

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](http://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](http://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](mailto: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): \_\_\_\_\_

Your job title, if applicable: \_\_\_\_\_

Phone number: \_\_\_\_\_ Ext: \_\_\_\_\_ Fax number: \_\_\_\_\_

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 by a company/business or other entity.

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. **(There is a different form for this situation, please contact us for the Private Home Application.)**

There are no fees associated with this application.

## About the Business

**Special note for employers recruiting foreign workers for multiple business locations.** If you are recruiting foreign workers for employment at different locations, please submit one application and include a separate document listing, for each location, the legal name and operating name (if applicable) of the company and civic address where the foreign worker(s) will be employed. Also, fill in the **contact information** requested below.

### 3 Give your business information (if hiring for multiple locations see note above)

Legal name of company: \_\_\_\_\_

Business / Operating name (if different from legal name): \_\_\_\_\_

Civic address (where foreign worker(s) will be employed) \_\_\_\_\_

City/Town: \_\_\_\_\_

Province/State: \_\_\_\_\_ Postal code: \_\_\_\_\_

Contact's first name: \_\_\_\_\_ Contact's last name: \_\_\_\_\_

Contact's phone number: \_\_\_\_\_ Ext: \_\_\_\_\_ Fax number: \_\_\_\_\_

Contact's e-mail address: \_\_\_\_\_

#### 3.1 Is the business registered and up to date with the Nova Scotia Registry of Joint Stocks Companies (RJSC)?

YES

NO

#### 3.2 Describe the principal activities of the business. Also, indicate what type of industry the foreign worker(s) will be working in

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

There are no fees associated with this application.

### ***About the Foreign Worker(s) Being Recruited***

#### **4 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 \_\_\_\_\_

Please list the main job duties of this position

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If you are recruiting or hiring for more than one position, please attach an additional page with the above information for each additional position.

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

Country: \_\_\_\_\_

### ***General Information***

#### **5 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.

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- F.A.R.M.S. (Foreign Agricultural Resource Management Services)

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

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**6 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**.
- Apply for a Labour Market Impact Assessment (LMIA) through the Government of Canada's Seasonal Agricultural Workers Program (**S.A.W.P.**).
- Support an application for permanent residence through the Federal Government.
- Support an application for the Nova Scotia Provincial Nominee Program.
- Other – please explain \_\_\_\_\_

***Acknowledgement and Certification***

**7 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***

**8 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](mailto:LSTFWP@novascotia.ca)

**Fax:** (902) 424-0648

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

**9 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)