Office of Immigration
Suite 308, 176 Great George Street | Charlottetown
268 Water Street | Summerside
immigratePEI.ca

Employer Job Offer Form

This form is required to assess your company's recruitment and growth requirements. This form must be signed by the employing authority and submitted with the foreign national's application when applying to the Prince Edward Island Office of Immigration.

Section A [Employee Information]

Name of Worker:	Position Offered:	Position Start Date:

Address Where Employee will Work:

[Street Address]	[City, Town, or Village]	[Postal Code]

Section B [Employer Information]

Business Name:	Primary Business Contact:

Telephone:	Email:

Website:

Address of Business Head Office:

[Street Address]	[City, Town, or Village]	[Postal Code]

Corporate Registry:	CRA Business Number:

Business Establishment Date:

Describe Primary Business Activities of the Company – Including Products and Services Offered:

Current Number of Employees in Prince Edward Island:

[Full Time]	[Part Time]	[Employees on work permits]

Section C [General Information]

1. How did you learn about the PEI Immigration Programs?

☐ PEI Office of Immigration Website
☐ Industry Association
☐ PEI Promotional Material
☐ Applicant

Other (Specify):

2. How did you learn about the Applicant?

☐ Employer Recruiting Activities
☐ Employer Lawyer
☐ Applicant Initiated Contact

Name of Immigration Consultant | Name of Recruiter | Other (Specify):

Note: *An authorized, paid immigration representative must be a member in good standing of either the Immigration Consultants of Canada Regulatory Council (ICCRC), a Canadian provincial or territorial law society, or the Chambre des notaires du Québec. For more information on immigration representatives and who may assist you, please see https://www.canada.ca/en/immigration-refugees-citizenship/services/immigration-citizenship-representative/learn-about-representatives.html*

Section D [Position Information]

Ensure that you have attached:

☐ A detailed position description including roles and responsibilities, qualifications, education and experience required.

☐ Detailed conditions of employment and all supporting documents; including, but not limited to:

- Wages (if there is a probationary period, explain the length of time and pay during this period)
- Overtime Pay
- Vacation Time & Vacation Pay
- Holiday Pay
- Hours of Work
- Location of Employment
- Benefits (including accommodations, if applicable)

☐ A copy of the accepted job offer with the signature of the authorized signing officer for your business and the signature of the employee accepting the offer.

1. Is this a permanent, full-time position?

☐ Yes ☐ No

2. Annual Salary:

3. Benefits and Bonuses:

4. Education Requirements:

☐ University ☐ Trade School / College ☐ High School ☐ Other (Specify):

5. Is this a unionized position?

☐ Yes ☐ No

6. Language:

[If language test is required for employee's application]
Completed and passed a language exam (IELTS or CELPIP for English, TEF for French): ☐ Yes ☐ No

[If language test is not required for employee's application]
Employer is comfortable with the employees proficiency in English and/or French to perform tasks associated with the job position being offered: ☐ Yes ☐ No

7. Is this a new position?

☐ Yes ☐ No

8. Describe why you need this position in your business:

Section E [Mandatory Recruitment Activities]

Note: Recruitment efforts are mandatory, ***unless the applicant is in possession of a work permit****. The Office of Immigration reserves the right to request additional information to demonstrate recruitment efforts in support of an application.*

1. Is the Applicant currently working for you?

☐ Yes ☐ No
If Yes, provide a copy of their valid work permit and continue to Section F.
If No, complete the following:

2. How long was this position vacant?

[Weeks] *[Months]* *[Years]*

3. Was this position advertised?

☐ Locally ☐ Nationally

4. Please Provide copies of three advertisements that predate the offer of employment.

5. State why the position could not be filled by a Canadian Citizen or Permanent Resident?
(including, but not limited to, the number of applications received and number interviewed)

Section F [Temporary Work Permit]

Note: The Prince Edward Island Office of Immigration may provide a Letter of Support to an applicant to apply for a temporary work permit or for an extension. If this is a requirement, the employer must pay the employer compliance fee in order for the employee to apply for a work permit.
https://www.canada.ca/en/immigration-refugees-citizenship/corporate/partners-service-providers/employer-portal.html

1A. Do you require the Office of Immigration to issue a Letter of Support for a work permit?

☐ Yes ☐ No

1B. Position National Occupation Code (NOC):

https://www.canada.ca/en/immigration-refugees-citizenship/services/immigrate-canada/express-entry/eligibility/find-national-occupation-code.html

Note: Once the applicant is nominated by the Province of Prince Edward Island and receives a Letter of Support, he/she must attach a copy of the letter to his/her application for a temporary work permit to Immigration, Refugees and Citizenship Canada.
This Letter of Support replaces the need for a Labour Market Impact Assessment (LMIA) from Service Canada for this position.

Section G [Authority to Collect and Disclose Information]

Initial beside each statement and authorization to acknowledge agreement and then sign at the bottom of the page.

Initials

_____ The company has a history of good workplace and business practices and complies with all applicable laws and regulations in Prince Edward Island including: Prince Edward Island Labour Act, Workers Compensation Act, Human Rights Act, Occupational Health and Safety Act.

_____ By signing, I authorize the Government of Prince Edward Island to collect, use, retain, disclose, and destroy information to assess individual applications to the Prince Edward Island Nominee Program. If I have any questions about the collection, use, retention, disclosure, or destruction of personal and business information, I may contact the Prince Edward Island Office of Immigration. In addition, I authorize the Government of Prince Edward Island to research, monitor, and evaluate the Program under the authority of the Prince Edward Island Freedom of Information and Protection of Privacy Act, the Immigration and Refugee Protection Act and Regulations and other relevant Government of Canada legislation.

_____ I authorize immigration officials with the Government of Prince Edward Island to disclose personal and business information to the Government of Canada, and to collect personal and business information from the Government of Canada, as necessary, for the purpose of assessing, verifying information, monitoring and evaluating the Prince Edward Island Nominee Program, or in the event of any suspected non-compliance with any provincial or federal law.

_____ I authorize immigration officials with the Government of Prince Edward Island to disclose personal and business information to other Canadian provincial and territorial immigration officials, and to collect personal and business information from other Canadian provincial and territorial immigration officials, as necessary, for the purpose of assessing, verifying information, or in the event of any suspected non-compliance with any provincial or federal law.

_____ I understand that the Government of Prince Edward Island may contact any person to verify information provided by me in this form.

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

Name of Authorized Signing Officer
[Family Name, Given Names]

Title of Authorized Signing Officer

Signature of Authorized Signing Officer

Date (dd/mm/yyyy)

[Note that the Employer, and not a third party representative, must be a party to, and signatory of, the Employer Form]

Section H [Declaration of Authorized Signing Officer]

Initial beside each statement and authorization to acknowledge agreement and then sign at the bottom of the page.

Initials

____ I have read the requirements for the employer compliance fee and am willing to establish a federal account through IRCC's Employer Portal and pay the required fee ($230 CAD), if applicable
- Express Entry candidates may not require a letter of support and the employer compliance fee as they may be able to access a bridging open work permit.

____ I declare that the information I have given in this form is truthful, complete and correct, and give consent to the Government of Prince Edward Island to verify any information I have provided in this form.

____ I certify that, to my knowledge, the job offer noted above does not conflict with any bargaining agreements, the settlement of any labour dispute, the employment of a person involved in such a dispute, or any labour agreements/standards.

____ I declare this job offer and signed contract are bona fide.

____ I certify that I have provided confirmation of employment and other relevant documents to demonstrate my company's financial ability to honour this employment offer.

____ I understand that any false statement or concealment of information may result in, but is not limited to, some or all of the following consequences:
- Refusal of the corresponding application to the Prince Edward Island Nominee Program; and/or
- Refusal or withdrawal of the applicant's nomination; and/or
- Decision by the Office of Immigration to refuse to process other applications involving the company or companies associated with the company, the authorized signing officer or other officers or employees in the company.

Name of Authorized Signing Officer
[Family Name, Given Names]

Title of Authorized Signing Officer

Signature of Authorized Signing Officer

Date (dd/mm/yyyy)