



Ministry of Economic Development, Job Creation and Trade

Employer's Instructional Guide for Foreign Worker & International Student Streams: How to Complete the Employer Form

Ontario Immigrant Nominee Program

Disponible en français

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PLEASE NOTE THAT THIS GUIDE IS AN EXPLANATORY DOCUMENT ONLY. PLEASE REFER TO THE [ONTARIO IMMIGRATION ACT, 2015](#) AND ITS REGULATIONS. TO THE EXTENT THAT THERE IS ANY DISCREPANCY BETWEEN THIS GUIDE AND THE ACT OR ITS REGULATIONS, THE ACT AND REGULATIONS GOVERN.

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1.0 INTRODUCTION

1.1 About the Employer Job Offer Streams

The Ontario Immigrant Nominee Program (OINP) Employer Job Offer streams provide an opportunity for employers to recruit and retain highly skilled foreign workers and qualifying international students for full-time jobs of an indeterminate duration.

Applicants can only apply if they have received a full-time job offer of an indeterminate duration from an Ontario employer, meet all eligibility criteria and have an Employer Form completed by the prospective employer.

1.2 About the Employer's Instructional Guide

This guide is to be used by Ontario employers who are supporting an application under the Employer Job Offer: Foreign Worker Stream or the Employer Job Offer: International Student Stream. It provides you, the employer, with information about the streams as well as instructions on how to fill out the [Employer Form](#).

2.0 OVERVIEW OF ELIGIBILITY CRITERIA

To be eligible to apply under the Foreign Worker or the International Student streams of the Employer Job Offer category, applicants and employers must meet all eligibility criteria.

IMPORTANT: The application may be refused if the employer does not meet the eligibility criteria.

2.1 Employer Criteria

The OINP uses the Business Number associated with the respective business to determine who the employer is and who must meet the employer criteria.

Note: Franchisors¹ and franchisees² are treated as separate employers. If you are a franchisee and have made a job offer to a foreign worker or an international student, you (and not the franchisor) are considered to be the employer for the purposes of the application and are responsible for meeting all program criteria.

2.2.1 Active Business

Your business must be a corporation, limited liability partnership or sole proprietorship that has been in active business (i.e. generating revenue) for at least three years before the date of making the application.

If your business is a corporation that has been amalgamated, you must demonstrate that:

- the business (including one of the predecessor businesses) has been in continuous operation for at least three years,
- the job offer to the applicant is still valid, and
- the restructuring does not affect the employment opportunities of Ontarians.

2.2.2 Business Premises in Ontario

Your business must have business premises in Ontario where the applicant will work. It must be a fixed place of business in Ontario.

2.2.3 Regulatory Compliance

There must be no outstanding orders made against your business under the Ontario *Employment Standards Act, 2000* or the Ontario *Occupational Health and Safety Act*.

2.2.4 Gross Annual Revenue & Employees

Your business must have, in its most recently completed fiscal year before the date of making the application, the following:

- If your business is located **inside of the Greater Toronto Area** (includes the City of Toronto, Durham, Halton, York and Peel regions), your business must have:
 - A minimum of \$1,000,000 in gross annual revenue (excluding HST/GST) for the most recent fiscal year, **and**

¹ A franchisor is a company that allows an individual (known as the franchisee) to run a location of their business. The franchisor owns the overarching company, trademarks and products, but gives the right to the franchisee to run the franchise location, in return for an agreed-upon fee.

² A franchisee is an individual or company that holds a franchise for the sale of goods or the operation of a service.

- Five full-time employees who are Canadian citizens or permanent residents at the location where the applicant will work, or if the applicant will work at more than one location, at the location where the applicant will report to work.
- If your business is located **outside of the Greater Toronto Area**, your business must have:
 - A minimum of \$500,000 in gross annual revenue (excluding HST/GST) for the most recent fiscal year, **and**
 - Three full-time employees who are Canadian citizens or permanent residents at the location where the applicant will work, or if the applicant will work at more than one location, at the location where the applicant will report to work.

Note: Gross annual revenue does not include HST and GST.

2.2.5 Recruitment

This criterion only applies to the Foreign Worker Stream.

If the applicant is currently living and working outside of Canada, or working in Canada but outside of Ontario, you must demonstrate that sufficient efforts were made to recruit a Canadian citizen or a permanent resident for the position being offered to the applicant.

Note: If the applicant is currently authorized to work in Ontario, you do **not** need to provide proof of recruitment efforts.

Please see [Appendix 2](#) for guidelines concerning recruitment efforts.

2.2 Job Offer and Position Criteria

You must provide the applicant with a job offer for a position that meets the following five requirements:

1. Full-time and of an indeterminate duration:

- The position must be full-time and of an indeterminate duration (i.e. permanent) and the work must consist of a minimum of 30 hours per week and at least 1,560 hours in a one year period.

- The job offer must **not** be for a position that:
 - is seasonal or part-time, regardless of hours worked; or
 - is a subcontractor or an agency position.

2. Eligible occupations:

- The position must be in a skilled occupation, Skill Type 0 or Skill Level A or B, in accordance with the National Occupation Classification (NOC).

3. Median or low wage level (depending on stream):

- For the Foreign Worker Stream, the position must meet the median wage level for the occupation in the specific employment region of Ontario where the applicant will be working.
- For the International Student Stream, the position must meet the low wage level for the occupation in the specific employment region of Ontario where the applicant will be working.
- In addition to meeting the median or low wage level (depending on the stream), if the applicant is already working for you in the position, the wage of the job offer must be equal to or greater than the wage level that you currently pay the applicant in that position.
- Information about wage levels in different occupations can be found on the [Government of Canada Job Bank](#) and selecting Explore Careers: Wages.
- **Note:** The program does not consider remuneration by piece work, bonuses, commissions, vacation pay or non-financial compensation as comprising part of an applicant's offered wage. You may offer an applicant piece work, bonuses, commissions, or non-financial compensation in addition to base pay. However, these will not be considered part of the hourly base pay.

4. Necessary to employer's business:

- The position must be necessary to your business. This means that the job offer must align with your existing business activities and the position must be needed to grow or maintain ongoing activity.

5. Employment activities:

- The anticipated employment activities related to the position must occur primarily in Ontario.

RESTRICTIONS:

A job offer will **not** qualify if:

- It is likely to affect the settlement of any labour dispute or the employment of a person involved in such a dispute,
- The program determines that you did not make reasonable efforts to fill the position with a Canadian citizen or permanent resident (see [section 2.2.5](#) for more information), or
- The applicant or any of their family members hold or have held equity in your business. The only exception is if the equity was obtained as part of the applicant's remuneration as an employee and the total equity held by the applicant and their family members is/was less than 10%. If applicable, the applicant will need to submit supporting documents to demonstrate that the equity is part of the remuneration package, which outlines the terms of the equity (e.g. employment agreement).

2.3 Applicant Criteria

2.3.1 Employer Job Offer: Foreign Worker Stream

To be eligible to apply as a foreign worker under the Employer Job Offer: Foreign Worker Stream, the applicant must ensure that they meet the eligibility requirements as outlined in section 2.2 of the [Application Guide - Employer Job Offer: Foreign Worker Stream](#).

2.3.2 Employer Job Offer: International Student Stream

To be eligible to apply as a foreign worker under the Employer Job Offer: International Student Stream, the applicant must ensure that they meet the eligibility requirements as outlined in section 2.2 of the [Application Guide - Employer Job Offer: International Student Stream](#).

2.4 Mandatory Documentation Requirements

2.4.1 Employer Form

The Employer Form is a downloadable PDF form which can be downloaded [here](#).

You, as the employer, must fill out the form electronically, print it, sign it and provide the applicant with the original signed and dated copy. The applicant will then upload the signed form as part of the online application.

The Employer Form must be submitted with the application within six (6) months from the date of signing.

You should carefully read and understand the authorizations and declarations set out in the Employer Form, as you are responsible for ensuring that all information is complete, true, and correct. If you do not agree, or are not prepared to abide by the authorizations and declarations, you should not proceed with the application.

During the assessment of the application, additional supporting documents may be requested by the OINP to validate information included in the Employer Form.

Please see [Appendix 1](#) for a list of possible documents that may be requested.

2.4.2 Job Offer

In addition to the Employer Form, you must provide the applicant with an original **signed and dated job offer**. The job offer must meet the following requirements:

- Printed on business letterhead and identify business address, telephone/fax numbers, email, and website addresses;
- Identify the responsible officer/supervisor and include their signature;
- Stamped with the business's corporate seal (if applicable); and
- Indicate the following:
 - Job title
 - Wage for position being offered
 - Duties and responsibilities
 - Number of hours per week and a number of weeks of work per year
 - Number of days/weeks of vacation
 - Workplace location
 - Employment start date, and
 - An indication that the offer being made is for a full-time position of an indeterminate duration.

The job offer must be signed and dated by a person authorized to hire employees and must be signed and dated by the applicant confirming acceptance of the job offer. The applicant must include this job offer as part of their application. The signed job offer must not be older than six (6) months.

Note: If the applicant is currently working for you in the same position, the applicant may submit the original job offer with the information listed above and it can be older than six months. However, the applicant must also include a recent letter from you confirming that the applicant remains employed with you, the conditions of the job offer, and any changes to the position being offered.

2.4.3 Authorizing a Representative

If you receive help from someone with completing the Employer Form or preparing your supporting documents and you wish for this individual to act on your behalf with the OINP, you must authorize this individual as your representative.

To authorize a representative, you must complete the [Authorizing or Cancelling a Representative form](#) and provide this to the applicant to upload with their online application.

Please note the following important information about using a representative:

- All representatives, whether paid or unpaid, must be disclosed to the OINP.
- You may only have one active representative at a time.
- You are not required to use the same representative as the applicant.
- Once a representative is authorized to act on your behalf during the OINP application process, all OINP communications will be directed to your representative.
- Note that even if you have a representative, you are still responsible for the accuracy and completeness of information that is provided to the OINP.

For information on how to choose a representative and for tips about how to protect yourself from fraud, please visit [IRCC's website](#).

Who is a Representative?

A representative is a person who has permission to conduct business with the OINP on your behalf. The representative can be paid or unpaid.

Paid authorized representatives are defined under the *Ontario Immigration Act, 2015* and include:

- citizenship or immigration consultants who are members in good standing of the [Immigration Consultants of Canada Regulatory Council](#),
- lawyers who are members in good standing of a [Canadian provincial or territorial law society](#), and
- notaries who are members in good standing of the Chambre des notaires du Québec.

Note: Please note that the Program only recognizes the representatives listed above as authorized to charge you a fee or receive any other type of payment.

If you appoint a paid representative who is not recognized by the Program as a paid authorized representative (as listed above), you will be contacted by the OINP and advised that the individual must be removed or replaced as the representative.

You may appoint an unpaid representative to conduct business on your behalf with the OINP. Unpaid representatives include:

- Family members,
- Friends, and
- Other third parties who do not charge a fee.

Changing or Cancelling a Representative

If you wish to cancel a representative or appoint a new representative, you must notify the OINP.

To change or cancel a representative, you must submit a new signed copy of the [Authorizing or Cancelling a Representative form](#) to the OINP via e-mail at ontarionominee@ontario.ca. Please ensure that you quote the applicant's file number when submitting the form to the OINP.

Once a representative is cancelled, they will no longer be able to access any information about the application with the OINP, nor will they be authorized to conduct any business on your behalf.

2.4.4 Document Translation and Notarization

If any of your supporting documents are not in English or French, you must provide a copy of the document and a complete, **certified or notarized translation** of the document.

The translations must be completed by a **certified translator** accredited by the Association of Translators and Interpreters of Ontario (ATIO). For more information on certified translators in Ontario, visit the [ATIO's website](#).

If you cannot locate a certified translator accredited by ATIO with proficiency in the language required for translation, the translation may be completed by any translator as long the translation is **notarized**. To request this exception, you must include a letter to explain why the translations are not certified and demonstrate your efforts to locate a certified translator.

You are responsible for all translation and notarization costs. Applications with translations that are not complete, certified or not notarized are considered incomplete and will not be processed.

Translations that are completed by yourself, the applicant, a representative, or other individuals with personal ties to the applicant are not acceptable even if these individuals are certified translators.

3.0 HOW TO COMPLETE THE EMPLOYER FORM

3.1 Section A: Assistance with the OINP Employer Job Offer Stream Application

In this section, you must indicate whether or not you have received, or are receiving, help preparing or completing the Employer Form. If yes, you must provide the person's name and relationship to you.

You must also indicate whether you have paid or will pay this person to assist you with your application.

Please note that only "authorized" representatives can charge you a fee or receive any other type of payment. Please see [section 2.4.3](#) for the list of authorized representatives.

If you wish to appoint an individual to serve as your representative and conduct business on your behalf with the OINP, you must provide their information and address.

In addition, you must complete the [Authorizing or Cancelling a Representative form](#) and provide this to the applicant to upload with their online application.

3.2 Section B: Employer Information

In this section, you must provide information about your business in order to validate that you meet the employer criteria as outlined above.

1. General Business Information

Legal Name of the Business:

- Provide the legal name of the business as registered through institutions such as the Canada Revenue Agency.

Operating Name:

- The operating name is the name the business uses in its day-to-day activities and to advertise the business. You only need to provide the operating name if it is different from the business's legal name.

Business Address:

- This refers to the head office or headquarters of the business. Please provide the full mailing address of the business (including the unit number). Please

include street type (e.g. Street, Crescent, Boulevard, Road) and street direction (e.g. North, South, East, or West).

Mailing Address:

- This refers to an address that may be different than the address of the head office or headquarter of the business. Please provide the full mailing address of the business (including the unit number). Please include street type (e.g. Street, Crescent, Boulevard, Road) and street direction (e.g. North, South, East, or West).
- If the mailing address is the same as the address provided under the "Business Address" section, indicate so by checking the "same as above" box on the form.

Business Phone Number:

- Indicate the phone number of the main office and/or the business's headquarter, ensuring that the country code and any prefixes are included.

Business Fax Number:

- Indicate the fax number(s) for the main office and/or the business's headquarter (if applicable).

Business General Inquiries E-mail:

- Provide a valid business e-mail address that is used for general inquiries and/or to communicate with the general public (if applicable).

Business Website:

- Provide the URL information for the business's website (if applicable).

2. Business Revenue and Legal Structure Information

Date of Incorporation:

- Provide the date of incorporation and the Incorporation/Registration number. If the business is not incorporated, enter the date the business was established.
- For a business that is incorporated or amalgamated in Ontario, the Incorporation Number appears on the top-right corner of the corporation's Certificate of Incorporation/Continuation or Amalgamation or in the business's Letters of Patent.
- For a business that is incorporated or amalgamated in a jurisdiction other than Ontario, this number appears in the top-right corner of the Extra Provincial License issued to the business.
- If the business does not require a license, the number is assigned upon filing the Initial Return/Notice of Change by an Extra-Provincial Corporation (Form 2) with Service Ontario.

Canada Revenue Agency (CRA) Number:

- This refers to the business's Business Number (BN). The BN is a numbering system that simplifies and streamlines the way businesses deal with the

government. The BN is a nine-digit number that gives each registered business its own unique identifier.

Business Legal Structure:

- Check the box to select the option that describes the legal structure of the business:
 - Incorporated in Ontario;
 - Limited Liability Partnership;
 - Sole Proprietorship;
 - Extra-provincially registered in Ontario (includes federally-incorporated companies); and
 - Other. If other, please specify.

Number of Years in Active Business:

- Indicate how long the business has been in active business.
- Employers must demonstrate that they have been in active business (corporations, limited partnerships and sole proprietorships) for at least three years before submitting an application to the OINP. This includes recently amalgamated corporations.

Gross Revenue for the Most Recent Fiscal Year:

- Indicate the most recent fiscal year.
- Select the box that represents the most accurate gross revenue of the business for the most recent fiscal year. This amount should not include any GST/HST.

3. Business Profile Information

Does the business's economic sector fall within Information and Communication Technology (ICT) or Advanced Manufacturing?

- Specify whether the business falls under one of the two sectors.

Specify the economic sector:

- If you answered yes to the question above, identify under which one of the two sectors – Information and Communication Technology (ICT) or Advanced Manufacturing – that the business falls under.

Business Economic Sector:

- Select the main business sector from the drop down menu under which the business operates. The list included in the drop down menu of the Employer Form includes the following sectors as established by the North American Industry Classification System (NAICS):

11 Agriculture, forestry, fishing and hunting
21 Mining, quarrying, and oil and gas extraction
22 Utilities
23 Construction
31-33 Manufacturing

41 Wholesale trade
44-45 Retail trade
48-49 Transportation and warehousing
51 Information and cultural industries
52 Finance and insurance
53 Real estate and rental and leasing
54 Professional, scientific and technical services
55 Management of companies and enterprises
56 Administrative and support, waste management and remediation services
61 Educational services
62 Health care and social assistance
71 Arts, entertainment and recreation
72 Accommodation and food services
81 Other services (except public administration)
91 Public administration

Description of business:

- Provide a summary of the business's activities and operations, including a business profile on the types of goods and/or services offered.

Number of business locations operating in Ontario:

- Provide the total number of locations that the business, under its legal name, operates in Ontario.

Number of full-time employees working in all locations:

- Provide the total number of full-time employees who are Canadian citizens or permanent residents working in all locations.
- Note that temporary foreign workers cannot be counted as full-time employees.

Business location where the applicant will be working:

- Provide the full business address where the applicant will be working.
- If the applicant will be conducting work off site, this would be the location where the applicant reports and/or receives assignments.
- Indicate whether the employment address is located inside or outside the Greater Toronto Area (GTA). The GTA is defined as the City of Toronto, Durham, Halton, York and Peel Regions.

Number of full-time employees currently working at the business location where the applicant will be working or if the applicant will work at more than one location, at the location where the applicant reports to work:

- Provide the number of full-time employees who are Canadian citizens or permanent residents working at the business address that the applicant will be working.
- Note that temporary foreign workers cannot be counted as full-time employees.

4. Regulatory Compliance Information

You must disclose whether or not you are in compliance with the Ontario *Employment Standards Act, 2000* or the Ontario *Occupational Health and Safety Act*.

Note: The OINP accesses data shared by the Ontario Ministry of Labour to verify that employers are in compliance with applicable laws.

5. Business Signing Officer Information

A signing officer is an officer of the business with the authority to bind the organization to a legal agreement or contract.

Provide the following information for the business signing officer:

Last Name, First Name and Middle Name(s):

- Provide this identifying information of the signing officer.

Job Title:

- Provide the title of the position that the signing officer holds in the business.

Phone Number:

- Provide a valid business telephone number, including any applicable country codes and prefixes.

Email:

- Provide a valid business email address to facilitate communication regarding the application.

6. Employer Contact Information

Employers may also designate a point of contact that is different from the signing officer and is not an authorized representative, but who can act as the point of contact with the OINP.

If you are identifying another individual as the point of contact with the OINP, please provide the following:

Last Name, First Name and Middle Name(s):

- Provide this identifying information of the designated point of contact.

Job Title:

- Provide the title of the position that this individual holds in the business.

Phone Number:

- Provide a valid business telephone number, including any applicable country codes and prefixes.

Email:

- Provide a valid business email address to facilitate communication regarding the application.

3.3 Section C: Position Information

In this section, you must provide information about the position being offered to the applicant in order to validate that it meets the position criteria.

1. Previous Applications

Please indicate whether the business, the signing officer or any employer filling out an application on behalf of the business has previously submitted an application to the OINP or under its previous name - Opportunities Ontario: Provincial Nominee Program.

2. Job Offer Information

Last Name, First Name and Middle Name(s):

- Provide the first name, last name, and if applicable, the middle name of the individual who will be applying to the OINP (your prospective employee/the applicant).

Job Title:

- Provide the job title that the applicant will be holding as part of your business, should they be nominated.

National Occupation Classification Code (NOC) Code:

- To meet program criteria, the applicant must be in an eligible occupation in Skill Level 0 or Skill Type A or B of the NOC.

Hourly Wage:

- Provide the wage that the applicant will be paid on an hourly basis. If the applicant is a salaried employee, calculate the hourly wage by deducting any bonuses or other discretionary benefits and dividing the sum by the number of weeks worked per year and the number of hours worked per week.
- Information about wage levels in different occupations can be found on the Government of Canada Job Bank by selecting [Explore Careers: Wages](#).

Hours Worked Per Week and Weeks Worked Per Year:

- Provide the number of hours that the applicant will be working in a given week and the number of weeks that the applicant will be working per year.
- Please note that the position for which the applicant is being recruited for must be a full-time position of an indeterminate duration, which consists of a minimum of 30 hours per week and at least 1,560 hours in a one year period.

Is the position being offered to the applicant full-time and of an indeterminate duration?

- Indicate whether the position which the applicant is being recruited for is full-time and indeterminate (i.e. permanent).

Is the applicant currently working for the business?

- Indicate whether the applicant is currently working in the same position or a different position than the one that they are being recruited for within the business at the time of the application.
- If the applicant is not currently working within your business, then please specify.

Main duties and responsibilities of the position:

- Indicate the main duties and the responsibilities of the position.

Language requirements other than English and French for the position:

- Indicate whether the position requires the applicant to be fluent in a language other than English and French in order to sufficiently perform their job duties. If so, please specify which language and explain why the stated language is required for the applicant to perform their job duties.

Does the applicant or their family members hold or have held equity in the business?

- Indicate whether the applicant or their family members hold or have held equity in the business.
- If yes, indicate the total percentage of equity.
- The applicant or any of their family members may only hold equity in the business if it was obtained as part of the applicant's remuneration as an employee and the total equity held by the applicant and their family members is less than 10%.

3. Regulated Profession

Indicate whether or not the position being offered to the applicant is a regulated profession in Ontario and whether or not the applicant has the required Ontario certification, licencing or authorization to work in the regulated profession in Ontario.

For a list of regulated professions in Ontario, please visit the [Working in Ontario site](#).

4. Labour Market Impact Assessment (LMIA)

Has the business applied for a Labour Market Impact Assessment (LMIA) from Employment and Social Development Canada (ESDC) for the position being offered to the applicant?

- You must indicate whether you have applied for an LMIA for the position which you are offering.

- If you have applied for an LMIA, check the "Yes" box.
- If you have not applied for an LMIA, check the "No" box.
- If the applicant is exempt from an LMIA, check the "Applicant is LMIA Exempt" box.

If yes, has the business received a positive LMIA from ESDC for the position being offered to the applicant?

- If you applied for an LMIA, check "Yes" if you received a positive LMIA.
- If you applied for an LMIA, check "No" if you did not receive a positive LMIA.

Note: The applicant is required to provide a copy of the positive LMIA for the Foreign Worker Stream, if the applicant is currently working for you or will be employed in Ontario on a work permit supported by an LMIA. If the applicant demonstrates proof of the approved LMIA for the exact position and NOC code of the job offer, you will not be required to provide proof of recruitment at any point during the application process.

5. Applicant Status

Specify the legal status of the applicant by indicating if the applicant is an individual who is:

- authorized to work in Ontario;
- in another Canadian province or territory working on a valid work permit; or
- currently living abroad or visiting Ontario.

3.4 Section D: Recruitment Summary

If the applicant falls under the following categories, you do not have to demonstrate recruitment efforts, please proceed to Section E.

- The applicant is an individual authorized to work in Ontario;
- The applicant is applying under the Employer Job Offer: International Student Stream; or
- You have a positive LMIA for the exact NOC code and position being offered to the applicant.

Employers must demonstrate recruitment efforts if the applicant is an individual currently living abroad, is visiting Canada, or is working in a province or territory other than Ontario. Please ensure you answer each question below if you are required to complete this section.

Have you attempted to recruit Canadian citizens or permanent residents for the position being offered to the applicant?

- Indicate so by checking "Yes" or "No".

If you answered "Yes" to the question above, you must answer the following questions:

The number of individuals that applied for the position being offered to the applicant

- Indicate how many individuals applied for the position being offered to the applicant.

Number of days the business formally advertised and recruited to fill the position being offered to the applicant.

- Indicate how many days you formally advertised and recruited to fill the position being offered to the applicant.

Describe job advertising and recruitment efforts; type and location of the job advertisement; advertising time-frames; content of the advertisement; details of the summary of results; and a summary of interviews.

- Provide a summary of the advertisement and recruitment efforts;
- Provide a description of the job advertisement;
- Provide the location of where the job advertisement was posted;
- Indicate how long the advertisement was posted for;
- Provide a summary of the content included as part of the job advertisement; and
- Provide a summary of the recruitment results including the interviews that were conducted.

Explain why the recruitment effort was unsuccessful in hiring a Canadian citizen or permanent resident for the position being offered to the applicant.

For additional information on recruitment efforts please see [Appendix 2: Recruitment Efforts](#) for recruitment requirements.

3.5 Section E: Employer's Declaration

You, as the employer, are responsible for ensuring that all of the information in the Employer Form is complete, true, and correct.

You should carefully read and understand the authorizations and declarations set out in the Employer Form. If you do not agree, or are not prepared to abide by the authorizations and declarations, you should not submit an Employer Form.

You must check the box under the Declaration section of the Employer Form to indicate that you understand and are in agreement with the authorization statements. By checking this box, you declare that all of the statements made and information provided in the form are correct and complete, and that you have read and understood the following sections under the Employer Form:

- *Freedom of Information and Protection of Privacy Act*: Notice of Collection;
- Authorization to Collect, Use, Retain and Disclose Personal Information;
- Compliance with Laws and Regulations;

- Warning;
- Authorization for the Purposes of Ontario Immigrant Nominee Program Standard of Practice; and
- Declaration.

The business signing officer must print their first and last name and sign and date the Employer Form.

This form must then be provided to the applicant to upload with their online application.

4.0 CONTACT WITH OINP

Case-specific status inquiries must be made in writing and addressed to the OINP at ontarionominee@ontario.ca.

Employers will be contacted by the OINP once a decision has been rendered.

Employers must contact the OINP if the job offer is terminated by either party and/or if the applicant's employment is terminated.

APPENDIX 1: EMPLOYER DOCUMENTS THAT MAY BE REQUESTED

The OINP reserves the right to request any additional documentation if deemed necessary for the assessment of the application. Failure to provide the requested documents may result in the refusal of the application. The following is a list of documents that may be requested to verify that your application meets program criteria:

Criteria	Supporting Documents
Active Business	<ul style="list-style-type: none"> • Canada Revenue Agency Schedules 125 (Income Statement Information) and 141 (Accounting Practitioner Information) for the past three years. <p>OR</p> <ul style="list-style-type: none"> • The business’s financial statements signed by a Certified Accountant for the pre-merger and post-merger corporations covering the three years prior to the application being submitted, and • Canada Revenue Agency T4 Summary for the pre-merger and post-merger corporations covering the three years prior to the application being submitted. <p>If the employer has been amalgamated in the past three years:</p> <ul style="list-style-type: none"> • A written statement: <ul style="list-style-type: none"> ○ Explaining the need for foreign workers if layoffs occurred as a result of the amalgamation, and ○ Confirmation that the job offer to the applicant is still valid, and the restructuring does not affect the employment opportunities of Ontarians. • Proof that the business (including one of the predecessor businesses) has been in continuous operation for at least three years.
Business Premises in Ontario	<ul style="list-style-type: none"> • Copy of deed to the property comprising the premise, which shows the employer as owner, plus the latest tax document listing the business address. <p>OR</p> <ul style="list-style-type: none"> • Copy of a valid lease or offer of lease, or license, or valid notice of license registered on title with landlord/licensor’s name, address and telephone number. <p>Note: The business’s head office or other regional office is not considered proof of premise if applicant will not work there.</p>

Criteria	Supporting Documents
	<p>Note: The OINP will only accept the administrative office as proof of premise for the construction sector.</p>
<p>Gross Annual Revenue</p>	<ul style="list-style-type: none"> • Canada Revenue Agency Schedules 125 (Income Statement Information) and 141 (Accounting Practitioner Information) for the past three years. <p>OR</p> <ul style="list-style-type: none"> • The business’s financial statements for the past three fiscal years, signed by a Certified Accountant. (C.A.), Certified Management Accountant. (C.M.A.) or Certified General Accountant (C.G.A.).
<p>Number of Full-Time Employees</p>	<ul style="list-style-type: none"> • Canada Revenue Agency T4 Summary for previous fiscal year, OR Ceridian or ADP report in lieu of T4, • Business’s organizational chart, and • Individual T4 statements and pay stubs to demonstrate that you employ at least 3 or 5 full-time employees who are Canadian citizens or permanent residents for the past fiscal year. <p>Note: Only Canadian citizens or permanent residents can be considered part of the employer's full-time staff.</p> <p>Note: SIN numbers that begin with the number nine are issued to temporary residents who are not Canadian citizens or permanent residents.</p>
<p>Recruitment Efforts</p>	<ul style="list-style-type: none"> • Summary of recruitment results and advertising methods used to meet the minimum recruitment and advertisement requirements, and • Invoices for the advertisements, if applicable. <p>Please see Appendix 2: Recruitment Efforts for complete recruitment requirements.</p> <p>Note: The OINP does not require proof of recruitment efforts if:</p> <ul style="list-style-type: none"> • The applicant is an individual authorized to work in Ontario; • The applicant is applying under the Employer Job Offer: International Student Stream; or • The employer has a positive LMIA for the exact NOC code and position being offered to the applicant.

APPENDIX 2: RECRUITMENT EFFORTS

Sufficient recruitment efforts are defined according to the components outlined below.

Employers must demonstrate recruitment efforts if the applicant:

- Is an individual currently living abroad,
- Is visiting Canada, or
- Is working in a province or territory other than Ontario.

Employers who are required to demonstrate sufficient recruitment efforts may be asked to provide proof of a minimum of one advertising method and one recruitment method:

1. A Job Bank Advertisement (national scope)

- [Government of Canada's Job Bank](#);

AND

2. Minimum of one other advertising or recruitment method:

- Print media (national or provincial / territorial newspapers, national journals, magazines with national coverage, specialized journals, professional association magazines, newsletters, etc.);
- Advertisement on general employment websites (Workopolis.com, monster.ca, indeed.ca, LinkedIn Jobs, CareerBuilder.ca, Glassdoor.ca, Eluta.ca etc.);
- Advertisement on specialist websites dedicated to specific occupation profiles (accounting, marketing, biotechnology, education, engineering etc.);
- Posting on employer's career website for internal and external candidates; or
- Demonstrated participation at job fairs.

Advertising time-frames:

- The advertisement must:
 - Be accessible to the general public,
 - Have occurred in the three months prior to the date of the job offer letter to the applicant, and
 - Be posted for a minimum of four consecutive weeks within the three months prior to the date of the job offer letter.

The advertisement must include the:

- Business operating name,
- Business address,
- Position title and duties,

- Skill requirements which include education and/or work experience,
- Wage (a range can be used; however the median wage must be within the range for the position listed and the low end of the range should be within 10% of the median wage),
- Location where the prospective nominee will work (city or town),
- Contact information: telephone number, cell phone number, email address, fax number, or mailing address,
- Date posted and date advertisement will close (dd/mm/yyyy – dd/mm/yyyy).

A copy of the summary of results to meet the minimum recruitment and advertisement requirement:

- Number of applications received,
- Number of applicants interviewed for the position,
- Number of applicants offered the position,
- Number of job offers declined by applicants,
- For each unsuitable applicant that was interviewed, provide a summary of their qualifications and an explanation as to why the applicant did not meet the requirements of the position, and
- Copies of invoices for the advertisements (if applicable).

Note:

- Employers should not submit any personal information to the OINP, including personal information found on résumés.
- Third-party professional recruitment agencies, head hunters or HR consulting firms can conduct recruitment on an employer's behalf; however, the minimum recruitment criteria described above must be met.
- Registered immigration representatives and immigration lawyers cannot conduct recruitment on an employer's behalf.