of Nova Scotia collecting this information from any federal, provincial, municipal or other local authority or any other person, department, agency or organization holding such information.

I consent to the sharing of the information in this application with the nominee to whom I have made a permanent full-time job offer.

I consent to the sharing of the information in this application with employment agencies in Nova Scotia to confirm and facilitate local recruitment efforts.

(Please print clearly or complete electronically)

Name of Authorized Signing Officer (full name – family name, given name(s))

Title of Authorized Signing Officer

Signature of Authorized Signing Officer

Date (dd/mm/year)

Company Name

Street Address

City, Town or Village

Postal Code

Please note that the Employer, and not a third party representative, must be a party to, and signatory of, the Employer application.

G) Declaration of Authorized Signing Officer

I declare that the information I have given in this application is truthful, complete and correct and give consent to the Government of Nova Scotia to verify any information I have provided in this application.

I certify that, to my knowledge, the employment of the position does not conflict with any existing bargaining agreements, the settlement of any labour dispute or the employment of a person involved in such a dispute.

I understand that any false statements or concealment of any material may in fact may result in, but is not limited to, some or all of the following consequences:

- Refusal of this application; and/or
- Refusal or withdrawal of the principal applicant's certificate of nomination

I understand all these statements and have asked for and received an explanation on every point that was not clear to me.

H) Third Party Authorization

This section gives Province of Nova Scotia staff authorization to release information regarding your application to a third party representative (i.e. Lawyer or Consultant) where applicable. The Nova Scotia Nominee Program does not require the use of authorized representatives in the immigration process and it is your choice to retain assistance.

I, _____ of _____
(full name – family name, given name(s)) (Street Address)

authorize the release of any personal information from my Nova Scotia Nominee Program (NSNP) file, for the purpose of assisting me with the Provincial Nominee and the Canadian immigration process, to:

My representative, _____, of _____
(Full Name of Representative) (Name of Company)

located at _____
(Company Street Address)

My representative can be reached by

email _____ phone _____ () _____

website _____ fax _____ () _____

Nova Scotia supports federal regulations requiring all paid immigration representatives to meet the definition of "authorized representative". As such, please indicate the following:

My representative is a member of:

The Canadian Society of Immigration Consultants. _____
(Membership ID Number)

A Canadian provincial or territorial law society.

(Province) (Membership ID Number)

Signature of **Authorized Signing Officer**

Signature of witness

Date (dd/mm/year)

Full name of Witness (family name, given name(s))

Signed at (city/town and country)

Date (dd/mm/year)