

There are no fees associated with this application.

The *Labour Standards Code* requires employers who wish to recruit and hire a foreign worker for employment in Nova Scotia to obtain an Employer Registration Certificate (ERC) from the Director of Labour Standards. It is an offence for an employer to recruit or hire a foreign worker without a valid registration, unless an exemption applies.

Under the *Labour Standards Code*, a foreign worker is a person who is not a Canadian citizen, or a permanent resident within the meaning of the *Canadian Immigration and Refugee Protection Act* and is recruited to become employed in Nova Scotia, regardless of whether the person becomes employed.

For more information about who is a foreign worker: novascotia.ca/lae/employmentrights.

Employer's Responsibilities

Employers have obligations under the *Labour Standards Code* and related regulations. It is important that employers know their responsibilities, including the following:

- The *Labour Standards Code* prohibits employers, as well as any party who assists an employer in finding workers, from charging workers fees, directly or indirectly, for recruitment activities. This prohibition applies to any costs or fees associated with the federal government's Labour Market Impact Assessment (LMIA) process.
- If a third party is involved in the process of finding a foreign worker for employment, that **individual** must be licensed by the Director of Labour Standards, unless an exemption applies. The requirement to be licensed does not apply to an employee who helps their employer hire a foreign worker.
- Employers should verify if an individual holds a valid Foreign Worker Recruitment Licence in Nova Scotia by checking the Public Registry of Licensees: novascotia.ca/lae/employmentrights/FW/LicensedRecruiters.asp. The Recruiter Licence is not a business licence; only individuals are licensed to provide foreign worker recruitment services in Nova Scotia.
- If an employer uses the services of an unlicensed recruiter, the employer may be held liable to repay any recruitment related fees charged to the foreign worker. Recruitment activities could range from simply providing the employer with information about a foreign worker looking for employment to taking care of the entire recruitment process for the employer.
- Employers must keep—for at least 3 years—accurate records of all expenses incurred (directly or indirectly) in recruiting a foreign worker, any contract or agreement with a foreign worker recruiter, and any employment agreement with a foreign worker.

In determining whether to grant an Employer Registration Certificate, Labour Standards may collect information beyond what is provided in this application form.

Note: If you have questions about the employer registration application process, contact Labour Standards at **902.424.4311** or **1.888.315.0110** (toll free in Nova Scotia) or LSTFWP@novascotia.ca

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Privacy notice: Personal information collected on this form will only be used for the purpose of employer registration under the Nova Scotia Foreign Worker Program and administering and enforcing the *Labour Standards Code* and the *General Labour Standards Code Regulations*. This information will only be disclosed in keeping with provisions of the *Labour Standards Code* (s.14A), the *Nova Scotia Freedom of Information and Protection of Privacy Act* and the *Nova Scotia Personal Information International Disclosure Protection Act*.

About the Applicant

1 Indicate if you are the employer or the employer's representative

- I am the employer. (Proceed to question 2)
- I am the employer's representative.

1.1 Give your personal information and information about your relationship to the employer

First name: _____ Last name: _____

Your relationship to the employer: _____

The company/business name (if applicable): _____

Phone number: _____ Ext: _____

Email address: _____

Please explain your role in assisting the employer with the recruitment of foreign workers:

Note: Anywhere in the remainder of this application form there is reference to the employer in the first person, (e.g., "you", "your", "I"), it will be implied that you are acting and answering on the employer's behalf.

About the Employment

2 Confirm where the worker(s) will be employed

- The foreign worker(s) being recruited will be employed as a caregiver or nanny in the employer's private home or the home of the employer's dependant.
- The foreign worker(s) being recruited will be employed by a company/business or other entity. **(There is a different form for this situation, please contact us for the Business Application.)**

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2.1 Give the employer's personal information

First Name _____ Last Name _____

Civic address of employer _____

City/Town _____ Province/State _____ Postal/Zip Code _____

Phone number: _____ Ext: _____ Fax number: _____

E-mail address: _____

2.2 Describe the work to be performed by the foreign worker(s)

2.3 Give the civic address where a) the work will be performed and b) the foreign worker will live

2.4 Will another individual be jointly financially responsible for paying the foreign worker(s)?

YES (Give the co-employer's personal information)

First Name _____ Last Name _____

Civic address of employer _____

City/Town _____ Province/State _____ Postal/Zip Code _____

Phone number: _____ Ext: _____

E-mail address: _____

NO

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About the Foreign Worker(s) Being Recruited

3 Give the position titles, number of workers and main job duties of the foreign worker(s) you want to recruit.

Title of this position _____

Number of workers for this position _____

What source countries are the foreign workers from (e.g., Thailand, Philippines, Mexico, etc)?

Country: _____

General Information

4 How will you find the foreign worker(s)?

- Services of a third party recruiter or immigration consultant – please provide the name of the individual(s) and/or company you are using, even if the individual/company operates outside of Nova Scotia. Please also give a brief description of the services they are providing.

- Other – please provide details on how you found or intend to find your worker(s)

5 Once I receive my Registration Certificate, I intend to:

- Apply for a Labour Market Impact Assessment (LMIA) through Service Canada's Temporary Foreign Worker Program to **hire a new foreign worker**.
- Apply for a Labour Market Impact Assessment (LMIA) through Service Canada's Temporary Foreign Worker Program to **extend an expiring work permit**.
- Support an application for permanent residence through the Federal Government.
- Support an application for the Nova Scotia Provincial Nominee Program.
- Other – please explain _____

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Acknowledgement and Certification

6 Click the box next to each statement to indicate that you have read and agree with it

I have read and understand the "Employer's Responsibilities" at the beginning of this application form.

I certify that the information I have provided on this application form is complete, true and accurate.

Name of employer completing this application form or name of employer's representative

Date: _____

Submitting the Application

7 After you have completed the form, make a copy for your records.

You can submit your completed Employer Registration Certificate application by:

Email: Scan the completed form and attach it to an email. Send by email to LSTFWP@novascotia.ca

Fax: (902) 424-0648

Mail: Labour Standards Division
P.O. Box 697
Halifax, NS
B3J2T8

8 Once Labour Standards assesses this application, you will be notified of the decision

Labour Standards will not generally communicate with anyone but you or your designated contact person regarding this application.

If your application is approved, your certificate will be emailed to you. If you have not provided an email address, it will be sent by regular mail.

Questions: Call **902-424-4311** or **1-888-315-0110** (toll free in Nova Scotia)