

# APPLICATION FOR AN ARRANGED EMPLOYMENT OPINION (AEO) OCCUPATIONS REQUIRING POSTSECONDARY EDUCATION/TRAINING (MANAGEMENT, SCIENTIFIC, PROFESSIONAL AND TECHNICAL OCCUPATIONS AND TRADES)

## Information sheet

### **ARRANGED EMPLOYMENT OPINION**

As part of the permanent resident application process, Human Resources and Skills Development Canada (HRSDC)/Service Canada provides an Arranged Employment Opinion (AEO) on the submission of an "Application for an Arranged Employment Opinion" by an employer who has made a permanent job offer to support a foreign national's application for permanent residency. The opinion is based on the following criteria:

1. Whether the offer of employment is genuine;
2. Whether the wages offered to the foreign worker are consistent with the prevailing wage rate for the occupation and whether the working conditions meet generally accepted Canadians standards; and
3. Whether the employment is not seasonal or part-time in nature.

More detailed information regarding the AEO assessment criteria is available online at the following Internet address:  
[http://www.hrsdc.gc.ca/eng/workplaceskills/foreign\\_workers/index.shtml](http://www.hrsdc.gc.ca/eng/workplaceskills/foreign_workers/index.shtml).

### **Who should submit this application:**

Placement agencies, temporary help agencies and firms of a similar nature which act as an intermediary by referring workers to employers cannot be considered the employer for the purposes of this application unless they are establishing an employer/employee relationship with the foreign worker.

This application should be submitted by an employer who has made a permanent job offer to support a foreign national's application for a permanent resident visa. In addition, the following must apply:

1. The position is not located in the Province of Quebec;
2. The position offered falls under levels 0, A or B of the National Occupational Classification (NOC). More detailed information on the NOC is available online at the following Internet address: <http://www5.hrsdc.gc.ca/NOC/English/NOC/2006/Welcome.aspx>

**\*\*\* NOTE:** An AEO does not allow the foreign national to work in Canada before being granted permanent residence. Employers who offer arranged employment and plan to employ a foreign national before s/he becomes a permanent resident must ensure the foreign national has a valid work permit from Citizenship and Immigration Canada (CIC). More detailed information is available online at the following Internet address: <http://www.cic.gc.ca/english/work/index.asp>.

In order for AEO applications to be assessed **without unnecessary delays**, it is important that the application form is fully completed with all the required documentation provided - **see checklist below**. A description of the documentation requirements is available online at the following Internet address: [http://www.hrsdc.gc.ca/eng/workplaceskills/foreign\\_workers/index.shtml](http://www.hrsdc.gc.ca/eng/workplaceskills/foreign_workers/index.shtml).

### **Checklist - Documentation Requirements (All AEO Applications):**

- Offer of Arranged Employment (signed by the employer and the foreign worker)
- Business registration or legal incorporation documents
- Provincial/municipal business license (where applicable)
- Canada Revenue Agency (CRA) T2 Corporation Income Tax Return (for corporations only - two most recent returns filed)
- CRA T2125 Statement of Business or Professional Activities (for sole proprietorships/partnerships - two most recent returns filed)
- CRA PD7A Statement of Account for Current Source Deductions (for the 12-month period preceding the application)
- CRA T4 Summary of Remuneration Paid (most current year ending)
- Collective Bargaining Agreement (if applicable)
- Workers' Compensation Clearance Letter/Certificate
- Commercial lease agreement (if applicable)

### **Provincial documentation requirements (AEO Applications For Jobs In The Below Provinces):**

- Certificate of Registration (**Manitoba's** *Worker Recruitment and Protection Act*)
- Employment Agency Business Licence (**Alberta's** *Fair Trading Act*) (if applicable)
- Employment Agency License (**British Columbia's** *Employment Standards Act*) (if applicable)

Once the application is assessed, the employers will be notified of the decision. **Please note that it is the employer's responsibility to notify HRSDC/Service Canada should he/she no longer wish to hire the foreign national.**

## APPLICATION FOR AN ARRANGED EMPLOYMENT OPINION (AEO) OCCUPATIONS REQUIRING POSTSECONDARY EDUCATION/TRAINING (MANAGEMENT, SCIENTIFIC, PROFESSIONAL AND TECHNICAL OCCUPATIONS AND TRADES)

### Personal Information Collection Statement

The information you provide on this request for an Arranged Employment Opinion (AEO) form is collected by *Human Resources and Skills Development Canada* (HRSDC) under the authority of the *Immigration and Refugee Protection Act* and *Regulations*, for the purpose of providing an AEO in accordance with these statutes. Completion is voluntary; however, failure to complete this form will result in your request for an AEO not being processed.

The information you provide may be shared with Citizenship and Immigration Canada (CIC) for the administration and enforcement of the *Immigration and Refugee Protection Act* (IRPA) and *Regulations* (IRPR) as permitted by the *Department of Human Resources and Skills Development Act* (DHRSD Act), and may be accessed by the Canada Border Services Agency (CBSA) for the purpose of issuing work permits at Ports of Entry. HRSDC may also provide information to CBSA in order for that agency to investigate and enforce the *IRPA* and *IRPR* in relation to an AEO.

The information may also be shared with Provincial/Territorial governments for the purpose of administration and enforcement of provincial/territorial legislation, including employment standards and occupational health and safety legislation, as permitted by the *DHRSD Act*. The information may also be used by HRSDC for policy analysis, research and evaluation in relation to the entry and hiring of foreign workers to Canada or the *IRPA*.

The information you provide is administered under Part 4 of the *DHRSD Act* and the *Privacy Act*. You have the right to access and request correction of your personal information, which is described in Personal Information Bank PPU 440 of Info Source. Instructions for making formal requests are outlined in the Info Source publication available online at <http://infosource.gc.ca>.

<p>1. Do you currently employ or intend to employ the foreign worker before he/she becomes a permanent resident?</p> <p><input type="checkbox"/> No    <input type="checkbox"/> Yes    <b>If yes, an Arranged Employment Opinion may not be required to support the permanent residence application of the foreign worker through arranged employment. Consult the following HRSDC website for further information:</b> <a href="http://www.hrsdc.gc.ca/eng/workplaceskills/foreign_workers/index.shtml">http://www.hrsdc.gc.ca/eng/workplaceskills/foreign_workers/index.shtml</a></p> <p><b>Please Note:</b> Placement agencies, temporary help agencies and firms of a similar nature which act as an intermediary by referring workers to employers, cannot be considered the employer of record for the purposes of this application unless they are establishing an employer/employee relationship with the skilled worker.</p>				
EMPLOYER INFORMATION				
2. Employer ID # (if applicable)		3. Canada Revenue Agency Business Number (First 9 digits are mandatory for Canadian Employers)		4. Employer Business Name
5. Employer Legal Name	6. Employer Mailing Address:			Postal Code
			City	Province
7. Business Telephone Number	8. Employer Business Address (if different than mailing address)		City	Postal Code
			Province	
9. Main Business Fax Number	10. Date Business Started (yyyy-mm-dd)	11. Website Address		
12. Describe the Main Business Activity:				
13. Employer <b>Primary</b> Contact Name First Name                      Middle Name                      Last Name		14. Title		15. Contact Telephone Number
				Extension
16. Fax Number	17. Email Address		18. Preferred Official Language of Correspondence	
			<input type="checkbox"/> English	<input type="checkbox"/> French

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**EMPLOYER INFORMATION (continued)**

19. Number of Canadian citizens / permanent residents employed at the location of employment covered by this AEO application:

20. If applicable, for all foreign workers employed in the past five (5) years for whom a positive AEO was obtained, have you provided them with wages, working conditions and employment in an occupation that were the same as those that were described in the job offer(s)?

 No  Yes

If yes, please indicate:

a) the number of foreign workers for whom positive AEO were obtained

b) how many of these foreign workers are still employed at this location

**\*THIRD PARTY INFORMATION (if applicable)**21. Third Party ID #  
(if applicable)

22. Canada Revenue Agency Business Number

23. Third Party Business Name

24. Third Party Legal Name

25. Was the third party involved in the recruitment of the foreign worker in this or any other AEO application(s) for the employer?

 Yes  No

26. Third Party's Mailing Address

City

Province/State

Country

Postal/Zip Code

27. Third Party's Business Address (if different than mailing address)

City

Province/State

Country

Postal/Zip Code

28. Third Party Representative Authorized to Act on Behalf of Employer\*  
First Name Middle Name Last Name

29. Job Title

30. Preferred Official Language of Correspondence

 English  French

31. Telephone Number

Extension

32. Fax Number

33. E-mail Address

**\*If you are a third party representative acting on behalf of an employer, written authorization from the employer to act on his/her behalf is required. Employers who wish to have third party representation must fill out and sign the "Appointment of Representative" page attached to this form and submit it with this application. HRSDC/Service Canada reserves the right to contact the employer directly if necessary.****Note to employers:** You must be aware that, by completing, signing and submitting the Appointment of Representative form, you give the named representative full authority to make AEO-related commitments on your behalf. You will remain responsible for any related actions taken by your duly authorized representative. This appointment shall remain in full force and effect only for the processing of this application, unless due notice in writing of its revocation has been given to HRSDC/Service Canada.**JOB OFFER INFORMATION**

Limit of one job offer per AEO application.

If you are requesting an AEO for more than one job offer, you will need to submit separate AEO applications for each job offer.

34. Job Title

35. Expected Employment Duration

 Indeterminate Other \_\_\_\_\_ (days, week, months, years)36. Expected Employment Start Date  
(YYYY-MM-DD)

37. Work Address

Number and Street

City

Province

Postal Code

38. Describe the Main Duties of the Job:

**JOB OFFER INFORMATION (continued)**

39. Educational Requirements of the Job:

- Doctorate/PhD                       Master's degree                       Bachelor's degree  
 College level diploma/certificate    Apprenticeship diploma/certificate    Trade diploma/certificate

Additional Information:

40. Experience/Skills Requirements of the Job (including occupational designations such as CA, CMA, CGA, RN, P.Eng.):

41. Indicate the language requirement needed for this job.

- Oral:**    English    English or French                      **Written:**    English    English or French  
            French    English and French                       French    English and French  
            Other    None     Other    None

If the language required for the job is other than English and/or French, please identify the language requirement and provide an explanation:

42. Wage in Canadian Dollars and Number of Work Hours

\$ _____ per hour	\$ _____ per day	\$ _____ per month	\$ _____ per year	\$ _____ other	Number of hours per day _____	Number of hours per week _____	Total number of hours per month _____	Overtime hours rate of \$ _____ starts after _____ per week _____ hours of work
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43. **Benefits:**

- Disability insurance    Extended medical insurance (i.e. prescription drugs, paramedical services, medical services and equipment,...)    Dental insurance    Pension  
 Vacation (if applicable): \_\_\_\_\_  
 Days: \_\_\_\_\_ (# of business days per year)  
 Remuneration: \_\_\_\_\_ (% of gross salary)

44. **Other Benefits (Specify):**

**JOB OFFER INFORMATION (continued)**

45. Are there any federal/provincial/territorial certification, licensing or registration requirements for this job?

No  Yes If yes, what is the name of the certifying/licensing/registering body?

Will the foreign worker have all required certification, licensing, or registration prior to entering and starting work in Canada?

No If no, please indicate the anticipated period of time to acquire all the required credential(s) after starting work in Canada:  
days weeks months

\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_  
What steps have you taken to ensure the foreign national will meet these requirements upon entry to Canada?

Yes If yes, the foreign worker must have proof that he/she already has all the required credential(s).

Please note: When processing an application, Citizenship and Immigration Canada (CIC) will verify whether the foreign worker meets certification, licensing or registration requirements. If the foreign worker does not meet these requirements prior to entering and starting work in Canada, then CIC will verify that arrangements have been made to this end.

46. Is this employment seasonal?

No  Yes

47. Is this position part time?

No  Yes

**Please note: HRSDC will not confirm offers of permanent (arranged) employment if the employment is seasonal, part time.**

48. Is the position part of a union?

No  Yes If yes, what is the name of the union and the local?

Has the union been consulted about the hiring of a foreign worker?

No If no, please explain:

Yes If yes, what is the position of the union? Provide details and documents, if available:

49. Have you attempted to recruit Canadian citizens/permanent residents for this job?

No. If no, please explain:

Yes. If yes, please provide details of your recruitment efforts and the results.

50. Provide a rationale for the job offer you are making to the foreign worker and explain how this will meet your employment needs:

51. Please explain how the foreign national was recruited:

52. Were third parties involved in the recruitment?

No

Yes If yes, please provide the business names and contact information

53. Please explain how the foreign national was found to qualify for the job:

54. Please explain how the foreign national was offered the job:

### JOB OFFER INFORMATION (continued)

55. Please list any type of payment the employer, its representative(s), or any other third party received in connection with the job offer or for obtaining a positive arranged employment opinion.

### FOREIGN WORKER INFORMATION

56. Foreign Worker Surname (family name) as shown on Passport		57. Foreign Worker Given Name(s) as Shown on the Passport	
58. Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	59. Date of Birth (YYYY-MM-DD)	60. Location of Residence Outside Canada: City: Country:	61. Citizenship(s)
62. If the foreign worker is currently in Canada, please indicate his/her location (City and Province) and immigration status: City: _____ Province: _____ <input type="checkbox"/> Visitor <input type="checkbox"/> Temporary Foreign Worker <input type="checkbox"/> Refugee Claimant <input type="checkbox"/> Student			

### DECLARATION OF EMPLOYER

I am an unincorporated employer, sole proprietor or partnership.  Yes  No

If you answered "YES" to the above:

I understand that some provinces and territories operate, pursuant to agreements with the federal Department of Citizenship and Immigration, provincial nominee programs. I hereby consent to HRSDC providing the personal information contained in this request for an Arranged Employment Opinion to the provincial/territorial government(s) of the province(s) or territory(ies) where I carry on business to be used by the province(s) or territory(ies) for the administration of their Provincial Nominee Programs.

No  
 Yes

Check each box to declare that you comply (or will comply) with the statements below:

- I will provide the foreign worker with wages, working conditions and employment in an occupation that are the same as those described in the Arranged Employment Opinion confirmation letter and annex.
- I will immediately inform Service Canada Temporary Foreign Worker Program officers of any subsequent changes related to the foreign workers' terms and conditions of employment, as described in the Arranged Employment Opinion confirmation letter and annex.
- I am compliant with, and agree to continue to abide by the relevant federal/provincial/territorial laws that regulate employment in the occupation specified and, if applicable, the terms and conditions of any collective agreement in place. I recognize that any terms and conditions of the attached employment contract are considered null and void if they are less favourable to the foreign worker than the standards stipulated in the relevant *Labour Standards Act*.
- I am compliant with, and agree to continue to abide by federal/provincial/territorial legislation related to the foreign worker's recruitment applicable in the jurisdiction where the job is located. I declare that all recruitment done on my behalf by a third party, was done in compliance with federal/provincial/territorial laws governing recruitment. I am aware that I will be held responsible for the actions of any person recruiting foreign workers on my behalf.

### SIGNATURE OF EMPLOYER

I, \_\_\_\_\_ commit to hire \_\_\_\_\_  
(name of employer) (name of foreign worker)  
on a permanent, full-time basis as per the job offer described above upon approval of his/her application for permanent residence.

I have read and I understand the Personal Information Collection Statement found at the beginning of this application.  
I declare that the information provided in this application is true and accurate.

\_\_\_\_\_  
Signature of Employer

\_\_\_\_\_  
Printed Name of Employer

\_\_\_\_\_  
Title of Employer

\_\_\_\_\_  
Date (YYYY-MM-DD)

### SIGNATURE OF THIRD PARTY (if applicable)

I declare that the information provided in this application is true and accurate to the best of my knowledge.

\_\_\_\_\_  
Signature of Third Party Representative

\_\_\_\_\_  
Printed Name of Third Party Representative

\_\_\_\_\_  
Date (YYYY-MM-DD)

### INFORMATION FOR EMPLOYERS

Please send this application to the Service Canada Centre responsible for processing applications for Arranged Employment Opinions  
Service Canada  
Temporary Foreign Worker - Centre of Specialization  
1 Agar Place, PO Box 7000  
Saint John, NB E2L 4V4  
Fax: 1-866-585-7524 (toll free)  
Once the application is assessed, the employer will be notified of the decision.

**APPOINTMENT OF REPRESENTATIVE**

To Human Resources and Skills Development Canada (HRSDC)/Service Canada

**FOR THE PURPOSE OF AN APPLICATION FOR AN ARRANGED EMPLOYMENT OPINION.**

I, \_\_\_\_\_, located at  
\_\_\_\_\_ (name of employer)

\_\_\_\_\_ (full address)

\_\_\_\_\_ (full address)

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

hereby appoint \_\_\_\_\_  
\_\_\_\_\_ (name of representative and business name)

of \_\_\_\_\_

\_\_\_\_\_ (full address)

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

as my representative to act on my behalf in order to obtain from HRSDC/Service Canada an Arranged Employment Opinion relating to

\_\_\_\_\_ (name of individual to whom employment has been offered)

I, hereby, agree to ratify and confirm all what my representative shall do or cause to be done by virtue of this appointment.

This appointment shall remain in full force and effect only for the processing of this application, unless due notice in writing of its revocation has been given to HRSDC/Service Canada.

\_\_\_\_\_  
**Signature of employer**

\_\_\_\_\_  
**Print name of employer**

\_\_\_\_\_  
**Date (YYYY-MM-DD)**

\_\_\_\_\_  
**Print name of witness**

\_\_\_\_\_  
**Signature of witness**

Personal information is administered in accordance with the *Privacy Act*. It will be retained in a Personal Information Bank HRDC PPU 440. Individuals have the right to access their personal information. For instructions, please consult the government publication *Info Source* found in Service Canada Centres and available at the following address: [www.infosource.gc.ca](http://www.infosource.gc.ca).

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