

Employer Designation Application

ATLANTIC IMMIGRATION PILOT



The Atlantic Immigration Pilot is a three-year employer-driven immigration program aimed at addressing skill gaps and labour market needs in the four Atlantic Provinces.

Designation is the first step for an employer interested in participating in the program. The designation process is designed to confirm that:

- The Atlantic Immigration Pilot is the immigration program best suited to address the employer's needs;
- The employer wants to hire full-time, non-seasonal international candidates;
- The employer and their business is established and in good standing as per the program guidelines;
- The employer has demonstrated their preparedness to receive and meet the settlement needs of international candidate(s) and accompanying family members, and has agreed to do so.
- The employer understands and agrees to the reporting requirements for the program.

Complete this form if you are interested in being designated to participate in the Atlantic Immigration Pilot. You are required to complete this designation once, before accessing the pilot. Future use of the pilot will be supported by your initial designation, provided it remains valid. Refer to the Guidelines for Designation and Endorsement for further information on completing this form.

EMPLOYER DETAILS

Company Name

Name of authorized signing officer

Two-digit code(s) of business sector under the
North American Industry Classification System (NAICS)

Mailing Address, including postal code

Business location, if different than mailing address

(_____) _____
Telephone

Email

Website

Revenue Canada Taxation Number

Corporate registration number
[e.g., Nova Scotia Registry of Joint Stocks Registration Number,
New Brunswick Corporate Affairs Registry Reference Number]

Do you have a Nova Scotia Employer Registration Certificate?

Yes No

If **yes**, provide a copy.

Have there been any complaints, investigations or decisions against your company including, but not limited to, decisions under: provincial labour standards, federal labour standards, occupational health and safety, human rights, the Immigration and Refugee Protection Act (IRPA) or Immigration and Refugee Protection Regulations (IRPR)?

Yes No

If yes, you will be contacted by our office. Employers must be in good standing with provincial occupational health and safety and labour authorities and not be in violation of the IRPA.

If you used the services of an immigration representative or recruitment agency, complete the following:

Company name

Representative

Mailing address, including postal code

(____)

Telephone

Email

Website

COMPANY DESCRIPTION

Year company established: _____

Number of years in continuous active operation: _____

Total number of employees: _____

Full-time employees: _____

Part-time employees: _____

Number of temporary foreign workers (not PRs/Canadians): _____

Describe your company's purpose and activities:

LABOUR NEEDS

Describe the labour gaps in your company and why you are considering hiring one or more foreign national(s) through the Atlantic Immigration Pilot to address your labour needs.

Do you know approximately how many employees you will hire, or plan to hire, through the Pilot?

Yes No

If yes, provide the number of hires expected in each of the following years:

2017	2018	2019

If known, indicate in the table below the details on the employee(s) you plan to hire. We understand that this information may be approximate.

Job Title	NOC	# of Positions
Location of Employment*	Salary	Approximate Start Date

*where it differs from company address

COMMITMENT TO SETTLEMENT SUPPORTS

A distinguishing feature of the Atlantic Immigration Pilot is the increased role of the employer in the settlement and retention of newcomer employees and their families, in coordination with a federally or provincially funded immigrant settlement service provider(s). Employers are required to commit to the three settlement-related obligations below:

1. Collaboration with an immigrant settlement service provider: Provide the name and contact information of the immigrant settlement service provider(s) that you have contacted in your community or region. See list of federal- and provincial-government-funded immigrant settlement service provider(s) attached; if the preferred service provider in your community/region is not on the list, provide details and explanation.

2. Commitment to support newcomers' access to settlement services: Designated employers are expected to support employees and their families to access settlement services to address the needs identified in the pre-endorsement needs assessment. This will include access to settlement services in the official language of the employee's choice where services are available in that language. In addition, employers may be required to provide resources – including financial – to meet the costs associated with the provision of settlement support services for newcomer employees and their families.

3. Commitment to foster a welcoming workplace: To maximize the benefits of a diverse workforce, designated employers are expected to demonstrate that their workplace is prepared for the arrival of a newcomer employee(s). Activities leading to welcoming workplaces may include employee and management participation in culture and diversity awareness training (at the employer's own cost) as well as mentoring programs that match newcomer employees with existing employees.

EMPLOYER DECLARATION

As the employer, I am prepared to:

- Identify and hire qualified foreign nationals.
- Apply for an endorsement from Nova Scotia for any foreign national I am prepared to hire under the Atlantic Immigration Pilot, and accept the terms and conditions of the endorsement application.
- Provide a full-time non-seasonal genuine offer of employment to employees brought in to Atlantic Canada through this program.
- Cover the costs associated with a temporary work permit holder's return to their country of origin, where that individual applied for the Atlantic Intermediate Skilled (NOC C) program category and where this designation has been revoked and Nova Scotia is unable to find the worker alternative employment.
- Report on the number of foreign nationals recruited under the Atlantic Immigration Pilot, their employment status, details on their position/wage/hours, and the settlement supports provided to them for up to three years after you hired them, or the duration of their employment, whichever is less.
- Comply with the IRPA, IRPR, the Province's labour standards and Occupational Health and Safety legislation as well as applicable federal labour legislation for federally regulated companies.
- Fulfil my obligations to partner with an immigrant settlement service provider, ensure that the workplace is welcoming to newcomers, including providing workplace cultural sensitivity and awareness training if an immigrant settlement service provider has deemed it appropriate or necessary, and provide support and pay for settlement services for newcomer employees and their family members as stated in the commitment to settlement supports section above.
- Provide further information as requested by the Nova Scotia Office of Immigration.

I understand that any violation of IRPA or IRPR will result in my employer designation being revoked.

I understand that any non-compliance with provincial legislation related to employment standards or occupational health and safety, or federal legislation related to employment standards or occupational health and safety, or with the terms and conditions of the Atlantic Immigration Pilot may result in probation, suspension or termination from the Atlantic Immigration Pilot.

I agree to immediately notify the Nova Scotia Office of Immigration of any complaint, investigation or decision under IRPA, applicable labour codes, employment or health and safety standards or non-compliance with the terms of the Atlantic Immigration Pilot.

I declare that I will meet the above commitments outlined in this employer declaration, and that the information given in this form is true, complete and correct.

Yes No*

*Failure to agree to the above terms of this Declaration will make you ineligible for the Atlantic Immigration Pilot.

By signing, I authorize the Government of Nova Scotia, to collect, use, retain, disclose, and destroy personal and business information for the Atlantic Immigration Pilot. If I have any questions about the collection, use, retention, disclosure, or destruction of personal and business information, I may contact the Province. In addition, I authorize the Province to research, monitor, and evaluate the Program under the authority of the Nova Scotia 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 within the Government of Nova Scotia 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 Atlantic Immigration Pilot or in the event of suspected non-compliance with any provincial or federal law.

I authorize immigration officials with the Government of Nova Scotia 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 provincial or federal law.

I understand that the Government of Nova Scotia may contact any person to verify information provided by me in this form.

I consent to the Government of Nova Scotia collecting, using, disclosing or destroying any personal, business and other information required as part of my company's involvement in the Atlantic Immigration Pilot for the purpose of evaluating the program and our participation in it.

I authorize the Government of Nova Scotia to locate and contact me and my company for the purposes of administering and evaluating the program and our participation in it, to verify information provided to the Government of Nova Scotia and to ensure compliance with commitments made to Nova Scotia in this application or otherwise.

I consent to the Government of Nova Scotia collecting, using, disclosing or destroying any personal, business and other information from any federal, provincial, municipal or other local authority or any other person, department, agency or organization holding such information.

Signature of authorized signing officer

Title

Date (dd/mm/yyyy)

SUBMITTING THIS APPLICATION

Submit completed form to the address below:

Postal Box Address (Mail)

Atlantic Immigration Pilot
Nova Scotia Office of Immigration
PO Box 1535
Halifax NS B3J 2Y3

Civic Address (In person)

Atlantic Immigration Pilot
Nova Scotia Office of Immigration
1469 Brenton Street
3rd Floor
Halifax NS

QUESTIONS

Contact the Nova Scotia Office of Immigration by phone at 1 (902) 424-5230 (toll free within Nova Scotia at 1-877-292-9597) or via email at immigration@novascotia.ca if you have any questions.

IMMIGRANT SETTLEMENT SERVICE PROVIDERS

African Diaspora Association of the Maritimes – ADAM
3200 Kempt Rd, Suite 202
Halifax NS B3K 4X1
<http://www.adamns.org>
information@adamns.ca
902-404-3670

Antigonish Women's Resource Centre
204 Kirk Place, 219 Main St.
Antigonish NS B2G 2C1
<http://awrcsasa.ca>
info@awrcsasa.ca
902-863-6221

Fédération acadienne de la Nouvelle-Écosse - FANE (French only)
54 Queen St.
Dartmouth NS B2Y 1G3
<http://www.acadiene.ca/>
fane@federationacadienne.ca
902-433-0065

Immigrant Services Association of Nova Scotia - ISANS
6960 Mumford Road, Suite 2120 (second floor)
Halifax NS B3L 4P1
<http://www.isans.ca>
info@isans.ca
902-423-3607

New Dawn Enterprises
106 Townsend St.
Sydney NS B1P 5E1
<http://www.newdawn.ca>
newdawn@newdawn.ca
902-539-9560

YMCA of Greater Halifax / Dartmouth
65 Main Ave.
Halifax NS B3M 1A4
<http://www.ymcahrm.ns.ca/Locations/YMCACentreforImmigrantPrograms.aspx>
yis@ymca.ca
902-457-9622