

## **Application Form for Certificate of Registration Employer Registration to Recruit Foreign Workers**

### **COLLECTION OF PERSONAL INFORMATION**

Information on this application form is collected under *The Worker Recruitment and Protection Act* and in compliance with *The Freedom of Information and Protection of Privacy Act*. Authority to collect this information is provided in Section 11 of *The Worker Recruitment and Protection Act*. The information you provide will be used to register you as an employer for the purpose of recruiting foreign workers, and to monitor your compliance with *The Worker Recruitment and Protection Act*.

The information on this application may also be:

1. Disclosed to the Government of Canada for the purposes of law enforcement, including compliance with *The Worker Recruitment and Protection Act* and *The Immigration and Refugee Protection Act*.
2. Shared on matters relating to immigration to Manitoba, and for policy analysis, research and/or evaluation in relation to the entry and hiring of foreign workers to Manitoba or *The Worker Recruitment and Protection Act*.

The collection, use and disclosure of personal information is protected by *The Freedom of Information and Protection of Privacy Act*. Please direct any questions or concerns to:

Director of Employment Standards  
604-401 York Avenue  
Winnipeg, Manitoba R3C 0P8

You may also call the Director at 204-945-3352 or 1-800-821-4307 (toll-free in Canada).

## WARNING

***By clicking below, you are confirming that the employer has read and agrees with the following conditions.***

Employers have clear obligations related to records keeping, maintaining accurate, current information with Employment Standards, and upholding the terms and conditions of the employment contract or Labour Market Impact Assessment. It is very important that employers know their responsibilities in order to avoid liability.

- *The Worker Recruitment and Protection Act* strictly prohibits employers and any third party assisting with recruitment from charging fees to workers.
- With few exceptions, employers who choose to use a third party to recruit a foreign worker must make sure they are licensed.
- Employment Standards posts a list of licensed recruiters on the website at [http://www.gov.mb.ca/labour/standards/asset\\_library/pdf/wrapa\\_valid\\_licensees.pdf](http://www.gov.mb.ca/labour/standards/asset_library/pdf/wrapa_valid_licensees.pdf) or you can contact Employment Standards.

Employment Standards will only consider applications for the employer to recruit without a licensed recruiter if:

- the employer is qualified to be registered
- the foreign worker will be earning at least twice Manitoba's industrial average wage (see the website at [http://www.gov.mb.ca/labour/standards/doc,wrapa-registration\\_info,factsheet.html](http://www.gov.mb.ca/labour/standards/doc,wrapa-registration_info,factsheet.html))
- An offence under the Act is subject to fines as high as \$50,000.00, with Directors and officers of a corporation subject to additional \$25,000.00 fines. Examples of offences include: recruiting without registering, using an unlicensed recruiter, charging fees to foreign workers, and providing false information.
- Employers who don't use a licensed recruiter are liable for all fees charged to the recruited foreign worker.
- Employers who violate the legislation may lose their right to register to recruit foreign workers.

**The Government of Manitoba encourages employers to recruit locally wherever and whenever possible.**

- Manitoba Immigration may follow-up with you directly to inform you about skilled immigrants already in Manitoba who can be recruited at no cost through our local Immigrant Employment services.

**The Government of Manitoba facilitates legal and effective recruitment of skilled workers from outside of Canada when those workers cannot be recruited from inside the country.**

- Manitoba Immigration may follow-up with you directly to inform you about international partnerships and recruitment opportunities that could assist you in sourcing the skills you need without the involvement of paid third-party recruiters.

**More information about our Immigrant Employment Services and International Partnerships can be found on our website at [www.immigratemanitoba.com](http://www.immigratemanitoba.com)**

More about the Employer's Responsibilities [Click here](#)

Check the list of Licensed Recruiters: [Click here](#)

More about Immigration's free settlement services [Click here](#)

\_\_\_\_\_ **I HAVE READ AND AGREE WITH THE ABOVE CONDITIONS.**

## Who Is Completing This Form

Employers will be required to provide information about their company and the types of positions for which they are recruiting. They will also need to provide information about the third-party agencies and individuals that will be involved in the recruitment process.

To apply for a Certificate of Registration under *The Worker Recruitment and Protection Act* you must be either the Employer that is hiring the foreign worker, or an authorized representative of the employer. If you are applying for a Live-In Caregiver you are considered the employer.

**Are you the employer?** Yes \_\_\_\_ No \_\_\_\_

**If no please complete the following:**

**Name of Person Completing Form:** \_\_\_\_\_

**Relationship to Employer:** \_\_\_\_\_

**Company Name (if applicable):** \_\_\_\_\_

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

## Employer Information

**Business Name:**

\_\_\_\_\_

**Business Number:**

\_\_\_\_\_

**Business Address:**

\_\_\_\_\_

**City/Town:**

\_\_\_\_\_

**Prov/State: Postal/Zip:**

\_\_\_\_\_

**Phone Number:**

\_\_\_\_\_

**Extension:**

\_\_\_\_\_

**Fax Number:**

\_\_\_\_\_

**Email Address:**

\_\_\_\_\_

**Contact Name:**

\_\_\_\_\_

**Describe your principal business activities:**

## Recruitment Information

Are you using a foreign worker recruiter? Yes \_\_\_\_ No \_\_\_\_

**If yes**, what is the name of the person you are using?

\_\_\_\_\_

Company: \_\_\_\_\_

Is your foreign worker recruiter licensed? Yes \_\_\_\_ No \_\_\_\_

Are you applying for approval to use an unlicensed recruiter under the exception provided in section [13.1\(1\) of the Worker Recruitment and Protection Act](#)?

Yes \_\_\_\_ No \_\_\_\_

Are you using a third-party to assist you with any of these activities?

Posting/advertising for jobs? Yes \_\_\_\_ No \_\_\_\_

Finding workers? Yes \_\_\_\_ No \_\_\_\_

Reviewing resumes? Yes \_\_\_\_ No \_\_\_\_

**If yes** to any of the above, what is the name of the person you are using?

\_\_\_\_\_

Has anybody (including family and friends) referred workers to you? Yes \_\_\_\_ No \_\_\_\_

**If yes**, what is the name of the person who referred the worker to you?

\_\_\_\_\_

What is the relationship of this person to you, if any?

\_\_\_\_\_

## Recruitment Activity Information

Please indicate the position titles, number of workers, main job duties and NOC Code of the foreign workers you wish to recruit (list all as applicable):

**Position Title:**

**Number of Workers:**

**Main job duties:**

**NOC Code:**

**From which countries and cities/towns are you recruiting your workers?**

**Countries:** \_\_\_\_\_

**Cities/Towns:** \_\_\_\_\_

**Are you participating in a program through the Manitoba Government? Yes \_\_\_\_\_ No \_\_\_\_\_**

**If yes, who are you working with? \_\_\_\_\_**

**Please select the option that corresponds to the immigration program being used to hire the foreign worker(s).** If you have not checked any of the immigration programs listed, contact us to determine whether you are required to apply for a Certificate of Registration.

\_\_\_\_\_ Apply for a Labour Market Impact Assessment through Service Canada's Temporary Foreign Worker Program to hire a new foreign worker or extend an expiring work permit.

\_\_\_\_\_ Apply for a Labour Market Impact Assessment through the Government of Canada's Seasonal Agricultural Worker Program (SAWP).

\_\_\_\_\_ Apply for a Labour Market Impact Assessment through the Government of Canada's Live-in Caregiver Program.

\_\_\_\_\_ Apply for Performer(s)/Service Technician(s) working in Manitoba two weeks or less.

## Declaration By Employer

I certify that the information provided on this Application Form is true and correct.

**Name:**

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**Title:**

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**Date:**

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Please enter as YYYY-MM-DD format