



# Foreign Worker Guide

## for Tourism & Hospitality Employers

Temporary Foreign Worker Program

British Columbia Provincial Nominee Program

Work Permits for International Students

Working Holiday Visa Program



## Background

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go2 has created this guide to assist tourism employers with using various foreign worker programs. These programs are available to employers that can not recruit suitable Canadians or permanent residents, or to assist international students and young people with obtaining Canadian work experience.

The four programs described in this guide are:

- **Temporary Foreign Worker Program.** This program is designed to assist tourism operators with addressing their labour shortages by hiring foreign workers under very specific circumstances and for a limited period of time. The program enables employers to hire lower skilled and higher skilled workers when qualified Canadian workers or permanent residents are not readily available.
- **Provincial Nominee Program.** This is a joint program administered by Citizenship and Immigration Canada and the Government of British Columbia. This program is designed to expedite the permanent immigration of foreign skilled workers into Canada. The majority of nominees to this program are currently working in Canada with a temporary work visa.
- **International Students Program.** This program has a number of variations (Co-operative Education, Work Off-Campus and Post Graduation work visas) - all of which are designed to provide international students studying in Canada with relevant work experience while in Canada.
- **Working Holiday and Student Work Abroad Programs.** These programs are designed to assist young people (usually between the ages of 18-35) in certain countries to come to Canada for a designated period of time to work and holiday, and are often used by a number of resorts in Canada to augment their local labour pools.

*This guide is intended as a resource providing tips and information that will assist your company in the process of recruiting foreign workers through various foreign worker programs. Please note that go2 cannot guarantee that your company will be successful in recruiting foreign workers after following these guidelines.*



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# 1. Temporary Foreign Worker Program

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## Introduction

The Temporary Foreign Worker (TFW) Program is designed to assist businesses meet their labour requirements by hiring foreign workers under very specific circumstances, and for a limited period of time.

The program has two major subcomponents, one for higher skilled and one for lower skilled workers, each with various nuances, permutations and requirements — depending on the position and the type of worker needed.

## An Overview of How the Program Works

You take measures to recruit from within the Canadian labour market. This includes preparing job descriptions, creating job ads and advertising positions. It is important that you document recruitment efforts and results.

If your domestic recruitment efforts are unsuccessful and you have to recruit from outside the Canadian labour market, a foreign worker application is made. (Note: some employers choose to recruit domestically and internationally at the same time, and cancel their foreign worker recruitment efforts if they find a suitable domestic employee.)

A foreign worker officer reviews your application and a Labour Market Opinion (LMO) is made. If the LMO is negative your application to hire a foreign worker is denied. At this point you can review the reason(s) for the denial and consider re-submitting the application with amendments. Some denied applications are eventually approved after the reasons for denial have been addressed.

If the LMO is positive your application to hire a foreign worker is approved and you are given a copy of the positive LMO letter and instructed to give a copy to the prospective foreign worker.

The prospective foreign worker is instructed to present a copy of the LMO letter to the Canadian visa office overseas or, in the case of workers from visitor visa-exempt countries, to an officer at the port of entry. In both scenarios, the worker applies for a work permit.

Workers who are already in Canada under the terms of an existing permit must exit and re-enter the country, presenting the customs official with the LMO approval letter upon re-entry.

Following is a more detailed overview of the process for using the Temporary Foreign Worker program and where in this guide you are able to find more detailed information on each step.

Activity	Comments	Page
Identify National Occupation Classification (NOC) level and develop job description	This review will help to ensure job duties and qualifications are consistent with NOC requirements. This is important because Service Canada uses the NOC system to determine whether the position you are submitting an LMO for falls in the “high’ or ‘low’ skill category. Most entry-level jobs in tourism occupations will be classified as ‘low skilled’ and fall under the NOC C or D classification.	1-4
Wages and working conditions	Prior to commencing your recruitment campaign you need to ensure the wages you are offering meet the prevailing wage rate and that your working conditions are consistent with Canadian standards.	1-5
Prepare job ad	Ensure that wages, job duties (brief), objective qualifications, name and location of your company are included.	1-6
Advertising and recruitment requirements	The length and breadth of your advertising efforts depend on a number of factors including the skill level of the position (NOC C&D occupations require additional recruitment efforts).	1-7
Document recruitment efforts and results	<p>Keep copies of all ads and insertion dates (with invoices), as well as requests to place ads in all target media noted above (covering letters, faxes, etc).</p> <p>Interview and conduct reference checks on Canadian/permanent resident applicants who appear to meet your ad requirements. Document the results.</p>	1-9
Recruit qualified foreign worker(s)	<p>This activity can be undertaken at the same time as your domestic recruitment activities if you feel that you will not be able to fill all of your vacancies with suitable Canadians or permanent residents</p> <p>A number of recruitment agencies specialize in hiring foreign workers. As with any service provider, ensure you are aware of what specific services they provide and their fees for these services. These companies are not regulated, so try to ensure you are dealing with a reputable firm.</p>	1-10

Activity	Comments	Page
Submit application, copy of employment letter and employment contracts (low skilled) to Service Canada for approval	<p>Include all documentation, plus any information that supports the application and can be used by Service Canada to make a positive LMO determination (for example, the economic impact of not being able to fill the vacancies). Ensure that all portions of the application are completed.</p> <p>This process typically takes approximately 15 days.</p>	1-11
Upon approval, begin the necessary activities for foreign worker to obtain a work visa and come to Canada	The foreign worker now applies abroad for the work permit. This process can take several weeks or months depending on country of origin.	1-15
Integrate foreign worker into your company and community	It is important to remember that foreign workers may require additional orientation into both your company and into the community at large.	1-17

## A. The Occupation and the National Occupation Classification (NOC) Level

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In assessing an LMO application to hire a foreign worker, Service Canada foreign worker officers first consider the occupation. In order to do this, they refer to the National Occupational Classification (NOC), which divides all occupations into five skill levels and nine skill types.

The NOC is used to categorize jobs, based on the main duties and educational requirements of the job offer made to the foreign worker, and to identify wages and labour market trends.

The government considers the NOC skill levels of O, A and B as higher skilled and those of C and D as lower skilled, which means occupations “that require, at most, a high school diploma or a maximum of two years’ of job-specific training.”

For example, the occupation of hotel room attendant falls under NOC skill level D (on-the-job training) and skill type 6 (sales and service occupations). The NOC code for this occupation is 6661.

It is helpful to review the NOC system to determine what occupational category (NOC O, A, B, C & D) and specific occupation that Service Canada will use to assess your LMO application. Different occupation categories have different advertising requirements. There are other special requirements you will have to fulfill if the occupation is classified as NOC “C” or “D” occupation. For these occupations employers must pay return airfare for the employee, provide medical coverage for the first three months of employment, and ensure that reasonable and proper accommodations are available to the foreign worker (e.g. employer must pay return airfare for the foreign worker and provide medical coverage for the first three months of employment). This review will also assist you in ensuring that the job description is consistent with the NOC system.

A typical example of a job description for a room attendant would look like this:

### **Housekeeping Room Attendant**

#### *Description of duties*

- Dust furniture and vacuum carpeting and area rugs, draperies and upholstered furniture
- Make beds, change sheets, distribute clean towels and toiletries
- Clean, disinfect and polish kitchen and bathroom fixtures and appliances
- Pick up debris and empty trash containers

#### *Employment requirements*

- Basic English communication
- No specific educational requirements

**Tip**

Review the National Occupational Classification (NOC) website (Go to: <http://www5.hrsdc.gc.ca/NOC> to determine if the job you are trying to fill falls into NOC C or D.

**Tip**

Special requirements when hiring a foreign worker under NOC "C" and "D" can be found on the Human Resource and Social development (HRSDC) website. (Go to: <http://www.rhdcc-hrsdc.gc.ca>. Click on **English >> A to Z Index >> Foreign Workers >> Detailed Information on the TFWP >> Occupations Requiring Lower Levels of Formal Training**

## B. Wages and working conditions

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The Service Canada foreign worker officer reviews the wage offered and compares it with the prevailing wage rate by using various labour market sources.

Often, the labour market information used is specific to the location of the work. Service Canada provides wage information for various occupations on its website: [labourmarketinformation.ca](http://labourmarketinformation.ca). It is advisable to check this website on an on-going basis to ensure you have the most current and updated prevailing wage information.

For example, as of February 2011, this website shows the wage rate for a Cook in BC as follows:

Region*	Average	High	Low
Vancouver & Lower Mainland Southwest Area	14.19	18.39	9.25
Thompson Okanagan and Kootenays	12.69	17.26	10.00
Northern BC	13.30	20.00	9.25
Vancouver Island and Victoria	13.66	19.50	9.50

\*See Appendix F (p. 5-29) for list of communities in each region

It is important to note that the Service Canada office in British Columbia uses the average-to-high wage rate on the [labourmarketinformation.ca](http://labourmarketinformation.ca) website to establish the prevailing wage rate when assessing temporary foreign worker applications.

If you are offering less than the identified prevailing wage (i.e. less than the 'average' rate shown on the labour market website) the application will be refused. In the example of a Cook, if you are in the

Vancouver & Lower Mainland Southwest area and are offering less than \$14.19 per hour, your LMO application will be refused.

In terms of working conditions, Service Canada expects that your working conditions will comply with federal and/or provincial standards for that occupation and workplace. As well, there must be an employer/employee relationship as self-employed contractor and third-party labour contractor situations are not acceptable for the purpose of hiring a foreign worker.

## C. Prepare a Job Ad

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Advertising must include the company operating name and location of the position being advertised as well as a brief description of the duties and qualifications. In addition, the wage being offered for the position must also be clearly stated in the ad.

For example, an ad for a hotel room attendant might read:

XYZ Hotel in Golden, BC, requires full-time room attendants to clean and prepare rooms for hotel guests. Applicants should have two years' experience and be fluent in English. Salary \$12.50/hr. Following the completion of 3 consecutive months of service employees may be eligible to enroll in the company benefits plan which includes BC Medical, Extended Health Care & Dental Coverage. Fax resume to:

General Manager  
XYZ Hotel  
Fax No. 250-123-4567



### Tip

You can establish qualifications that are reasonable for the position being advertised but they need to be as objective as possible. Ads that call for subjective criteria (such as good interpersonal skills, good communication skills, ability to work as part of a team, etc.) should not be used. Canadian candidates who apply and are rejected must be rejected on the basis of not meeting objective requirements (years of experience, English language proficiency etc.).

**Tip**

It is important to remember that the qualifications required for a Canadian applicant must be the same for foreign applicants. If a foreign applicant you wish to hire does not have the minimum qualifications as stated in your ad based on the NOC description, the application will likely be rejected.

**Tip**

Be consistent in your advertising. Use the same wording in all ads, regardless of which publication or medium (print, electronic) you are using. Any variances in ads should be explained in your application. For example, some agencies, such as the Service Canada Job Bank, require that a great deal of detail be included in the advertisement. Explain that it would be cost-prohibitive to include this much information in other publications, such as newspapers.

## D. Advertising and Recruitment Requirements

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You are required to provide evidence that reasonable efforts have been made to recruit qualified Canadians or permanent residents prior to requesting permission to hire a foreign worker. You must provide copies of the ads in newspapers, Internet job banks and/or occupation-specific publications as well as invoice receipts associated with your advertising efforts. Your advertising receipts must show the dates and duration of the ads.

### Advertising and recruitment requirements for hiring “skilled” workers

Generally, the higher the skill level of the position for which you are hiring – the more extensive and targeted your recruitment should be.

When hiring for positions classified as NOC O or A, you must advertise on the Government of Canada’s national Job Bank for a minimum of fourteen (14) calendar days *or* have conducted similar recruitment activities consistent with the practice within the occupation (e.g. advertise on recognized job internet sites, in journals, newsletters or national newspapers or by consulting unions or professional associations). For positions classified as NOC B you must advertise on the Government of Canada’s national Job Bank for a minimum of fourteen (14) calendar days **AND** conduct similar recruitment activities consistent with the practice within the occupation.

For all occupations you must advertise during the three (3) months prior to applying for a LMO.

Advertisements must also include:

- the company operating name;
- job duties (for each position, if advertising for more than one vacancy);
- wage range (i.e. an accurate range of wages being offered to Canadians and permanent residents). The wage range must always include the prevailing wage for the position.
- the location of work (local area, city, or town); and
- the nature of the position (i.e. project based, or permanent position).

Your due diligence is an important part of this process, as you will be required to document and demonstrate the advertising and recruitment efforts in your foreign worker application.

### Advertising and recruitment requirements for hiring “low-skilled” workers

In addition to the minimum advertising requirements, all employers are encouraged to conduct ongoing recruitment efforts, including among under represented groups that face barriers to employment (e.g., Aboriginal peoples, older workers, immigrants/newcomers, persons with disabilities and youth). The advertisement could be on recognized Internet job sites, in local and regional newspapers, at community resource centres and in local regional employment centres.

As an example, a hotel in the Kootenay Rockies region could use the following advertising strategy when hiring for the position of bartender:

Ad Placement	Target Audience
First Nations Employment Society	Aboriginal community
S.T.E.P (Shuswap Training and Employment Program)	Aboriginal community
Métis Nations, Kootenays Métis	Aboriginal community
Lower Columbia River All First Nations	Aboriginal community
Métis BC Nation	Aboriginal community
Kamloops Immigrant Services	New immigrants
Cranbrook Employment Assistance Office	Unemployed - regional
Salmon Arm Employment Assistance Office	Unemployed - regional
Trail Employment Assistance Office	Unemployed - regional
Grand Forks Employment Assistance Office	Unemployed – regional
Service Canada Job Bank	Unemployed – national
Cranbrook Student Employment Centre	Youth
Student Job Bank	Youth
The Valley Echo Newspaper	General public

**Tip**

Minimum advertising requirements for NOC C/D positions state that ads must be posted for a minimum fourteen (14) calendar days.

**Tip**

Minimum advertising requirements can be found on the HRSDC website. Go to: <http://www.rhdcc-hrfdc.gc.ca> >> **A to Z index** >> **Foreign Workers** >> **Minimum Advertising Requirements**

### Some useful websites are:

- Service Canada Job Bank: [www.jobbank.gc.ca](http://www.jobbank.gc.ca)
- BC Ministry of Social Development for Employment Assistance Offices directory: Go to: [www.eia.gov.bc.ca/contacts/index.htm](http://www.eia.gov.bc.ca/contacts/index.htm).
- Aboriginal communities in BC can be found at: [www.aboriginalcanada.gc.ca/acp/site.nsf/en/ao34771.html](http://www.aboriginalcanada.gc.ca/acp/site.nsf/en/ao34771.html)
- Aboriginal Human Resources Developmental Agreement Holders (AHRDAs assist Aboriginal Peoples to prepare for, find and keep jobs): Go to: [www17.hrdc-drhc.gc.ca](http://www17.hrdc-drhc.gc.ca). Click on: **English** >> **AHRDA Locations** >> **Locations Map** >> **View the map of BC**
- Affiliation of Multicultural Societies and Service Agencies of BC: Go to: [www.amssa.org](http://www.amssa.org). Click on: **Immigrant Integration Coordinating Committee (IICC)** >> **Library of Links** >> **Immigrant Employment** >> **Immigrant Serving Agencies in BC**

## E. Document Recruitment Efforts and Results

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It is important that you document your recruitment efforts as you will be required to demonstrate (prove) that you made ‘reasonable efforts’ to find and hire qualified Canadians or permanent residents. This documentation includes copies of job ads and invoices, venues for the ads (newspapers, internet sites, etc.) used in your recruitment efforts, copies of ads placed on the government of Canada’s job board, covering letters or faxes requesting ads to be placed on Employment Centre job boards, Aboriginal and other under represented job boards etc.

You must also carefully document the results of your recruitment efforts and submit this documentation as part of your LMO application. For example, the number of applicants (Canadian and permanent residents) who responded to your recruitment efforts, how many were turned down, the reason(s) they were not qualified, how many were hired and how many vacancies you were left with at the conclusion of your recruitment efforts.

An example breakdown would be:

# of applicants	12
# of applicants who were screened out due to lack of experience or English skills	9
# of applicants who qualified after interview	3
# of applicants who were offered employment	3
# of applicants who declined offer of employment	2
# of applicants who accepted the employment offer	1

To summarize this example: we had 11 openings prior to advertising campaign. We still have 10 openings to be filled by temporary foreign workers.

## F. Recruit Qualified Foreign Workers

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Recruiting foreign workers can be a very complex, expensive and time consuming process. Due to the lengthy time it takes to obtain an LMO decision, find qualified foreign workers, have them obtain their work visa from Citizenship and immigration Canada and arrive in Canada, many organizations prefer to start the foreign worker recruitment process while the LMO application is being processed. However, this should only be done if employers are confident that their LMO(s) will be approved.

### Some suggested approaches are:

1. Use the same or similar processes as you use for domestic recruitment efforts (e.g. job boards, corporate internet sites, newspaper advertising, etc.)
2. Telephone, webcam or teleconference interviews will help you decide which workers to employ.
3. Participate in government initiatives designed to recruit foreign workers from specific countries. For example, the federal and provincial governments, in partnership with foreign governments organize and conduct career and recruitment fairs in countries such as Germany, France, Belgium and Ireland. In some cases, local community representatives attend these fairs to represent small businesses that are unable to attend.
4. There are a number of recruiters who specialize in working with businesses to recruit foreign workers. These companies are not regulated so you must ensure that you are dealing with a reputable company. You should consider the following when evaluating potential recruiters:
  - a) Look at their track record. Have they assisted other employers with the LMO process? Have they been successful? Ask for references.
  - b) Fees vary widely so you must ensure you understand the specific services (and guarantees) that are being offered. Do the services include help with the LMO process? Will thorough and valid reference checks be conducted? Do they assist the foreign worker with completing the paperwork associated

with obtaining a work visa, visitor visa, air transportation, etc? Do they assist in helping the foreign worker settle into their new community?

- c) Ask the recruiter to disclose any and all fees they, or associates they may use in a foreign country to help in the recruitment process, charge to a foreign worker. Assess if, in your opinion the fees are appropriate and reasonable. Avoid recruiters who are charging foreign workers 'exorbitant' fees.
- d) Avoid recruiters who suggest there are ways of shifting some of the recruitment costs (e.g. transportation) to the foreign worker. Although a recruiter may assist you in processing the LMO application, it is ultimately your responsibility to ensure the criteria set out in the immigration regulations are adhered to fully.
- e) When you make prior experience a requirement for the job, the foreign worker must provide evidence of that required experience to the visa office. Recruiters who claim their workers are currently in training will be unlikely to provide experienced workers. Some source countries have many problems with fraudulent documents and employment records. Some recruiters have a reputation for coaching applicants to make false or misleading statements. In these countries, the incidence of refusal of work permits by Canadian immigration officials is high. It is possible to have approval through Service Canada and then have your prospective foreign workers refused at the visa office overseas.
- f) Recruiters who coordinate the air transportation arrangements and ensure that the foreign worker boards the scheduled flight, can protect you from the possibility of a no-show situation.

## G. Submit LMO Application Form

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Your LMO application must be comprehensive, complete and contain all supporting documentation required by Service Canada. Applications for all occupations may be submitted electronically, in person, by mail or by fax.

All LMOs must be submitted to Citizenship and Immigration Canada to support a work permit application within 6 months of obtaining the LMO. If the LMO is not used within this 6 month period it will be deemed to have expired and you will be required to obtain a new LMO.

### *What has to happen in this 6 month period?*

- You must notify the temporary foreign worker that the LMO was approved
- You must send the LMO confirmation letter to the temporary foreign worker
- The temporary foreign worker must apply for a work permit to Citizenship & Immigration Canada
- You should continue to attempt to recruit Canadians or permanent residents until a foreign worker is selected

**Note: LMO application forms are available online and employers are encouraged to use the new online application form.**

*Some of the benefits of using the online application are:*

- Immediate acknowledgment that Service Canada has received your LMO application;
- Improve efficiency in the processing of applications by Service Canada;
- Receiving a “tracking number” to help ensure the completeness of your file and enable Service Canada to efficiently respond to inquiries regarding your LMO request.

### **Labour market benefits to Canadians**

The foreign worker officer will consider the labour market benefits that result from employing the foreign worker(s). If possible, linking the entry of the foreign worker with the creation or retention of job opportunities for Canadians will assist the application.

For example, in the case of a “low-skilled” worker, this could be a hotel resort that has employees in the hotel, bar, restaurant, boat rental, trail riding, health/beauty spa and other facilities. The resort has had difficulty in keeping the hotel restaurant open due to a lack of kitchen staff. Last year, the restaurant was closed for a part of the year because of a shortage of cooks and kitchen helpers. This year, the resort’s return bookings are down because of last year’s problems. Without a supply of cooks and kitchen helpers and the ability to operate at full capacity, the resort may have to cut back in staffing the other positions. Recruitment of foreign workers will result in the labour market benefit of retaining all the other positions occupied by Canadians.

Another example is that a hotel owner is planning an expansion of the hotel. One of the main factors that block the plan is the lack of housekeeping staff. Access to foreign housekeepers will facilitate the expansion plan and result in new construction work and ultimately new jobs in the expanded hotel facility.



### Tip

In your applications, include any other relevant information from credible sources that demonstrates the impact that labour shortages are having in your region or sector. go2 has conducted extensive labour market research and analysis that can assist you with your LMO application. These reports are available in the Research & Reports section of our website. Reports are available for Vancouver Island, Metro Vancouver area, Sea to Sky, Thompson Okanagan and Kootenay Rockies.

## Consultation with the union

If the position is part of a collective bargaining unit, the following will assist your application:

- Describe the position of the union on the matter of employing foreign workers.
- If you have not discussed the matter with the union, explain why not.
- Indicate if you normally work with the union to recruit.
- Note that the conditions of the collective agreement will also apply to the foreign worker.
- Try to obtain a letter of support from the union. Although not essential, it will definitely help.
- At times, the foreign worker officer may contact the union for further information.

## Labour disputes

If there is a labour dispute at your place of business, Service Canada and Canada Immigration will not approve an LMO or work permit if the presence of the foreign worker will affect the outcome or the employment of any Canadian worker involved in the dispute.

## H. Work Permits and Working in Canada

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Assuming your LMO application has been approved and you have found qualified workers, you can now start the process on having them obtain a work permit.

The first thing you need to do is notify the foreign workers that the LMO has been approved and provide them with a copy. The temporary foreign worker must apply for a work permit to Citizenship and Immigration Canada within 6 months from the time the LMO was approved by Service Canada.

The foreign workers apply abroad for work permits at a Canadian embassy, high commission or consulate. They should check with Citizenship and Immigration Canada for other entry requirements. Among other things, foreign workers for NOC “C” and “D” occupations (lower skilled) are required to submit a copy of their signed employment contract when they apply for their work permit. Citizenship and Immigration Canada reviews the applicant’s credentials to ensure they meet the qualifications as stated in your domestic advertising efforts. If a prospective foreign worker is going to work in Canada for six months or more and is coming from a designated country where there are health risks, the worker will have to undergo medical examination. The worker will also be subjected to background security checks. If there are no complications, this can take between six weeks and six months depending on circumstances and processing backlogs in source countries.

Transportation arrangements are made. The employer then meets the foreign worker at the airport on arrival.

Apply for SIN, temporary medical insurance and BC Medical Plan. The worker is signed up with BC Worker’s Compensation Plan. For low skilled workers, you must also assist in finding suitable accommodation.

The foreign worker begins employment.

**Tip**

LMO confirmations are currently only for a maximum duration of one year of employment. If an employer is unable to guarantee full-time employment for the entire duration, program officer will discuss with employer to potentially provide shorter confirmation duration. For example, two businesses may be able to partner with one-another to hire a foreign worker who would work for both businesses consecutively.

**Tip**

Given that the employer is required to pay for return air transportation (for low skilled workers only) between the worker's home country and the place of work in Canada, this can be very expensive for employers outside of major cities. To save on travel costs, the employer could meet the workers at the closest Canadian international airport and take them by passenger van or bus to the place of work. For example, an employer in Valemount, BC, would save considerably on transportation costs by meeting the workers at the Edmonton International Airport.

## I. Integrate the Foreign Worker

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Unless you have supervisory staff who speak the foreign worker's language, it is recommended that you select workers who speak English well. Homesickness, culture shock, dietary changes and language difficulties can also affect worker productivity.

On the surface, the foreign worker may have a lot in common with any new immigrant workers you have employed in the past, but bear in mind that their actual needs and concerns can be very different. They may be far away from their spouses and children. Negative events at home, such as typhoons or civil unrest, can cause a lot of stress. They don't see their future in Canada, because it is difficult for them to immigrate in the current scenario. Overseas work is often seen as a necessary evil, despite the economic opportunity it presents.

The foreign worker is less likely to complain or assert worker's rights. The fear of not being selected by you for subsequent assignments, fear of being sent home and unfamiliarity with Canadian laws make them vulnerable. You are advised to keep a close watch for potential workplace harassment or bullying. Aside from the liability issues, this type of behavior from other employees or customers can have a devastating effect on the foreign worker and seriously impair his or her well-being and productivity.

## New Regulations - April 2011

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Two new regulations for the Temporary Foreign Worker Program come into place after April 1, 2011. The first will limit temporary foreign workers to a maximum of four total accumulated years working in Canada (under multiple permits). Once a TFW has accumulated four years of working in Canada, he/she will be unable to work in Canada for a period of four years. This change begins on April 1, 2011 - work time accumulated prior to April 1, 2010 will not be counted.

The second regulation change enables Service Canada to ban from the TFWP for up to two years any employers who have been found to have not fully complied with the terms identified in the LMO confirmation letter and annex. These employers will be listed on the Citizenship and Immigration Canada website.

## Other Useful Tips

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You normally submit an LMO application to Service Canada for named workers. You can also submit an application when you have not yet chosen your foreign workers. The application still has to be submitted with a contract (for NOC “C” and “D” occupations), but no worker is named on the contract. After the approval of your application, you would then provide the name, date of birth, place of birth and country of residence of each of your foreign workers within a time limit prescribed by Service Canada.

If obtaining approval for a foreign worker and work permit takes longer than you anticipate, you may be able to postpone the arrival of the foreign worker until the beginning of the next busy season. In general, workers are able to arrive in Canada and obtain a work permit within one year of the date of their medical exam. You will want to clarify the possibilities of this by studying the information provided to the foreign worker by the visa office overseas.

For example, room attendants who will be working in Canada for less than six months normally do not require medical examinations. If they will be working longer than six months, they will require medicals. Do not attempt to bypass the medical exams by making requests for foreign workers for periods of less than six months and then applying for extensions after their arrival. This can lead to difficulties with immigration officials and erode confidence in your future applications for foreign workers.

If you have submitted an LMO and it has been rejected, carefully review the reason for rejection and contact the Service Canada processing officer who reviewed the LMO. LMOs are often approved upon re-submission when the reasons for rejection are addressed.

Foreign workers coming from visitor visa-exempt countries can apply for the work permit at the Canadian port of entry. All others must apply at the Canadian visa office overseas. For a list of countries where their citizens require a visitor’s visa, please visit the following website: [www.cic.gc.ca](http://www.cic.gc.ca). Click on: **English >> Visiting Canada >> Who can apply >> Do you need a Visa?**

The following table summarizes the various occupational categories — and the LMO processing times, advertising requirements and application types:

	<b>Skilled NOC O and A</b>	<b>Skilled NOC B</b>	<b>Unskilled NOC C and D</b>
<b>Processing Time</b>	Approx. 15 business days	Approx. 15 business days	Approx. 15 days
<b>Type of advertising requirements</b>	National job bank for 14 days OR advertising consistent with the occupation	National job bank for 14 days and conduct recruitment activities consistent with the practice within the occupation for a minimum of 14 calendar days.	National job bank for 14 days Advertising consistent with the occupation Ongoing recruitment efforts with under represented groups

## 2. British Columbia Provincial Nominee Program

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The Provincial Nominee Program (PNP) is a joint program administered by Citizenship and Immigration Canada (CIC) and the BC Ministry of Regional Economic and Skills Development (RESO) and offers accelerated immigration for skilled workers, entry level and semi-skilled workers, and experienced entrepreneurs.

This section will cover only the recruitment and retention of international workers (as opposed to entrepreneurs who plan to invest and manage a BC business). There are four categories under the Provincial Nominee Program:

1. Entry Level and Semi-Skilled Pilot Project
2. Skilled Worker Program
3. International Graduates
4. International Post Graduate Pilot Project

### Entry Level and Semi-Skilled Pilot Project - Strategic Occupations

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This Pilot Project was announced on February 4th, 2008 and applies to select occupations and eligible tourism employers for 'strategic occupations'. It is designed to expedite the immigration of eligible foreign workers in order to address the labour shortages in the BC economy. The pilot is being reviewed by the provincial government and is scheduled to end on August 31, 2011 unless it is renewed by the province prior to that date.

The following tourism occupations are eligible under this program:

NOC Code	Occupation
6452	Bartender
6443	Casino Occupations
6681	Dry Cleaning and Laundry Occupations (Hotels/Resorts only)
6453	Food and Beverage Servers
6641	Food Counter Attendants, Kitchen Helpers and Related Occupations
6435	Hotel Front Desk Clerks
6663	Janitors, Caretakers and Building Superintendents
6682	Ironing, Pressing and Finishing Occupations (Hotels/Resorts only)
6661	Light Duty Cleaners
6451	Maître d'hôtel and Host/Hostesses
6672	Other Attendants in Accommodation and Travel (Doorkeeper, Hotel Guest Services Attendant, Hotel Luggage Attendant)
6683	Other Elemental Service Occupations (Attendant, Sauna Room (Hotels/resorts only), Hotel Valet)
6442	Outdoor Sports & recreation Guides
6662	Specialized Cleaners
6441	Tour and Travel Guides

NOTE: Cook applications will either be processed under the Skilled Worker category (NOC B) or if the position is deemed to be in the NOC C or D category by a PNP official it will be processed under this program as a NOC 6641.

**The following are important components of the pilot program:**

1. Nominee applicants must have been employed in an eligible occupation by the sponsoring company in BC on a temporary work permit for at least nine consecutive months immediately prior to the date of application to the BC PNP, and must be legally employed by the sponsoring company at the time of application.
2. Employers will need to submit a copy of the Labour Market Opinion obtained from Service Canada that authorized the original hiring of the applicant under the Temporary Foreign Worker Program.
3. For nominee applicants who were not hired through a Labour Market Opinion (e.g. International Students or Working Holiday Program), employers will need to submit official records of remuneration, such as original cancelled cheques or direct deposit confirmation, for the nine month period proceeding application.
4. The employer must have offered, and the employee accepted, full-time (30 hours or more per week) permanent (no pre-determined end date) employment for an eligible occupation.
5. If the nominee applicant was originally hired through a Labour Market Opinion, the offered wage must be equal to or higher than that specified in the employment contract.
6. Sponsoring employers must meet specific requirements:
  - a) Incorporated and operating in BC for at least 2 years and have at least 5 permanent full-time or equivalent full-time employees
  - b) Be financially sound and have a history of good workplace and business practices including compliance with applicable employment, immigration, health and safety laws and regulations
  - c) Provide information confirming the above and sign a declaration confirming their compliance with these laws and regulations.
7. Applicants are expected to have completed formal education to a secondary level and have basic proficiency in English.
8. The potential for applicants to become economically established in BC will be assessed according to their income and employment prospects. The PNP will not approve an application if it appears likely that a nominee candidate's family income will be less than the applicable income threshold for the nominee applicant's place or residence. Note: Applicants for lower income positions who have a high number of dependants are less likely to be approved.
9. In the event of no-fault termination of employment prior to the nominee obtaining permanent residence, the employer will provide:
  - a) A letter of reference and work with go2 to place any nominees terminated without cause in an equivalent job with another eligible employer.

- b) Enhanced severance equal to one month's pay.
- c) Employer-paid return airfare for any nominee who has not been able to obtain suitable employment within 4 weeks of termination.



### Tip

Further information and application forms for the ELSS Pilot Program are available on the PNP website at:

[www.welcomebc.ca/pnp](http://www.welcomebc.ca/pnp)

## Skilled Worker Program

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This category of the BC PNP supports employers in recruiting and retaining highly qualified foreign workers to help meet their current and future labour market needs. Through the program's "Strategic Occupations" component, the employer and the prospective employee submit a joint application to the program.

The PNP accepts applications for the Skilled Worker Program for foreign workers who will be employed in skilled occupations that fall into O, A or B of the National Occupational Classification (NOC) system.

Managers at the **NOC Skill Level O** are required to have a relevant university degree, professional designation, college diploma or other management training and proven management experience.

*Some examples of eligible senior and middle management occupations include:*

- Chief executive officer, chief financial officer, controller, general manager, accommodation services manager, marketing manager, production manager, research director, software development manager.

At the **NOC Skill Level A**, candidates are required to have a relevant university degree, professional designation or two-year college diploma, and several years of directly related experience.

*Some examples of eligible include:*

- Accountants, conference and event planners, advertising professionals, writers.

For **NOC Skilled Trades (Skill Level B)**, candidates are required to have two to five years of apprenticeship, training or trades certification, and several years of directly related work experience. However, if a trade has no required certification requirements, the BC PNP may accept applications for workers who have a combination of education, training and several years of directly related experience.

Chefs are an example of what is considered an eligible occupation under the NOC's Skilled Trades.

*Note: For questions regarding eligibility of an applicant, please contact the PNP directly at [pnpinfo@gov.bc.ca](mailto:pnpinfo@gov.bc.ca).*

## Requirements for Strategic Occupations

In your application under the BC PNP's Skilled Worker Program, you must address several key factors that are considered in assessing applications within the program's Strategic Occupations component. These are:

**1. The occupation in which the prospective employee will be employed.**

The BC PNP will only consider applications to fill skilled positions fall into Skill Levels O, A and B of the National Occupational Classification (NOC), which normally require formal post-secondary qualifications and several years of directly related work experience.

**2. The current demand and outlook for the occupation.**

When reviewing employers' applications for foreign workers, the BC PNP takes into account the current demand and future outlook for specific occupations – including any unique or highly specialized skill requirements for particular jobs. Applications will not be approved if there is a surplus of workers domestically, or where future employment prospects in the occupation are poor.

*Note: You will need to indicate the duration of your unfilled vacancies, and may be required to provide evidence of your recruitment efforts in BC.*

**3. The wage for the position.**

The wages you intend to pay the potential employee must be comparable to that for equivalent jobs in BC. Bonuses, commissions, profit-sharing distributions or similar payments are not considered part of the wage.

**4. The prospective employee's qualifications.**

The potential employee must be qualified for the job; program staff will review this candidate's qualifications and experience to confirm this requirement.

*Note: As an employer, you are responsible for determining whether the position is a regulated occupation requiring mandatory certification, licensing or registrations. If this is the case, you must provide evidence in the application that the candidate meets these requirements.*

**5. The offer of employment.**

You must provide a written offer of employment that states:

- Job title and duties.
- Rate of pay.
- Employee's standard hours of work.
- Position is permanent, full-time and year-round at a minimum of 30 hours/week (a normal probationary period of employment may be specified).

- If applicable, any benefits that exceed statutory minimums required by employment standards legislation (e.g. pension and medical plans, disability insurance, sick pay and extra paid vacations).
- Reference to collective agreement, if applicable.

*Note: Your written offer must be on official company letterhead and addressed to the candidate. As well, the offer must be signed and dated by a person authorized to hire employees – and also by the candidate to indicate his/her acceptance.*

#### **6. The employer's history and operations.**

As an employer, you must meet the following requirements when applying to the BC PNP:

- Your business must be incorporated, extra-provincially registered, or registered as a limited liability partnership in BC.
- You must have a “permanent establishment” in BC (as defined in the Canadian Income Tax Act).
- You must have been in operation in BC for at least one year, and must have at least five permanent, full-time employees in BC. (Note: The BC PNP may consider applications that do not meet these requirements if an employer has substantial business operations outside of BC, or can present a compelling business case, and provided that the employer has received prior approval from the BC PNP to submit an application.)
- Your business must be financially sound and have a history of good workplace and business practices, including compliance with employment, immigration, health, and safety laws and regulations.

*Note: Employers who have successfully applied to the BC PNP within the past 12 months, and have a satisfactory record of retaining provincial nominees normally do not need to provide this information for new applications.*

#### **7. The economic benefits to BC of employing the nominee candidate.**

The hiring of foreign workers through PNP must demonstrate significant economic benefits to BC, such as:

- Filling a critical need.
- Creating or maintaining employment.
- Transferring skills and knowledge to Canadians.
- Accelerating the adoption of new technologies.
- Developing new products, technologies, services or markets.

#### **8. The nominee candidate's ability to become economically established in BC.**

The potential for candidates to become economically established will be assessed according to their income and employment prospects, number of dependents, English-language ability, and connections to BC or Canada through work, study, residence and family ties.

*Note: The BC PNP will not accept applications to nominate individuals who have an unresolved refugee claim in Canada, are in Canada illegally, are under a removal order in Canada, or are prohibited from entering Canada. The program will also not approve an application if it appears likely that a candidate's family income (based on the job offer and any spousal job offer) will be less than the applicable income threshold for the nominee applicant's place of residence.*

For more information on the PNP's Skilled Worker Program, go to [www.welcomebc.ca](http://www.welcomebc.ca). Click on: **Strategic occupations >> Skilled Workers.**

## International Graduates

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In this category of the BC PNP, nominee candidates must have graduated with an eligible degree or diploma (e.g. Bachelor of Tourism or Diploma in Hospitality Management) by a recognized post-secondary institution in Canada within the last two years before accepting an employment offer.



### **Tip**

Contact the Provincial Nominee Program to confirm the eligibility of degrees/diplomas prior to submitting your application.

The PNP has posted the criteria on its website that must be met in order for an application under this category to be considered.

Applications must be submitted within two years of the date shown on the nominee's final official transcript and the position being offered must be in one of the eligible occupations in the Skilled Workers category.

An example of where this program might be useful is where an international student has, in addition to their academic credentials, sufficient and relevant experience in his/her home country to qualify for a professional or managerial position in your organization. You could apply through the PNP program to fast track both his/her work visa through CIC (an LMO is not required) and his/her permanent immigration to Canada.

For more information on the PNP's International Graduates program, go to [www.welcomebc.ca/pnp](http://www.welcomebc.ca/pnp). Click on: **Strategic Occupations >> International Graduates.**

## International Post-Graduates Pilot Project

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This pilot project is intended to support BC's universities in attracting top students from around the globe and to help retain these highly qualified workers in the provincial workforce. Applications must be submitted within two years of the date shown on the nominee's final official transcript.

### 3. Work Permits for International Students

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While studying in Canada, international students are able to work in Canada after meeting certain requirements – and after receiving the appropriate work permits.

In this situation, it is the students' obligation to apply for the respective work permit and ensure all the criteria are met – whether it is for off-campus work, a co-op program or post-graduate employment. Once the students receive their respective work permits, you are eligible to recruit and hire these students for your operations (except in cases of co-op and internship programs).

In all cases, the students who work off campus must have the required work permit before beginning employment. For international students studying in Canada, and their spouses, the following categories apply:

- Working off campus
- Co-op and internship programs
- Working after graduation
- Spousal visas

#### A. Working off Campus

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To work off campus, students must apply for the Off-Campus Work Permit Program. Since this Work Permit Program allows students to work off campus, you may — as a tourism employer — find this advantageous in your labour recruitment efforts.

The Off-Campus Work Permit Program allows international students to work off campus while completing their studies — but only if they are attending a publicly funded post-secondary educational institution that has signed an off-campus work agreement with their provincial or territorial government.

To work off campus, students must apply for a work permit, and cannot begin off-campus work until the work permit has been received.

The work permit authorizes students to work up to 20 hours per week during regular academic sessions, and full-time during scheduled breaks (e.g., winter and summer holidays, spring break).

## Participating BC institutions in the Off-Campus Work Permit Program:

- British Columbia Institute of Technology
- Camosun College
- Capilano College
- College of New Caledonia
- College of the Rockies
- Douglas College
- Emily Carr Institute of Art and Design
- Kwantlen University College
- Langara College
- Nicola Valley Institute of Technology
- North Island College
- Northern Lights College
- Northwest Community College
- Okanagan College
- Royal Roads University
- Selkirk College
- Simon Fraser University
- Thompson Rivers University
- University of British Columbia
- University College of the Fraser Valley
- University of Northern British Columbia
- University of Victoria
- Vancouver Community College
- Vancouver Island University

For more information on the student Off-Campus Work Permit Program, go to [www.cic.gc.ca](http://www.cic.gc.ca).  
Click on: **English >> Study >> Work permits for students >> Working off campus**

## B. Co-op and Internship Programs

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For some academic programs, work experience is part of the curriculum. Foreign students who wish to participate in a co-op or internship program must apply for a work permit as well as a study permit.

*To be eligible for a work permit, students must meet the following conditions:*

- Have a valid study permit;
- Intended employment is an essential part of the students' program of study in Canada;
- Employment must be part of the academic program, certified by a letter from an academic official of the institution; and
- Co-op or internship employment cannot form more than 50% of the total program of study.

For more information on Co-op and Internship Programs, go to [www.cic.gc.ca](http://www.cic.gc.ca). Click on: **English >> Study >> Work permits for students >> Co-op and internship programs**

## C. Working After Graduation

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The Post-Graduation Work Permit Program allows students who have graduated from a participating Canadian post-secondary institution to gain work experience in their field of studies. As a tourism employer, this may be advantageous for your labour recruitment efforts. There are approximately 27,000 international students studying in BC's public institutions this year and many of them would like to obtain work experience in Canada. It is potentially a significant labour force that can be tapped into.

After applying and being accepted for the Post-Graduation Work Permit Program, students can work for up to one year in the Greater Vancouver area, and to work up to two years everywhere else in British Columbia.

For more information on the Post-Graduation Work Permit Program, go to [www.cic.gc.ca](http://www.cic.gc.ca). Click on: **English >> Study >> Work permits for students >> Working after graduation**

## D. Spousal Visas

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Spouses or common-law partners of certain foreign students are allowed to accept employment in the general labour market without the need for an LMO. This exemption is intended for spouses who are not, themselves, full-time students.

## Eligibility

Applicants must provide evidence that they are:

- the spouse or common-law partner of a holder of a study permit who is attending full-time a post-secondary institution, which is also a publicly-funded degree or diploma-granting institution, or
- the spouse or common-law partner of a person who has a valid work permit to work at a job related to their course of study, after graduation (post graduation visa)

Spouses or common-law partners of full-time students are eligible for open work permits (i.e. they are not restricted to any particular occupation or employer). These work permits expire when the spouse's study visa or post graduation work visa expires.

Most public post secondary institutions actively recruit foreign students to study at their university or college and will provide support to businesses looking to hire their students (and their spouses). Contact your local university or college to open up this potential labour pool.

## 4. Working Holiday Visa Program

The Working Holiday Visa Program enables young people between the ages of 18 and 30 (35 in some countries) to travel to Canada and work at the same time. This program is often utilized by businesses with highly seasonal staffing needs for predominantly lower skilled occupations.

As part of this program, Canada has bilateral agreements with certain countries that allows temporary employment of these young people. These countries are Australia, Belgium, Chile, Czech Republic, Denmark, Estonia, France, Germany, Hong Kong, Ireland, Italy, Japan, Korea, Latvia, Lithuania, Mexico, Netherlands, New Zealand, Norway, Poland, Slovenia, Spain, Sweden, Taiwan and the United Kingdom.

For employers, this is the easiest and quickest way to hire international workers as these young people come to BC (and Canada) ready and eager to work.

As an open work program, these students do not need a prior Canadian job offer (and employers do not need an LMO) which makes the hiring process that much simpler for employers. In other words, individuals with Working Holiday Visas are eligible to work in any type of occupation as soon as they arrive in Canada. For all countries other than Australia, the Working Holiday Visa is valid for up to 12 months – without an option to re-apply.

The WHP visa for Australians wishing to come to Canada is valid for 24 months with an option to reapply.

For further information on the Working Holiday program visit the International Youth Programs website at [www.international.gc.ca](http://www.international.gc.ca) - Click on the 'search' link and type in Working Holiday Program.

## SWAP Working Holidays

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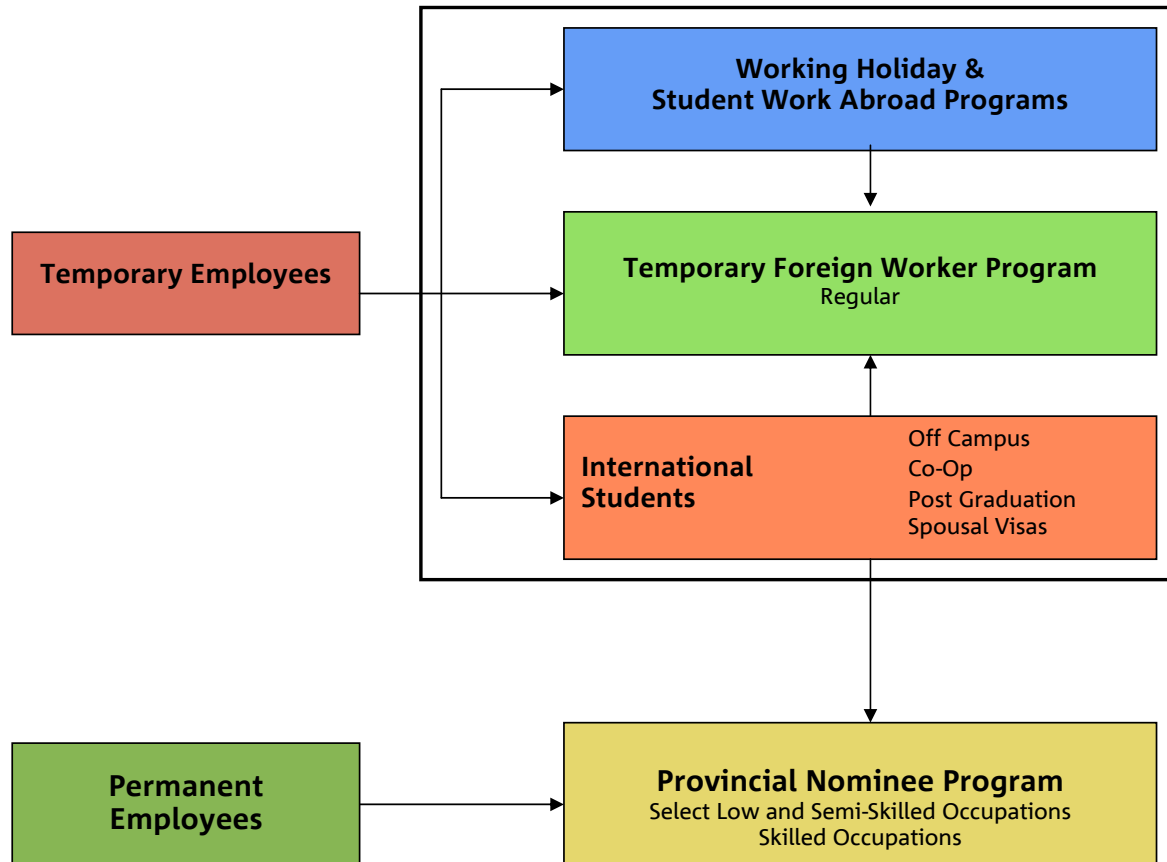
SWAP Working Holidays is a non-profit program of the Canadian Federation of Students which assists international youth job seekers by hosting arrival orientations, posting jobs, making applications directly to employers, and assisting with processing governmental documents including SIN applications. It enables young people between the ages of 18 and 30 (35 in some countries) to travel to Canada and work at the same time. Some countries require that participants be registered as a full time student in a post secondary institution. Participants obtain visas through SWAP's partner network that consists of similar organizations all over the world. The 35 countries that participate in the SWAP program are:

Argentina, Australia, Austria, Brazil, Bulgaria, Chile, Costa Rica, Croatia, Dominican Republic, Ecuador, Finland, France, Germany, India, Ireland, Jamaica, Lithuania, Malaysia, Malta, Mexico, Moldova, Netherlands, New Zealand, Peru, Philippines, Romania, Russia, Singapore, Slovakia, Slovenia, South Africa, Taiwan, Ukraine, United Kingdom and the United States.

As an open work program, these students do not need a prior Canadian job offer (and employers do not need an LMO) which makes the hiring process that much simpler for employers. In other words, individuals/students with visas obtained through the SWAP program are eligible to work in almost any type of occupation as soon as they arrive in Canada. Visas are valid for between 6 to 12 months.

Recruiting WHP and SWAP participants can be done through the SWAP office in Vancouver (located at Suite 710, 602 West Hastings; tel: 604-689-2887). In addition, there are local companies who specialize in recruiting overseas from this labour market. These organizations are not regulated so employers should exercise the utmost caution to ensure you are dealing with a reputable firm.

## Appendix A — Foreign Worker Programs: How They Work Together



As depicted in the above chart, there are three significant programs available to employers to recruit temporary foreign workers. The temporary foreign worker program can be sourced directly from off shore candidates or through the Working Holiday/SWAP programs and/or with International Students. In addition, foreign workers working in Canada on a temporary work permit can be a source for filling positions on a permanent basis.

## Appendix B — Blank Employment Contract

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### INSTRUCTION SHEET TO ACCOMPANY EMPLOYMENT CONTRACT

The employer and employee need to understand clearly the terms and conditions of employment.

The objective of setting out the relationship in a contract is to get the fairest working arrangement possible. A contract can help to avoid future problems by protecting both parties' rights and providing a clear statement of their obligations.

A contract is a written, detailed job description that also describes the terms and conditions of employment, usually including the maximum number of hours of work per week and the wage rate for those hours of work. Nothing in the contract should violate provincial labour laws, which establish minimum employment standards such as the minimum wage.

The Government of Canada is not a party to the contract. Human Resources and Social Development Canada (HRSDC) has no authority to intervene in the employer/employee relationship or to enforce the terms and conditions of employment. It is the responsibility of each party to the contract to know the laws that apply to them and to look after their own interests.

This contract will assist HRSDC officers in forming their Labour Market Opinion, pursuant to their role under the *Immigration Regulations*.

#### *Procedure*

The Employer must sign an employment contract prior to initiating the HRDC confirmation process. A sample contract has been attached. Employers may elect to supply their own contracts, the terms of which must include all the provisions outlined in the policy guidelines and sample contract. Any additional provisions in the employer's contract must not conflict with the provisions in the sample contract or the policy guidelines.

Once the employee has been selected, the employer must forward a copy of the contract. The employee must then sign the contract and present it with other required documents at the mission abroad.

Please note that the employer, and not a third-party recruiter, must be a party to, and signatory of, the employment contract. Third-party recruiters are not to serve as signatories, either on the employer's behalf or otherwise. Any agreement respecting employment validations between HRDC and the employer is contingent on the employer's being a party to this contract.

## EMPLOYMENT CONTRACT

The Employer: \_\_\_\_\_

Business Name (if a Business, provide key business contact under Last name/First name):

\_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Address: \_\_\_\_\_

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

Email Address: \_\_\_\_\_

The Employee: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

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

Email Address: \_\_\_\_\_

*The PARTIES agree as follows:*

### *DURATION OF CONTRACT*

1. This contract shall have a duration of \_\_\_\_\_ months from the date THE EMPLOYEE assumes his/her functions. (the "TERM OF EMPLOYMENT")
2. Both parties agree that this contract is conditional upon THE EMPLOYEE obtaining a valid work permit pursuant to the *Immigration Regulations*, and his/her successful entry to Canada.

*JOB DESCRIPTION*

3. THE EMPLOYEE agrees to carry out the following tasks: (Describe tasks, in detail).

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*WORK SCHEDULE*

4. THE EMPLOYEE shall work \_\_\_\_ hours per week. He/she shall receive \_\_\_\_% more than the regular wages for any hours worked over this limit. His/her workday shall begin at \_\_\_\_\_ and end at \_\_\_\_\_, or, if the schedule varies by day, specify: \_\_\_\_\_.
5. THE EMPLOYEE shall be entitled to \_\_\_\_ minutes per day of break time (lunch, coffee breaks etc.....)
6. THE EMPLOYEE shall be entitled to \_\_\_\_ day(s) off per week, on \_\_\_\_\_.
7. THE EMPLOYEE shall be entitled to \_\_\_\_\_ weeks of paid vacation.
8. THE EMPLOYEE shall be entitled to \_\_\_\_\_ days of sick leave per year.

*WAGES AND DEDUCTIONS*

9. THE EMPLOYER agrees to pay THE EMPLOYEE, for his/her work, wages of \$ per week, or \$ \_\_\_\_\_ per hour. These shall be paid at intervals of \_\_\_\_\_.
10. THE EMPLOYER agrees to pay all taxes and submit all deductions payable as prescribed by law (including, but not limited to employment insurance, income tax, Canada Pension plan or Quebec Pension Plan).
11. THE EMPLOYER shall not recoup from the EMPLOYEE, through payroll deductions or any other means, any costs incurred in recruiting or retaining the EMPLOYEE. These include, but are not limited to, any amounts payable to a third-party recruiter.

*TRAVEL EXPENSES*

12. THE EMPLOYER agrees to assume the cost of two-way air transportation for THE EMPLOYEE between the EMPLOYEE'S country of residence and the place of work, i.e. \_\_\_\_\_ (specify the country of residence and the place of work). These costs are not recoverable by the employer.

*ACCOMMODATION*

13. THE EMPLOYER agrees to ensure that reasonable and proper accommodation is available for the EMPLOYEE, and shall provide the EMPLOYEE with suitable accommodation, if necessary. If accommodation is provided, the employer shall recoup costs as outlined below. Such costs shall not be more than is reasonable for accommodations of that type in the employment location.

THE EMPLOYER will provide the EMPLOYEE with accommodation. (Mark X beside appropriate box)

If yes, THE EMPLOYER will recoup costs at an amount of \$\_\_\_\_\_ per \_\_\_\_\_ (month, 2 week period etc..) through payroll deductions.

*HOSPITAL AND MEDICAL CARE INSURANCE*

14. THE EMPLOYER agrees to provide health insurance at no cost to the foreign worker until such time as the worker is eligible for applicable provincial health insurance.

*WORKPLACE SAFETY INSURANCE (Worker's Compensation)*

15. THE EMPLOYER agrees to register THE EMPLOYEE under the relevant provincial government insurance plan. THE EMPLOYER agrees not to deduct money from THE EMPLOYEE'S wages for this purpose.

*NOTICE OF RESIGNATION*

16. Should he/she wish to terminate the present contract, THE EMPLOYEE agrees to give THE EMPLOYER written notice thereof at least one week in advance.

*NOTICE OF TERMINATION OF EMPLOYMENT*

17. THE EMPLOYER must give written notice before terminating the contract of THE EMPLOYEE if this employee has completed 3 months of uninterrupted service with THE EMPLOYER and if the contract is not about to expire. This notice shall be provided at least one week in advance.

*CONTRACT SUBJECT TO PROVINCIAL LABOUR AND EMPLOYMENT LEGISLATION AND  
APPLICABLE COLLECTIVE AGREEMENTS*

18. THE EMPLOYER is obliged to abide by the standards set out in the relevant provincial labour standards act and, if applicable, the terms of any collective agreement in place. In particular, THE EMPLOYER must abide by the standards with respect to how wages are paid, how overtime is calculated, meal periods, statutory holidays, annual leave, family leave, benefits and recourse under the terms of the Act and, if relevant, collective agreement. Any terms of this contract of employment less favourable to THE EMPLOYEE than the standards stipulated in the relevant labour standards act is null and void.

**IN WITNESS WHEREOF** the parties state that they have read and accepted all the terms and conditions stipulated in the present contract.

Signed at: \_\_\_\_\_

and at: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The Employer

The Employee

\_\_\_\_\_

\_\_\_\_\_

Date

Date

## Appendix C

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- Example of a Foreign Worker Application
- Sample job ad in a newspaper
- Sample job ad with a Job Bank
- Example of employment letter
- Sample employment contract



Human Resources and Skills Development Canada / Ressources humaines et Développement des compétences Canada

Please Print

PROTECTED WHEN COMPLETED - B

**FOREIGN WORKER APPLICATION**  
Application for a Labour Market Opinion

EMPLOYER INFORMATION										
1	Employer ID # (if applicable)	2	Canada Revenue Agency (CRA) Business Number	3	Employer Name (name of business)					
			102418084	Prestige Hotels and Resorts						
4	Business Telephone Number	5	Address: Number / Street / PO Box#	6	City	7	Province/State			
	(259) 860-5858	Corporate Office, 516 Lawrence Ave.		Kelowna	B.C.					
8	Country	9	Postal/Zip Code	10	Date business started (yyyy-mm-dd)	11	Website			
	Canada	V1Y 6L7		1996-01-01	prestigehotelsandresorts.com					
12	Describe the principal business activity:									
Operation of deluxe 4.5 star hotels and resorts at various locations in B.C.										
13	Contact Name	14	Job Title	15	Preferred Official Language of Correspondence		16	Contact Telephone Number - Extension		
	Terry Schneider	V.P. Operations	<input checked="" type="checkbox"/> English <input type="checkbox"/> French							
17	Fax Number	18	E-mail	19	Number of Canadians/permanent residents employed in Canada.					
				171						
20	Number of foreign workers currently employed in Canada (neither Canadian citizens nor permanent residents).		21		Were any employees laid off in the past 12 months?					
	0		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes, how many?							
Reason(s) for layoff(s) and occupations affected:										
* THIRD PARTY INFORMATION (if applicable)										
22	Company Name		23		Third Party Representative authorized to act for employer					
	go2 The Resource for people in Tourism		Tom Steele c/o John Leschyson							
24	Preferred Official Language of Correspondence		25					Address: Number / Street / PO Box #		
	<input checked="" type="checkbox"/> English <input type="checkbox"/> French		#450 One Bentall Centre, 505 Burrard Street							
26	City		27	Province/State		28	Country	29	Postal/Zip Code	
	Vancouver		B.C.			Canada	V7X 1M3			
30	Telephone Number Extension		31	Fax Number		32				E-mail
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 should fill out the "Appointment of Representative" sheet attached to this form. HRSDC reserves the right to contact the employer directly if necessary.										
DETAILS OF JOB OFFER										
Use a separate sheet for each additional job offer.										
If you are requesting a Labour Market Opinion for identical job offers, provide the information only once.										
33	Job title		34	Is the job temporary with intent to permanent?		35				Number of foreign workers you are requesting under this job title (same wage, job description, location, etc)?
	Hotel Room Attendant (NOC6681)		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		2					
36	Expected duration of employment			37						Expected start date of employment, if any (yyyy-mm-dd)
	<input type="checkbox"/> days <input type="checkbox"/> weeks <input checked="" type="checkbox"/> 4 months <input type="checkbox"/> years			2008-07-01						
38	Location of job: Number and Street			39	City		40			Province
	7493 Main St. West			Radium Hot Springs		B.C.				

DETAILS ON JOB OFFER (continued)							
41 Main duties of the job							
To clean and prepare hotel guest rooms.							
42 Educational requirements of the job:							
<input type="checkbox"/> Doctorate/PhD	<input type="checkbox"/> Master's degree	<input type="checkbox"/> Bachelor's degree					
<input type="checkbox"/> College level diploma/certificate	<input type="checkbox"/> Apprenticeship diploma/certificate	<input type="checkbox"/> Trade diploma/certificate					
<input type="checkbox"/> Secondary school	<input type="checkbox"/> Vocational school diploma/certificate	<input checked="" type="checkbox"/> No formal education requirement					
Additional information:							
43 Experience/skills requirements of the job:							
Minimum of 2 years experience working as a room attendant in a hotel with at least a 4.5 star quality standard rating.							
44 Language requirements: Indicate exactly the language requirement that is needed for this position. If you indicate a language that the foreign worker does not speak, a CIC officer will refuse the application, even if the worker is suitable for the position.							
Oral : <input checked="" type="checkbox"/> English		<input type="checkbox"/> French		<input type="checkbox"/> Other		<input type="checkbox"/> None	
Written: <input checked="" type="checkbox"/> English		<input type="checkbox"/> French		<input type="checkbox"/> Other		<input type="checkbox"/> None	
If "Other", please explain.							
45 Salary (in Canadian dollars)							
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
\$ 11.00	\$	\$	\$	\$	8.00	40.00	
46 Benefits:							
<input type="checkbox"/> disability insurance	<input checked="" type="checkbox"/> medical insurance	<input type="checkbox"/> dental insurance	<input type="checkbox"/> pension	Number of paid vacation days <input style="width: 50px;" type="text" value="10/yr"/>			
47 Other benefits: <input style="width: 600px;" type="text"/>							
48 Are there provincial/territorial/federal certification, licensing or registration requirements of the job?							
<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes → If yes, what is the name of the certifying/licensing/registering body?							
Please note: Citizenship and Immigration Canada will check to ensure the foreign worker holds the required certification, licensing or registration requirements when processing the work permit application.							

DETAILS ON JOB OFFER (continued)	
49	<p>Is the position part of a union?</p> <p><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes → If yes, what is the name of the union?</p> <p>Has the union been consulted about the hiring of a foreign worker?</p> <p><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes → If yes, what is the position of the union? Provide details. Attach documentation, if available.</p>
50	<p>Is there a labour dispute in progress?</p> <p><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes → If yes, please provide details.</p>
51	<p>Have you attempted to recruit Canadians / permanent residents for this job?</p> <p><input checked="" type="checkbox"/> Yes → If yes, provide details of your recruitment efforts and the results. (Attach supporting documentation such as advertisements in local and national newspapers, recognized INTERNET job banks, job-specific and professional publications, recruitment drives, job fairs, etc.)</p> <p><input type="checkbox"/> No → If no, please explain.</p>
52	<p>What are the potential benefits to the labour market in Canada that will occur as a result of employing the foreign worker?</p> <p><input checked="" type="checkbox"/> filling a labour shortage    <input type="checkbox"/> transfer of new skills or knowledge to Canadians/permanent residents    <input type="checkbox"/> direct job creation or retention of Canadians/permanent residents    <input checked="" type="checkbox"/> other</p> <p>Provide details:</p> <p>The shortage of room attendants has left us unable to operate at full capacity. This causes a decrease in tourists in the area with resultant loss of jobs serving t</p>
53	<p>Do you plan to train Canadians / permanent residents for the position to be filled by the foreign worker?</p> <p><input type="checkbox"/> No <input checked="" type="checkbox"/> Yes → If yes, provide a brief description of the training plan.</p> <p>The training plan is to familiarize new employees with the company policies and standards of guest service. The new employees will be given training in cleaning and preparing guest rooms to a 4.5 star quality standard.</p>
FOREIGN WORKER INFORMATION	
Please provide information on a separate sheet for each foreign worker coming into Canada.	
54	Name of Foreign Worker - Family Name
55	Given Name(s)
56	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female
57	Date of birth (yyyy-mm-dd)
58	Country of Residence (where worker currently lives)
59	Citizenship
60	If the foreign worker is currently in Canada, please indicate the immigration status:
<input type="checkbox"/> visitor <input type="checkbox"/> foreign worker <input type="checkbox"/> refugee claimant <input type="checkbox"/> student	
61	Title of job offered to the foreign worker
Hotel Room Attendant	
ENTERTAINMENT REQUEST (if applicable)	
62	Name of the Production
63	Total number of people involved in the Production
64	Type of Production
<p>65 A copy of the contract between the employer and the foreign entertainer must be attached with this application form, except for film and TV requests.</p> <p>Contract included with application?    <input type="checkbox"/> Yes    <input type="checkbox"/> No</p>	

<b>DECLARATION OF EMPLOYER</b>	
<p>I understand the information contained on this form and on any sheet attached thereto, including information that qualifies as personal information within the meaning of the <i>Privacy Act</i>, as well as any other information and personal information collected by Human Resources and Skills Development Canada (HRSDC) for the purpose of providing a labour market opinion pursuant to the <i>Immigration and Refugee Protection Regulations</i> shall be used by HRSDC and shared with Citizenship and Immigration Canada (CIC) solely for that purpose. I understand that this information may also be shared with federal, provincial, and/or territorial departments or agencies as well as with municipal governments, unions, associations and other appropriate organizations for the same purpose. Finally, I understand that this information may also be used by HRSDC and shared with CIC for policy analysis, research and/or evaluation in relation to the entry and hiring of foreign workers to Canada or the <i>Immigration and Refugee Protection Act</i>.</p> <p>I understand that I have no obligation to complete and sign this application, but that failure to do so may prevent HRSDC from providing a labour market opinion as required by the <i>Immigration and Refugee Protection Regulations</i>.</p> <p>Authority to collect the information contained on this form and on any sheet attached thereto, including any information that qualifies as personal information within the meaning of the <i>Privacy Act</i>, as well as any other information and personal information collected by HRSDC for the purposes described above is provided under the <i>Department of Human Resources Development Act</i> and the <i>Immigration and Refugee Protection Act</i>. Once under the control of HRSDC, the information contained in this form and on any sheet attached thereto that qualifies as personal information within the meaning of the <i>Privacy Act</i>, as well as any other personal information collected by HRSDC for these purposes is administered in accordance with the <i>Privacy Act</i>. The <i>Privacy Act</i> gives individuals the right to access their personal information under the control of a federal government institution. Instructions for making formal requests are outlined in the publication <i>Info Source</i>, copies of which are located at all Human Resources Centres of Canada or at the following internet address: <a href="http://infosource.gc.ca">http://infosource.gc.ca</a> The personal information collected by HRSDC for the purposes described above will be retained in Personal Information. Bank "HRDC PPU 440".</p> <p>I certify that the information provided in this application is true and accurate.</p>	
<p><u>(original signed)</u> Signature of Employer</p>	<p><u>Terrence Schneider</u> Name of Employer (Please Print)</p>
<p><u>Vice President of Operations</u> Title of Employer</p>	<p><u>2006-05-18</u> Date</p>
<b>SIGNATURE OF THIRD PARTY (if applicable)</b>	
<p>I certify that the information provided in this application is true and accurate to the best of my knowledge.</p>	
<p><u>(original signed)</u> Signature of Third Party Representative</p>	<p><u>Tom Steele</u> Name of Third Party Representative (Please Print)</p>
<p><u>2006-05-27</u> Date</p>	
<b>INFORMATION FOR EMPLOYERS</b>	
<p>Please forward this application to the HRSDC office responsible for processing foreign worker applications. For the list of appropriate HRSDC offices consult the National Foreign Worker website at: <a href="http://www.hrsdc.gc.ca/en/gateways/where_you_live/menu.shtml">http://www.hrsdc.gc.ca/en/gateways/where_you_live/menu.shtml</a> or consult the blue pages of your telephone directory under Government of Canada. Once an Officer assesses this application, the employer will be notified of the decision.</p>	

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**ortunity for a**  
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**cream stand or**  
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**Trans Can Hwy**

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 n Resort, Golden,

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consultation. 1-800-665-1003. KPIRG  
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**NOB BULK SYSTEMS** requires  
 qualified class 1 drivers for its Golden  
 fuel bus operation. All local hauling of  
 diesel fuel with regular 12 hour shifts  
 working 4 days on and 4 days off.  
 Applicants must have at least 2 years  
 experience with semi trailers and  
 provide a drivers abstract. Call  
 240-344-2532 or apply to the Bulk  
 Systems office in the Golden CP Rail  
 yard.

**KICKING HORSE LODGE** in Field,  
 B.C. is looking for a chef and 3 cooks.  
 For details, call 250-343-8303. 20-22

**Panorama Mountain Village** offers an  
 excellent working environment in a  
 beautiful mountain setting. Please  
 email resumes to  
 sandra@mtvillage.com or fax:  
 250-342-3466. Opening for summer  
 June 16. Please include references.  
 Some accommodation available. Only  
 successful applicants will be contacted.  
 20-21

**EXPERIENCED COOK** and  
 dishwasher required at the Turning  
 Point Restaurant. Apply with resumes.

**RESTAURANT** Golden. Looking  
 for cooks and servers. Full and part  
 time. Apply with resume to Shannon or  
 Don, 1048 A Trans Canada Highway.

**MOBERLY HOMEBREW 2002**  
 requires a part time position. Experience  
 in Wine & Beer making an asset but will  
 train. Drop off resume to 1017 Cowara  
 Island - Golden or fax to 344-7900.

**ROCKY MOUNTAIN TRAINING - S.C.**  
 Licensed Employment Agency. RMT  
 seeks employers to fill needed  
 positions. We recruit locally nationally,  
 and internationally. WE HAVE: class 3  
 drivers, welders, office administration,  
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 in interviews 342-8011; mtvillage@mtt.ca  
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 Check out our job board on line 20-22

**School District No. 6 (Rocky Mountain)**  
**Leadership Opportunity**

**Martin Merigault Elementary School - Principal (M1A06-03)**

Rocky Mountain School District is seeking an individual to assume responsibility for educational leadership at Martin Merigault Elementary School on a continuing, full time, 100 hr. basis effective August 5, 2006.

Rocky Mountain School District is located in the beautiful Columbia Valley and serves 3,500 students in 17 schools spread over 290 kilometers along the Rocky Mountains. The 3 major centers within the District are the communities of Golden, Invermere, and Kimberley. The District's motto is "Quest for Quality". The District is committed to an operating model that fosters collaboration, decentralized decision making and innovation.

To be considered for this position, you will have successful administrative and teaching experience in an elementary school, demonstrate competencies in School Administration, have a service philosophy, have a Master's degree in Administration, Leadership, Curriculum or other related areas; be eligible for membership in the BC College of Teachers and fulfill a challenging opportunity to grow professionally. Qualifications in Special Education or music would be an asset. In this position, you will provide educational leadership for this school, which has approximately 90 students and a teaching staff of five.

Interested applicants possessing the above qualifications are invited to mail, fax or e-mail applications with full supporting documentation including a statement of educational philosophy and the names and telephone numbers of references to:

Mr. Paul Carriere  
 Assistant Superintendent of Schools  
 School District No. 6 (Rocky Mountain)  
 P.O. Box 70  
 Kimberley, BC V1A 2Y5  
 Phone: (250) 427-2245 Fax: (250) 427-2044  
 E-mail: hr@sd6.bc.ca www.sd6.bc.ca

Closing date for applications: Friday, May 19, 2006 at 4pm.  
 For more information, please contact Brenda Miller, Superintendent of Schools, (250) 342-9243 or Paul Carriere, Assistant Superintendent of Schools (250) 342-9243.

**PRESTIGE MOUNTAINSIDE RESORT** requires F/T room attendants with 2 years experience to clean and prepare hotel rooms for guests. Applicants should have fluent English and the ability to work to 4 Plus Star hotel standards. Wages starting up to \$104k. Drop off resume in person or fax resume to 250-344-7902. 18-21

**SHEET METAL APPRENTICE**  
 \$14 hour. Call Glacier Heating  
 250-345-0199 or 250-888-0021.

**SWISS VILLAGE MOTEL** looking for housekeepers. Wiring in train. Full or part time. Drop off resume to Natalie at Swiss Village. 18-19

**EXPERIENCED TREE PLAINERS** needed immediately for the Revelstoke area. Contact Patrick at 250-337-6793. 18-21

**HOUSEKEEPING STAFF** required. Please apply with resume to Bob Westman, 1024 - 11th St. N., Golden.

**GREYWOLF GOLF COURSE** cooks wanted. Wages \$12.15/hour. For a full job description or to apply go to www.panoramaresort.com or contact Adam Hopper at (250) 341-9061. 21



**CHAINSAW OPERATORS**

**Canadian Mountain Holidays** is currently seeking to fill two positions in our Ski Run Development program with skilled and experienced chainsaw operators. Cutters will undertake the development and maintenance of helicopter ski runs and landing sites, working in a tight knit team throughout the summer months. Resumes will be accepted until May 31, 2006.

**Requirements**

- Wide range of cutting skills (e.g. grading, spacing, crushing and filling)
- Must provide own equipment.
- Personal transportation to and from Lodge locations.
- Ability to work in isolated conditions.

**Certification - Must have:**

- WCCB Fallor's Certification
- Wildlife/Danger Tree Assessment

**PRESTIGE MOUNTAINSIDE RESORT** requires F/T room attendants with 2 years experience to clean and prepare hotel rooms for guests. Applicants should have fluent English and the ability to work to 4 Plus Star hotel standards. Wages

*Tony S*  
*Add you The Golden Star*  
*May 17*  
*May 10*  
*May 3rd*

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### Job Search Safety Tips

#### Job Advertisement

Advertisement number: 2015910

Title: Housekeeping room attendant (NOC: 6661)

Terms of Employment: Seasonal, Full Time

Salary: \$11.00 Hourly for 40 hours per week

Anticipated Start Date: As soon as possible

Location: Radium Hot Springs, British Columbia (4 vacancies)

#### Skill Requirements:

**Education:** Not applicable, Not required

**Credentials (certificates, licences, memberships, courses, etc.):** Not applicable, Not required

**Experience:** 1 - 2 years

**Languages:** Speak English, Read English

**Work Setting:** Hotel

**Specific Skills:** Sweep, mop and wash floors, Vacuum carpeting, area rugs, draperies and upholstered furniture, Make beds and change sheets, Distribute clean towels and toiletries, Clean, disinfect and polish kitchen fixtures and appliances, Clean and disinfect bathrooms and fixtures, Handle and report lost and found items, Attend to guests' requests for extra supplies or other items, Pick up debris and empty trash containers, Wash windows, walls and ceilings

**Employer:** Prestige Hotels & Resorts

Please apply for this job only in the manner specified by the employer. Failure to do so may result in your application not being properly considered for the position.

**How to Apply:**

By Fax: (250) 860-8053

**Business Profile:** Prestige Hotels and Resorts are elegant, full-service 4 1/2 star Canada Select hotels & resorts located in Kelowna, Vernon, Golden, Nelson, Cranbrook, Radium Hot Springs, Salmon Arm and Rossland; British Columbia.

**Web Site:** <http://www.PrestigeHotelsandResorts.com>

**Advertised until:** 2006/05/14

This job advertisement has been provided by an external employer. Service Canada is not responsible for the accuracy, authenticity or reliability of the content.

*Posted  
01-05-2006*

[Previous Page](#)



Wednesday, June 14, 2006

Unit 202 Executive Building Center  
Sen Gil Puvat Ave. Cor. Makati Ave.

Re: Room Attendant Position

Dear Jeanette,

The purpose of this letter is to offer you employment as a hotel room attendant for a duration of four months, from July 01, 2006 to October 31, 2006. You will be working at our Prestige Mountainside Resort in Golden. We will also be offering you shared accommodation in the hotel with a monthly rent of \$350.00.

This offer is contingent upon our obtaining a positive labour market opinion from Service Canada and a work permit for the Canadian Visa office in Manila.

We look forward to welcoming you to Prestige Hotel and Resorts.

Yours truly,

A handwritten signature in black ink, appearing to be "Terry Schneider", written over a horizontal line.

Terry Schneider  
Executive Vice President  
Prestige Hotels & Resorts

## EMPLOYMENT CONTRACT

The Employer: Prestige Hotels and Resorts

Business Name (if a Business, provide key business contact under Last name/First name):  
\_\_\_\_\_

Last Name: Schneider First Name: Terry

Address: 516 Lawrence Ave., Kelowna, BC V1Y 6L7

Phone Number: 250-860-5858 ext 112 Fax Number: 250-860-8053

Email Address: terrys@prestigeinn.com

(The original Employment Contract has this information completed)

The Employee: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

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

Email Address: \_\_\_\_\_

*The PARTIES agree as follows:*

### *DURATION OF CONTRACT*

1. This contract shall have a duration of 4 months from the date THE EMPLOYEE assumes his/her functions. (the "TERM OF EMPLOYMENT")
2. Both parties agree that this contract is conditional upon THE EMPLOYEE obtaining a valid work permit pursuant to the *Immigration Regulations*, and his/her successful entry to Canada.

*JOB DESCRIPTION*

3. THE EMPLOYEE agrees to carry out the following tasks: (Describe tasks, in detail).

*Clean and prepare hotel rooms for guests at 4.5 start hotel standards*

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*WORK SCHEDULE*

4. THE EMPLOYEE shall work 40 hours per week. He/she shall receive 1.5% more than the regular wages for any hours worked over this limit. His/her workday shall begin at 8:30 am and end at 5:00 pm, or, if the schedule varies by day, specify: \_\_\_\_\_
5. THE EMPLOYEE shall be entitled to 40 minutes per day of break time (lunch, coffee breaks etc.....)
6. THE EMPLOYEE shall be entitled to 2 day(s) off per week, on as per schedule.
7. THE EMPLOYEE shall be entitled to 2 weeks of paid vacation.
8. THE EMPLOYEE shall be entitled to 0 days of sick leave per year.

*WAGES AND DEDUCTIONS*

9. THE EMPLOYER agrees to pay THE EMPLOYEE, for his/her work, wages of \$ per week, or \$10.00 per hour. These shall be paid at intervals of 2 times / month.
10. THE EMPLOYER agrees to pay all taxes and submit all deductions payable as prescribed by law (including, but not limited to employment insurance, income tax, Canada Pension plan or Quebec Pension Plan).
11. THE EMPLOYER shall not recoup from the EMPLOYEE, through payroll deductions or any other means, any costs incurred in recruiting or retaining the EMPLOYEE. These include, but are not limited to, any amounts payable to a third-party recruiter.

*TRAVEL EXPENSES*

12. THE EMPLOYER agrees to assume the cost of two-way air transportation for THE EMPLOYEE between the EMPLOYEE'S country of residence and the place of work, i.e. Manila to Golden (specify the country of residence and the place of work). These costs are not recoverable by the employer.

*ACCOMMODATION*

13. THE EMPLOYER agrees to ensure that reasonable and proper accommodation is available for the EMPLOYEE, and shall provide the EMPLOYEE with suitable accommodation, if necessary. If accommodation is provided, the employer shall recoup costs as outlined below. Such costs shall not be more than is reasonable for accommodations of that type in the employment location.

THE EMPLOYER will provide the EMPLOYEE with accommodation. (Mark X beside appropriate box)

If yes, THE EMPLOYER will recoup costs at an amount of \$ 350.00 per month (month, 2 week period etc...) through payroll deductions.

*HOSPITAL AND MEDICAL CARE INSURANCE*

14. THE EMPLOYER agrees to provide health insurance at no cost to the foreign worker until such time as the worker is eligible for applicable provincial health insurance.

*WORKPLACE SAFETY INSURANCE (Worker's Compensation)*

15. THE EMPLOYER agrees to register THE EMPLOYEE under the relevant provincial government insurance plan. THE EMPLOYER agrees not to deduct money from THE EMPLOYEE'S wages for this purpose.

*NOTICE OF RESIGNATION*

16. Should he/she wish to terminate the present contract, THE EMPLOYEE agrees to give THE EMPLOYER written notice thereof at least one week in advance.

*NOTICE OF TERMINATION OF EMPLOYMENT*

17. THE EMPLOYER must give written notice before terminating the contract of THE EMPLOYEE if this employee has completed 3 months of uninterrupted service with THE EMPLOYER and if the contract is not about to expire. This notice shall be provided at least one week in advance.

*CONTRACT SUBJECT TO PROVINCIAL LABOUR AND EMPLOYMENT LEGISLATION AND APPLICABLE COLLECTIVE AGREEMENTS*

18. THE EMPLOYER is obliged to abide by the standards set out in the relevant provincial labour standards act and, if applicable, the terms of any collective agreement in place. In particular, THE EMPLOYER must abide by the standards with respect to how wages are paid, how overtime is calculated, meal periods, statutory holidays, annual leave, family leave, benefits and recourse under the terms of the Act and, if relevant, collective agreement. Any terms of this contract of employment less favourable to THE EMPLOYEE than the standards stipulated in the relevant labour standards act is null and void.

**IN WITNESS WHEREOF** the parties state that they have read and accepted all the terms and conditions stipulated in the present contract.

Signed at:  Kelowna, BC

and at: \_\_\_\_\_

\_\_\_\_\_

The Employer

\_\_\_\_\_

The Employee

June 15, 2006

\_\_\_\_\_

Date

Date

## Appendix D — NOC Number Codes

NOC Number Code	National Occupation Classification	Sample Job Titles
0632	Accommodation service managers	<ul style="list-style-type: none"> <li>• front desk manager</li> <li>• guest services manager</li> <li>• ski resort manager</li> <li>• hotel director</li> <li>• hotel manager</li> <li>• motel manager</li> </ul>
1226	Conference and event planners	<ul style="list-style-type: none"> <li>• conference planner</li> <li>• convention co-ordinator</li> <li>• event planner</li> <li>• festival organizer</li> <li>• meeting planner</li> <li>• special events organizer</li> <li>• trade show planner</li> </ul>
6453	Food and beverage servers	<ul style="list-style-type: none"> <li>• banquet server</li> <li>• captain waiter/waitress</li> <li>• chief wine steward</li> <li>• cocktail waiter/waitress</li> <li>• food and beverage server</li> <li>• formal service waiter/ waitress</li> <li>• waiter/waitress</li> <li>• wine steward</li> </ul>
6641	Food counter attendants, kitchen helpers and related occupations	<ul style="list-style-type: none"> <li>• barista</li> <li>• bartender helper</li> <li>• bus boy/girl</li> <li>• cook's helper</li> <li>• counter attendant, cafeteria</li> <li>• dishwasher</li> <li>• fast-food preparer</li> <li>• food counter attendant</li> <li>• food preparer</li> <li>• food service helper</li> <li>• ice cream counter attendant</li> <li>• kitchen helper</li> <li>• salad bar attendant</li> </ul>
6212	Food service supervisors	<ul style="list-style-type: none"> <li>• catering supervisor</li> <li>• food assembly supervisor</li> <li>• food service supervisor</li> </ul>
6435	Hotel front desk clerks	<ul style="list-style-type: none"> <li>• front desk agent</li> <li>• guest service agent</li> <li>• hotel concierge</li> <li>• hotel night auditor</li> <li>• receptionist, hotel</li> <li>• room service clerk – hotel</li> </ul>

NOC Number Code	National Occupation Classification	Sample Job Titles
6661	Light duty cleaners	<ul style="list-style-type: none"> <li>• chambermaid</li> <li>• housekeeping aide</li> <li>• housekeeping room attendant</li> <li>• room attendant</li> </ul>
6451	Maitre d hotel and hosts/hostesses	<ul style="list-style-type: none"> <li>• host/hostess, food service</li> </ul>
6672	Other attendants in accommodation and travel (except airline travel)	<ul style="list-style-type: none"> <li>• bellhop</li> <li>• doorkeeper, hotel</li> <li>• guest services attendant, hotel</li> <li>• luggage attendant</li> </ul>
6442	Outdoor sport and recreational guides	<ul style="list-style-type: none"> <li>• canoeing guide</li> <li>• dude wrangler</li> <li>• fishing guide</li> <li>• hot air balloonist</li> <li>• hunting guide</li> <li>• mountain climbing guide</li> <li>• outfitter</li> <li>• rafting guide</li> </ul>
5254	Program leaders and instructors in recreation and sport (e.g. ski, snowboard and golf instructors)	<ul style="list-style-type: none"> <li>• horseback riding instructor</li> <li>• ski instructor</li> <li>• ski patrol</li> <li>• snowboarding instructor</li> </ul>
0631	Restaurant and food service managers	<ul style="list-style-type: none"> <li>• assistant manager, restaurant</li> <li>• banquet manager</li> <li>• bar manager</li> <li>• cafeteria manager</li> <li>• catering service manager</li> <li>• dining room manager</li> <li>• food services manager</li> <li>• hotel food and beverage service manager</li> <li>• restaurant manager</li> <li>• restaurateur – food services</li> </ul>
6421	Retail salespersons, sales clerks	<ul style="list-style-type: none"> <li>• car rental agent</li> <li>• gift shop clerk</li> <li>• recreational equipment rental-shop attendant</li> <li>• ski shop retail clerk</li> </ul>
6441	Tour and Travel guides	<ul style="list-style-type: none"> <li>• adventure travel site interpreter</li> <li>• sightseeing guide</li> <li>• tour guide</li> <li>• tourist guide</li> <li>• travel guide</li> </ul>

## Appendix E — Work Permit Overview

This summary covers four types of work permits:

- Working Holiday Program (WHP)
- SWAP Working Holidays
- Youth Worker (YW)
- Co-Op

### Work permits available by category

#### Working Holiday Program (WHP)

WHP	Quota	Released	Quota fills	Age	Validity	Multiple applications	Processing time	Apply through
Australia	Unlimited			18-30	24 months	yes, unlimited	4 weeks	Sydney
Belgium	420	January	Late in the year	18-30	12 months	No	5-8 weeks	Paris
Chile	400	January	Will be increased	18-35	12 months	No	15 days	Santiago
Czech Republic	1160	January	Late in the year	18-35	12 months	No	4-8 weeks	Prague
Denmark	400	January	Late in the year	18-35	12 months	No	10 days	Stockholm
France	7000	January	February	18-35	12 months	2 different programs, non-successive	8 weeks	Paris

WHP	Quota	Released	Quota fills	Age	Validity	Multiple applications	Processing time	Apply through
Germany	5000	January	Will be increased if needed	18-35	12 months	2 different programs, non-successive	6 weeks	Berlin
Hong Kong	200	January	New Program	18-30	12 months	No	2 months	Hong Kong
Ireland	2000	January	1 week	18-35	12 months	No		
Italy	600	January	Late in the year	18-35	12 months	No	6 weeks	Rome
Japan	7250	January	Late in the year	18-30	12 months	No	12 weeks	Tokyo
Korea	2010	November	Immediately	18-30	6 months	No	2 months	Seoul
Latvia	350	January	Immediately	18-35	12 months	Can apply after return		Riga
Netherlands	600	November	Mid year	18-30	12 months	Yes, WHP & Young Workers Professionals	6 weeks	Berlin
New Zealand	2500	January	Late in the year	18-30	12 months	No	4-6 weeks	Wellington
Norway	300	January	Late in the year	18-35	12 months	Can apply after return	3 weeks	Stockholm
Poland	600	January	Will be increased if needed	18-35	12 months	Can apply after return	4 weeks	Warsaw
Spain	350	January	New	18-35	12 months	2 different programs, non-successive	8 weeks	Madrid
Sweden	500	January	Late in the year	18-30	12 months	Can apply after return	10 days	Stockholm
UK	2000	January	Immediately	18-30	12 months	No		BUNAC

## SWAP Working Holidays

SWAP	Quota	Released	Quota fills	Age	Validity	Multiple applications	Conditions	Apply through
Argentina	25	January	Yes (but quota based on demand)	18-30	12 months	No	Student	ASATEJ
Austria	70	January	New	18-35	12 months	No	Student	Supertramp
Brazil	75	January	Not offered in 2011	18-35	12 months	No	Student	Student Travel Info
Bulgaria	25	January	New	18-35	12 months	No	Student	Usit Colours Bulgaria
Costa Rica	25	January	New	18-35	12 months	No	Student	O TEC Viajes
Croatia	25	January	New	18-35	12 months	No	Student	BHV Education
Dominican Republic	15	January	New	18-35	12 months	No	Student	ODTE
Ecuador	25	January	New	18-35	12 months	No	Student	Grupo Idiomas
Finland	25	January	New	18-35	12 months	No	Student	Allianssi Youth Exchanges
India	25	January	New	18-35	12 months	No	Student	Kareer Kraffers India PVT
Ireland	2000	January	1 week	18-30	12 months	No	Student	USIT
Jamaica	25	January	New	18-35	12 months	No	Student	JOYST
Malaysia	25	January	New	18-35	12 months	No	Student	MSL Travel Sdn Bhd
Mexico	50	January	New	18-35	12 months	No	Student	SETEJ
Malta	30	January	New	18-35	12 months	No	Student	National Student Travel Fnd
Moldova	25	January	New	18-35	12 months	No	Student	STM Acord

SWAP	Quota	Released	Quota fills	Age	Validity	Multiple applications	Conditions	Apply through
Netherlands	50	January	Yes (but quota based on demand)	18-30	12 months	No	Student	Travel Active
New Zealand	250	January	No repeat visa	18-30	12 months	No	None	IEP
Peru	30	January	Yes (but quota based on demand)	18-30	6 months	No	Student	INTEJ
Philippines	25	January	New	18-35	12 months	No	Student	First Place Inc.
Romania	15	January	New	18-35	12 months	No	Student	Student Travel Romania
Russia	25	January	New	18-35	12 months	No	Student	Sindbad International Exchange
Slovenia	25	January	New	18-35	12 months	No	Student	Slovensko Popotnisko Društvo
Slovakia	50	January	New	18-35	12 months	No	Student	CKM 2000 Travel
Singapore	25	January	New	18-35	12 months	No	Student	Speedwing Training Asia
Taiwan	25	January	New	18-35	12 months	No	Student	CIEE Travel
Thailand	25	January	New	18-35	12 months	No	Student	Overseas Education Group
South Africa	50	January	Yes (but quota based on demand)	18-30	12 months	No	Student	SASTS
Ukraine	35	January	New	18-35	12 months	No	Student	Studentland TM
UK	2000	January	1 week	18-35	12 months	No	Student	BUNAC

SWAP	Quota	Released	Quota fills	Age	Validity	Multiple applications	Conditions	Apply through
USA	300	January	Some years	18-30	12 months	Can reapply after 1 year of post-secondary	Student	BUNAC

*Youth Worker (YW)*

YW	Quota	Released	Quota fills	Age	Validity	Multiple applications	Type of work permit	Apply through
Australia	Unlimited			18-30	24 months	Yes, unlimited	Employer specific	Sydney
Austria	70	January	Not filled	18-30	12 months	No	Employer specific	Vienna
Chile	400	January	Will increase if needed	18-35	12 months	No	Employer specific	Santiago
Czech Republic	40	January	Late in the year	18-35	12 months	No	Employer specific	Prague
France	2100	January	Mid year	18-35	18 months	2 different programs, non-successive	Employer specific	Paris
Germany			Doesn't fill	18-35	12 months	2 different programs, non-successive	Employer specific	Berlin
Latvia	100	January	Doesn't fill	18-35	12 months	Can apply after return	Employer specific	Riga
Netherlands	600	November	Mid year	18-30	12 months	Yes, WHP & Young Workers	Employer specific	Berlin
Norway	300	January	Late in the year	18-35	12 months	Can apply after return	Employer specific	Stockholm
Poland	600	January	Will increase if needed	18-35	12 months	Can apply after return	Employer specific	Warsaw
Spain	350	January	New	18-35	18 months	2 different programs, non-successive	Employer specific	Madrid
Sweden	500	January	Late in the year	18-30	12 months	Can apply after return	Employer specific	Stockholm

YW	Quota	Released	Quota fills	Age	Validity	Multiple applications	Type of work permit	Apply through
Switzerland	350	January	Doesn't fill	18-30	12 months	Can apply after return	Employer specific	Online

### Co-Op

Co-Op	Quota	Released	Quota fills	Age	Validity	Multiple applications	Type of work permit	Apply through
Australia	Unlimited			18-30	24 months	Yes, unlimited	Employer specific	Sydney
Chile	400	January	Will increase if needed	18-35	12 months	No	Employer specific	Santiago
Czech Republic	40	January	Late in the year	18-35	12 months	No	Employer specific	Prague
France	4690	January	Mid year	18-35	12 months	2 different programs, non-successive	Employer specific	Paris
Germany			Doesn't fill	18-35	12 months	2 different programs, non-successive	Employer specific	Berlin
Latvia	50	January	Doesn't fill	18-35	12 months	Can apply after return	Employer specific	Riga
Norway	300	January	Late in the year	18-35	12 months	Can apply after return	Employer specific	Stockholm
Poland	600	January	Will increase if needed	18-35	12 months	Can apply after return	Employer Specific	Warsaw
Spain	350	January	New	18-35	12 months	Can apply after return	Employer specific	Madrid
Sweden	500	January	Late in the year	18-30	12 months	Can apply after return	Employer specific	Stockholm
Switzerland	350	January	Doesn't fill	18-35	18 months	Can apply after return	Employer Specific	Online

## Appendix F — Geographic Sub Areas: British Columbia

<b>Lower Mainland Southwest</b>	Abbotsford	Hope	Ridge Meadows
	Broadway Corridor	Howe Sound	Sinclair Centre
	Burnaby	Langley	South Delta
	Chilliwack	Marpole	South Surrey
	Cloverdale	Mission	Sunshine Coast
	Coquitlam, Port Coquitlam, Port Moody	New Westminster	Surrey
	Fleetwood	Newton	Vancouver
	Fraser Street	North Delta	Vancouver East
	Fraser Valley	North Shore	West Vancouver
	Guildford	North Vancouver	Whalley
	Harbour Centre	Richmond	White Rock

<b>Northern British Columbia</b>	Dawson Creek	Prince George	Terrace
	Fort Nelson	Prince Rupert	Vanderhoof
	Fort St. John	Queen Charlotte Islands	Williams Lake
	Houston	Quesnel	100 Mile House
	Kitimat	Smithers	

<b>Thompson Okanagan Kootenay</b>	Cache Creek	Kelowna	Princeton
	Cranbrook	Kootenay	Revelstoke
	Creston	Merritt	Salmon Arm
	Fernie	Nelson	Thompson
	Grand Forks	Okanagan	Trail
	Kamloops	Penticton	Vernon

<b>Vancouver Island</b>	Campbell River	Gulf Islands	Powell River
	Comox Valley	Nanaimo	Saanich Peninsula
	Duncan	North Core	South Core
	Far West Region	Port Alberni	West Core
	Greater Victoria	Port Hardy	West Shore

## Appendix G — Annotated Labour Market Opinion (LMO) Application

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One simple thing employers can do to help ensure they receive a timely and positive LMO decision is to complete the application form accurately and in its entirety. To assist you with this, go2 has created an annotated LMO application form that provides information on those parts of the form that have proved problematic in the past.

*Click on the “Question Mark” icons on the following pages to view pop-up annotations. For your convenience when printing this document all annotations have also been listed below.*

### Annotations

1. If this is your first LMO application, leave blank. Service Canada will assign a number for use on future applications.
2. The first 9 digits are identical to your GST number, followed by either RP0001 or RP0002 or RP0003. The person who administers your payroll will have this number.
3. Name of your company as shown on your business license. If you operate under a different name, show both. E.g. 123 Holding Company (doing business as John’s Restaurant).
12. E.g. Operate a hotel with restaurant and bar.
- 13-18. Name and contact information of the company representative who will act as contact person for this LMO. It is advisable to list a backup person in the event the main contact is unavailable. Service Canada will only discuss LMO issues with the person(s) named in this box (or named in box 23).
19. Employed under this business number
20. Number employed through the Temporary Foreign Worker Program under this business license.
21. Typically codes as an ‘A’ “Shortage of Work” on employees’ Record of Employment.
- 22-32. Third Party Information - Only complete this section if you wish to name a third party to act on your behalf for this LMO. Usually a third party recruiter or consultant.
33. Job title used by your company. E.g. Housekeeper, Line Cook, etc.
34. For entry level occupations (NOC C or D), check ‘No’. For skilled occupations (NOC O, A, B) check appropriate box.
35. If you are applying for more than one worker under this LMO, wages, job description, locations, etc. must be identical for each worker, otherwise complete an additional application.
36. Maximum time permitted for NOC C and D occupations is 2 years. NOC O, A, B max is 3 years.
37. Date you would like employee(s) to start work. Note: a work permit will not normally be issued prior to this date.
- 38-40. Address is as per business number (Box 2). Employer must guarantee full-time employment at one location only. If the business number covers multiple locations and you want the foreign worker to work in more than one location, specify the address of each location. The work permit will be issued for the location(s) specified in this section.

41-42. Duties and educational requirements should be consistent with those contained in the NOC system. Be brief, list major duties only. If the job spans more than one occupation (e.g. Housekeeper/Desk Clerk) show % of time spent in each major duty.

43. Experience outlined here must be consistent with experience asked for in your local recruitment efforts.

44. This section does not allow for levels of language competence. If the job offered involves very basic English skills, and you are satisfied that the worker has the language skills, you may want to check “none”. The visa officer may not have the information about the required language level and refuse the applicant if you check “English”.

45. Enter hourly rate and number of hours worked per day and per week. You must pay at least the average rate for this occupation in your region as shown on the [www.labourmarketinformation.ca](http://www.labourmarketinformation.ca) website.

46. Check whatever boxes apply. Vacation must meet Employment Standard requirements.

49-50. Applicable to occupations covered by a collective agreement. If you have consulted with the union and they are supportive of the LMO application, this will assist your application.

51. Documentation of your recruitment efforts and the results of these efforts must be attached to this application. (See Foreign Worker Guide for clarification)

53. Most times this will be “No”. However, if you are planning on training Canadians check “Yes” and provide the training plan.

54-61. Foreign Worker Information - This information is used by CIC to issue the work permit. Information contained in this section must be the same as contained in the foreign worker’s passport or travel documents.

58. Country where the foreign worker is currently legally residing.

59. Country that issued the foreign worker’s passport.

61. Same as Box 33.

62-65. For Film Industry only.

Signature of Employer - Ensure application is signed by a responsible company official. This may be the person identified in Box 13 or another company official.

Signature of Third Party - Only if third party is assisting with LMO and/or recruitment of foreign workers (Boxes 22-32).

Appointment of Representative - To be completed and signed by employer if you wish to authorize a third party to act on your behalf for this LMO (Boxes 22-32).



Human Resources and Skills Development Canada / Ressources humaines et Développement des compétences Canada

Please Print

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## FOREIGN WORKER APPLICATION

### Application for a Labour Market Opinion

EMPLOYER INFORMATION							
1	Employer ID # (if applicable)	2	Canada Revenue Agency (CRA) Business Number (15 digit code is mandatory for Canadian employers) -RP	3	Employer Name (name of business)		
4	Business Telephone Number	5	Address: Number / Street / PO Box #	6	City	7	Province/State
8	Country	9	Postal/Zip Code	10	Date business started (yyyy-mm-dd)	11	Website Address
12	Describe the principal business activity:						
13	Contact Name: _____ First                      Middle                      Last			14	Job Title		
15	Preferred Official Language of Correspondence <input type="checkbox"/> English <input type="checkbox"/> French	16	Contact Phone Number	Ext.	17	Fax Number	
18	E-mail			19	Number of Canadians/permanent residents employed in Canada.		
20	Have you employed a foreign worker in the past 5 years? <input type="checkbox"/> No <input type="checkbox"/> Yes If applicable, number of foreign workers currently employed in Canada (neither Canadian citizens nor permanent residents).						
21	Were any employees laid off in the past 12 months? <input type="checkbox"/> No <input type="checkbox"/> Yes      If yes, how many? Reason(s) for layoff(s) and occupations affected:						
* THIRD PARTY INFORMATION (if applicable)							
22	Canada Revenue Agency Business Number (15 digit code is mandatory for third party company) -RP			23	Company Name		
24	Third Party Representative authorized to act for employer _____ First Name                      Middle Name                      Last Name						
25	Preferred Official Language of Correspondence <input type="checkbox"/> English <input type="checkbox"/> French	26	Address: Number / Street / PO Box #				
27	City	28	Province/State	29	Country	30	Postal/Zip Code
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 should fill out the "Appointment of Representative" sheet attached to this form. HRSDC reserves the right to contact the employer directly if necessary.							
DETAILS OF JOB OFFER							
Use a separate sheet for each additional job offer. If you are requesting a Labour Market Opinion for identical job offers, provide the information only once.							
34	Job title		35	Is the job temporary with intent to permanent? <input type="checkbox"/> No <input type="checkbox"/> Yes	36	Number of foreign workers you are requesting under this job title (same wage, job description, location, etc)?	
37	Expected duration of employment ____ days    ____ weeks    ____ months    ____ years		38	Expected start date of employment, if any (yyyy-mm-dd)			
39	Location of job : Number and Street		City	Postal Code	40	Province	

DETAILS ON JOB OFFER (continued)																							
41	Main duties of the job																						
42	Educational requirements of the job: <table style="width: 100%; margin-top: 10px;"> <tr> <td><input type="checkbox"/> Doctorate/PhD</td> <td><input type="checkbox"/> Master's degree</td> <td><input type="checkbox"/> Bachelor's degree</td> </tr> <tr> <td><input type="checkbox"/> College level diploma/certificate</td> <td><input type="checkbox"/> Apprenticeship diploma/certificate</td> <td><input type="checkbox"/> Trade diploma/certificate</td> </tr> <tr> <td><input type="checkbox"/> Secondary school</td> <td><input type="checkbox"/> Vocational school diploma/certificate</td> <td><input type="checkbox"/> No formal education requirement</td> </tr> </table> Additional information:							<input type="checkbox"/> Doctorate/PhD	<input type="checkbox"/> Master's degree	<input type="checkbox"/> Bachelor's degree	<input type="checkbox"/> College level diploma/certificate	<input type="checkbox"/> Apprenticeship diploma/certificate	<input type="checkbox"/> Trade diploma/certificate	<input type="checkbox"/> Secondary school	<input type="checkbox"/> Vocational school diploma/certificate	<input type="checkbox"/> No formal education requirement							
<input type="checkbox"/> Doctorate/PhD	<input type="checkbox"/> Master's degree	<input type="checkbox"/> Bachelor's degree																					
<input type="checkbox"/> College level diploma/certificate	<input type="checkbox"/> Apprenticeship diploma/certificate	<input type="checkbox"/> Trade diploma/certificate																					
<input type="checkbox"/> Secondary school	<input type="checkbox"/> Vocational school diploma/certificate	<input type="checkbox"/> No formal education requirement																					
43	Experience/skills requirements of the job:																						
44	Language requirements: Indicate the language requirement that is needed for this position. If you indicate a language that the foreign worker does not speak, a CIC officer will refuse the application, even if the worker is suitable for the position.  Oral : <input type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Other <input type="checkbox"/> None      Written: <input type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Other <input type="checkbox"/> None  If "Other", please explain.																						
45	Salary (in Canadian dollars) <table style="width: 100%; margin-top: 5px;"> <tr> <td style="text-align: center;">per hour</td> <td style="text-align: center;">per day</td> <td style="text-align: center;">per month</td> <td style="text-align: center;">per year</td> <td style="text-align: center;">other</td> <td style="text-align: center;">Number of hours per day</td> <td style="text-align: center;">Number of hours per week</td> <td style="text-align: center;">Total number of hours per month</td> </tr> <tr> <td style="text-align: center;">\$ _____</td> <td style="text-align: center;">\$ _____</td> <td style="text-align: center;">\$ _____</td> <td style="text-align: center;">\$ _____</td> <td style="text-align: center;">\$ _____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> </table>							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	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	_____	_____	_____
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																
\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	_____	_____	_____																
46	Benefits: <table style="width: 100%; margin-top: 5px;"> <tr> <td><input type="checkbox"/> disability insurance</td> <td><input type="checkbox"/> medical insurance</td> <td><input type="checkbox"/> dental insurance</td> <td><input type="checkbox"/> pension</td> <td>Number of paid vacation days _____</td> </tr> </table>							<input type="checkbox"/> disability insurance	<input type="checkbox"/> medical insurance	<input type="checkbox"/> dental insurance	<input type="checkbox"/> pension	Number of paid vacation days _____											
<input type="checkbox"/> disability insurance	<input type="checkbox"/> medical insurance	<input type="checkbox"/> dental insurance	<input type="checkbox"/> pension	Number of paid vacation days _____																			
47	Other benefits: _____																						
48	Are there provincial/territorial/federal certification, licensing or registration requirements of the job?  <input type="checkbox"/> No <input type="checkbox"/> Yes → If yes, what is the name of the certifying/licensing/registering body?																						
Please note: Citizenship and Immigration Canada will check to ensure the foreign worker holds the required certification, licensing or registration requirements when processing the work permit application.																							

<b>DETAILS ON JOB OFFER (continued)</b>	
49	<p>Is the position part of a union?</p> <p><input type="checkbox"/> No <input type="checkbox"/> Yes → If yes, what is the name of the union?</p> <hr/> <p>Has the union been consulted about the hiring of a foreign worker?</p> <p><input type="checkbox"/> No <input type="checkbox"/> Yes → If yes, what is the position of the union? Provide details. Attach documentation, if available.</p>
50	<p>Is there a labour dispute in progress?</p> <p><input type="checkbox"/> No <input type="checkbox"/> Yes → If yes, please provide details.</p>
51	<p>Have you attempted to recruit Canadians / permanent residents for this job?</p> <p><input type="checkbox"/> Yes → If yes, provide details of your recruitment efforts and the results. (Attach supporting documentation such as advertisements in local and national newspapers, recognized Internet job sites, job-specific and professional publications, recruitment drives, job faires, etc.)</p> <p><input type="checkbox"/> No → If no, please explain.</p>
52	<p>What are the potential benefits to the labour market in Canada that will occur as a result of employing the foreign worker?</p> <p><input type="checkbox"/> filling a labour shortage <input type="checkbox"/> transfer of new skills or knowledge to Canadians/ permanent residents <input type="checkbox"/> direct job creation or retention of Canadians/ permanent residents <input type="checkbox"/> other permanent residents</p> <p>Provide details:</p>
53	<p>Do you plan to train Canadians / permanent residents for the position to be filled by the foreign worker?</p> <p><input type="checkbox"/> No <input type="checkbox"/> Yes → If yes, provide a brief description of the training plan.</p>
<b>FOREIGN WORKER INFORMATION</b>	
<b>Please provide information on a separate sheet for each foreign worker coming into Canada.</b>	
54	Name of Foreign Worker - Family Name
55	Given Name(s)
56	<input type="checkbox"/> Male <input type="checkbox"/> Female
57	Date of Birth (yyyy-mm-dd)
58	Country of Residence (where worker currently lives)
59	Citizenship
60	<p>If the foreign worker is currently in Canada, please indicate the immigration status:</p> <p><input type="checkbox"/> visitor <input type="checkbox"/> foreign worker <input type="checkbox"/> refugee claimant <input type="checkbox"/> student</p>
61	Title of job offered to the foreign worker
<b>ENTERTAINMENT REQUEST (if applicable)</b>	
62	Name of the Production
63	Total number of people involved in the Production
64	Type of Production
65	<p>A copy of the contract between the employer and the foreign entertainer must be attached with this application form, except for film and TV requests.</p> <p>Contract included with application? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>

DECLARATION OF EMPLOYER	
<p>I am an unincorporated employer, sole proprietor or partnership. <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>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 a Labour Market 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.</p>	
	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p><b>Agreement to Participate in the Monitoring Initiative</b>                      (The Initiative does not apply to employers seeking foreign workers to fill job offers located in Quebec.)</p> <p><input type="checkbox"/> <b>I have read and understand the Monitoring Initiative Fact Sheet and agree to participate in the Initiative.</b></p> <p><input type="checkbox"/> <b>I have read and understand the Monitoring Initiative Fact Sheet and do NOT agree to participate in the Initiative.</b></p>	
PRIVACY NOTICE	
<p>I understand the information contained on this form and on any sheet attached thereto, including information that qualifies as personal information within the meaning of the <i>Privacy Act</i>, as well as any other information and personal information collected by Human Resources and Skills Development Canada (HRSDC) for the purpose of providing a labour market opinion pursuant to the <i>Immigration and Refugee Protection Regulations</i> shall be used by HRSDC and shared with Citizenship and Immigration Canada (CIC) solely for that purpose. I understand that this information may also be shared with federal, provincial and/or territorial governments. This information may 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. Finally, I understand that this information may also be used by HRSDC and shared with CIC for policy analysis, research and/or evaluation in relation to the entry and hiring of foreign workers to Canada or the <i>Immigration and Refugee Protection Act</i>.</p> <p>I understand that I have no obligation to complete and sign this application, but that failure to do so may prevent HRSDC from providing a Labour Market Opinion as required by the <i>Immigration and Refugee Protection Regulations</i>.</p> <p>Authority to collect the information contained on this form and on any sheet attached thereto, including any information that qualifies as personal information within the meaning of the <i>Privacy Act</i>, as well as any other information and personal information collected by HRSDC for the purposes described above is provided under the <i>Department of Human Resources Development Act</i> and the <i>Immigration and Refugee Protection Act</i>. Once under the control of HRSDC, the information contained in this form and on any sheet attached thereto that qualifies as personal information within the meaning of the <i>Privacy Act</i>, as well as any other personal information collected by HRSDC for these purposes is administered in accordance with the <i>Privacy Act</i>. The <i>Privacy Act</i> gives individuals the right to access their personal information under the control of a federal government institution. Instructions for making formal requests are outlined in the publication <i>Info Source</i>, copies of which are located at all Service Canada Centres or at the following Internet address: <a href="http://infosource.gc.ca">http://infosource.gc.ca</a> The personal information collected by HRSDC for the purposes described above will be retained in Personal Information Bank "HRDC PPU 440".</p> <p>I certify that the information provided in this application is true and accurate.</p>	
_____ Signature of Employer	_____ Printed Name of Employer
_____ Title of Employer	_____ Date
SIGNATURE OF THIRD PARTY (if applicable)	
<p><b>I certify that the information provided in this application is true and accurate to the best of my knowledge.</b></p>	
_____ Signature of Third Party Representative	_____ Printed Name of Third Party Representative
_____ Date	
INFORMATION FOR EMPLOYERS	
<p>Please forward this application to the Service Canada Centre responsible for processing foreign worker applications.                      For the list of appropriate centres, please consult our website at:  <a href="http://www.hrsdc.gc.ca/eng/workplaceskills/foreign_workers/listhrcc.shtml">http://www.hrsdc.gc.ca/eng/workplaceskills/foreign_workers/listhrcc.shtml</a>                      Once an officer assesses this application, the employer will be notified of the decision.</p>	

APPOINTMENT OF REPRESENTATIVE	
To Human Resources and Skills Development Canada:	
<b>FOR THE PURPOSES OF AN APPLICATION FOR A LABOUR MARKET OPINION</b>	
I, _____, residing at	
(name of employer)	
_____	
(full address)	
Telephone Number: _____	Fax Number: _____
hereby appoint _____	
(name of representative)	
of _____	
(full address)	
Telephone Number: _____	Fax Number: _____
as my representative to act on my behalf in relation to obtaining from Human Resources and Skills Development Canada a temporary employment confirmation of an offer of employment for	
_____	
(name of individual to whom employment has been offered)	
I hereby agree to ratify and confirm all that my representative shall do or cause to be done by virtue of this appointment.	
This appointment shall remain in full force and effect until _____ unless due notice in writing of its revocation has been given to HRSDC.	
_____	_____
(signature of employer)	(date)
_____	
(print name of employer)	
<small>Personal Information is administered in accordance with the Privacy Act. It will be retained in 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 Human Resources Centres and available at the web site: <a href="http://infosource.gc.ca">http://infosource.gc.ca</a></small>	

## Appendix H — Useful links

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- Government of Canada – Foreign Worker Program: Go to: [www.hrsdc.gc.ca](http://www.hrsdc.gc.ca). Click on: **English >> Policies & Programs >> Foreign Workers**
- National Occupational Classification (NOC) website:  
Go to: [www5.hrsdc.gc.ca/NOC](http://www5.hrsdc.gc.ca/NOC). Click on: **English >> NOC Code List**
- The special requirements for NOC C & D occupations can be found at the following website:  
Go to: [www.hrsdc.gc.ca](http://www.hrsdc.gc.ca). Click on: **English >> A to Z index >> Foreign Workers >> Industry Sectors and Occupations >> Pilot project for occupations requiring at most a High-School Diploma or Job-Specific Training.**
- All employers who recruit foreign workers in the NOC C & D skill levels are required to sign contracts with their workers. A copy of the contract is attached in Appendix A and can be obtained on the following web link: Go to: [www.hrsdc.gc.ca](http://www.hrsdc.gc.ca). Click on: **English >> A to Z Index >> Foreign Workers >> Forms webpage >> NOC C and D-Sample Contract**
- Service Canada provides wage information for various occupations on its website at: [www.labourmarketinformation.ca](http://www.labourmarketinformation.ca)
- Service Canada Job Bank: [www.jobbank.gc.ca](http://www.jobbank.gc.ca)
- Ministry of Social Development Offices directory: [www.mhr.gov.bc.ca/contacts](http://www.mhr.gov.bc.ca/contacts)
- Aboriginal Communities in BC can be found at: <http://fnpim-cippn.inac-ainc.gc.ca/index-eng.asp>
- Aboriginal Agreement Holders (AAHs assist Aboriginal Peoples to prepare for, find and keep jobs): Go to: [www.rhdcc-hrsdc.gc.ca/eng/employment/aboriginal\\_employment/locations/index.shtml#bc](http://www.rhdcc-hrsdc.gc.ca/eng/employment/aboriginal_employment/locations/index.shtml#bc)
- Affiliation of Multicultural Societies and Service Agencies of BC:  
Go to: [www.amssa.org](http://www.amssa.org). Click on: **Immigrant Settlement and Integration**
- Government of Canada – Citizenship and Immigration: [www.cic.gc.ca](http://www.cic.gc.ca)
- For a list of countries where their citizens require a visitor's visa, please visit the following web site: Go to: [www.cic.gc.ca](http://www.cic.gc.ca). Click on: **English >> Visit >> Who is eligible >> Do you need a visa?**
- Co-op, internship and post-graduation Programs:  
Go to: [www.cic.gc.ca/english/study/work-coop.asp](http://www.cic.gc.ca/english/study/work-coop.asp)
- Off Campus Work Program: [www.cic.gc.ca/english/study/work-offcampus.asp](http://www.cic.gc.ca/english/study/work-offcampus.asp)
- Provincial Nominee Program:  
[www.welcomebc.ca/wbc/immigration/come/work/about/index.page](http://www.welcomebc.ca/wbc/immigration/come/work/about/index.page)
- SWAP Working Holidays: [www.swap.ca](http://www.swap.ca)
- Working Holidays Program: [www.whpcanada.org.au](http://www.whpcanada.org.au)