

INSTRUCTIONS

How to fill out the form

Answer all questions precisely.

Who must fill out this form

The person authorized by the employer to recruit the temporary foreign worker for the company.

Supporting documents and where to submit the form

You must send this form, duly completed and signed, along with a completed copy of the federal form entitled *Application – Foreign Worker* from Human Resources and Skills Development Canada, to the office of the Ministère that covers the territory where the job will be located, depending on whether it will be on the island of Montréal or elsewhere in Québec. The address may be found at: www.immigration-quebec.gouv.qc.ca/en/employers/hiring-temporary/hiring-temporary.html.

Section 1: Information on the employer

Please provide the requested information in legible writing. If the employer is a foreign corporation, give the legal name of the foreign corporation and the legal name of the company in Québec where the foreign national will work.

Section 2: Declaration of the person authorized by the employer

It is very important to sign the form on Page 2. Otherwise, the file will be returned to you.

Protection of personal information

The personal information collected on this form and appended documents is necessary for processing your application to examine the employment offer and for the administration of the Act respecting Immigration to Québec, the Regulation respecting the selection of foreign nationals, and their administrative regulations.

This information may also be used by the Minister for purposes of studies, statistics and program evaluation or to convey to you any information liable to have an impact on your application.

Your personal information is confidential and may not be disclosed without your consent unless authorized by law. Under certain conditions, however, the law allows personal information to be communicated without consent if such communication is necessary for:

- the administration of an Act in Québec;
- the exercise of the rights and powers of an agency of the government of Québec or Canada, including Canadian immigration authorities;
- the delivery of a service by the Ministère or the performance of a service contract granted by the Ministère;
- prosecuting a violation of an Act applicable in Québec or because of an emergency situation.

Within the Ministère, access to this information is restricted to personnel who are qualified to receive it when such information is necessary for the performance of their duties.

Any refusal to answer a question or any omission may result in the rejection of your application or may delay the processing of your file.

You may be informed about information concerning you in the Ministère's possession and, if applicable, request in writing that this information be corrected. For more information, contact the office that is processing your application. If this office is not able to give you the requested information, you must contact the departmental officer responsible for the protection of personal information at the Secrétariat général of the Ministère de l'Immigration et des Communautés culturelles at the following address: Édifice Gérald-Godin, 360, rue McGill, 4^e étage, Montréal (Québec) H2Y 2E9.

Reserved for Administration

Individual Reference No: _____
File No: _____

SECTION 1 INFORMATION ON THE EMPLOYER

1. Legal name of the company:

2. Address of the company in Québec:

N° Street

City

Postal code

3. Québec enterprise Registrar (if any):

4. Name of the person authorized by the employer:

Title in the company:

Telephone number:

Fax number:

E-mail address:

SECTION 2 DECLARATION OF THE PERSON AUTHORIZED BY THE EMPLOYER

I, _____ declare that
Given name and surname

1. The hiring of the temporary foreign worker or workers does not, and is not liable to, adversely affect the settlement of a labour dispute at the workplace where the job would be performed or the job of any person affected by such a labour dispute, nor does it contravene the Labour Code (R.S.Q. c. C-27).
2. As employer, I acknowledge that I am responsible for making sure that the temporary foreign worker(s) hold the appropriate employment authorizations (e.g. licence issued by a professional order, certificate of competency issued by the Commission de la construction du Québec, teaching permit issued by the Ministère de l'Éducation, du Loisir et du Sport, certificate of qualification issued by the Ministère de l'Emploi et de la Solidarité sociale, certificate issued by the Autorité des marchés financiers) to hold the job in question.
3. If one or more workers require an employment authorization, I declare that I will make sure that the workers concerned obtain the necessary employment authorization before starting to work.
4. I authorise the MICC to submit a copy of the employer's Labour Market Opinions (LMO) application to HRSDC/Service Canada for the processing and exchange of information between the two departments.

In witness whereof, I have signed at _____
City Country Year Month Day

Signature of the person authorized by the employer