

Offer of Employment Form to a Foreign National

Rural and Northern Immigration Pilot (IMM 5984/11-2022)

Note: These instructions apply only when completing the Offer of Employment in support of a permanent job offer for the Rural and Northern Immigration Pilot Project program (RNIP). If you wish to submit an offer of employment in support of a RNIP Employer-specific work permit, you must use the Employer Portal. You can find further information on how to submit an offer of employment in the portal in the [Employer Portal Guide](#).

The employer should only submit an offer in the Employer portal once the applicant has received a recommendation from the designated Economic Development Organization of the participating community and has submitted their Application for Permanent Residence to IRCC.

This form must be completed by:

- The employer
- The principle applicant must sign the form

Section 1: Business Information

Question 1 Enter your business operating name.

Question 2 Enter your business legal name (as registered with Canada Revenue Agency).

Question 3 Enter your business telephone number.

Question 4 Enter the mailing address of your main company:

- Enter street and number
- Enter the city
- Enter the province
- Enter postal code

Question 5 Enter the physical address of your main company:

- Enter street and number
- Enter city
- Enter province
- Enter postal code

Question 6 Enter at least the first 4 digits of the North American Industry Classification Sector (NAICS) code(s) of Business sector.

Select the industry code (NAICS) which corresponds to your principal business activity.

Note: The NAICS are six-digit codes used by the member countries of the North American Free Trade Agreement to provide common definitions and descriptions of industries and their business activities. The structure of NAICS is hierarchical and the required NAICS code provided by the employer should indicate the industry group which is represented by the first **4 digits**.

A company is tied to a specific NAICS code when its principal activity meets the definition of that industry/NAICS. Some companies are engaged in several industrial activities, but the NAICS selected in this section must align with the company's primary business activity.

For more information on NAICS codes and groupings, refer to [Statistics Canada's website](#).

- Question 7** Enter your business website address (if applicable).
- Question 8** Enter the date your business was established.
- Question 9** Select the boxes which correspond to the size of your business (number of employees and gross income).
- Question 10** Describe the primary business activities that your company is engaged in.
- Note:** This will tell us if your primary business activities are consistent with the definition of the industry code (NAICS) you selected.

Section 2: Primary Contact Information of Employer

- Question 11** Enter your family name (surname).
- Question 12** Enter your given name(s).
- Question 13** Enter your job title.
- Question 14** Enter your telephone number and enter your extension number (if applicable).
- Question 15** Enter your fax number (if applicable).
- Question 16** Enter your email address (work).
- Note:** This primary contact information must reflect the contact information for the individual who is authorized to make a job offer on behalf of the employer listed in the “Business Information” section above. IRCC may use the information in this section to directly contact the employer who provided the job offer.

Section 3: Details of Job

- Question 17** Indicate the title of the job offered to the employee.
- Question 18** Enter the National Occupational Classification (NOC) which corresponds to the main duties which the employee will be expected to perform.
- Question 19** Indicate the skill type or level required to perform the job offered to the employee.
- Note:** The NOC Skill Type or Level corresponds to the main job group (example: 0, A, B, C, or D).
- Question 20** The job offer must meet all of the criteria listed below:
- Full time;
 - Non-seasonal;
 - Indeterminate (no end date);
 - Occupation is needed in the community;
 - It is genuine;
 - Job is located in the community; and
 - Employer carries on business in the community.
- Note:** If the job offer does not meet one or more of these requirements, then it will not be considered valid.
- Note:** The offer of employment must not be from:
1. a consulate;
 2. an employer referred to in paragraphs 200(3)(g.1) or (h) of the Regulations;
 3. a business that recruits individuals to establish a pool of candidates who are intended to be transferred or contracted to other businesses; or
 4. a business in which a majority of shares or other ownership interests in held, either individually or collectively, by the foreign national or their spouse or common-law

partner or that is controlled, directly or indirectly, by the foreign national or their spouse or common-law.

The genuineness of a job offer is based on the following factors:

- You are actively engaged in the business in respect of which the offer is made;
- The offer must meet the needs of the employer;
- You are able to reasonably fulfill the terms of the offer that you provided the employee; and
- You must have complied with all employment laws and rules in the past.

Question 21 Indicate the address where the work will be performed:

- Enter street and number
- Enter city
- Enter province
- Enter postal code

Question 22 Indicate the expected start date of employment.

Enter the date that you expect the employee will be joining your company. **If the employee is already working for you, enter the same date that this offer is signed.**

Note: You are committing to provide an offer of employment that meets all RNIP job offer requirements as of the date entered in this section.

Question 23 Describe the main duties which the employee will be expected to perform.

Note: This will tell us if the main duties are consistent with the lead statement and duties shown in the National Occupation Classification (NOC) list for the occupation offered to the employee.

Question 24 Select the minimum education requirements of the job.

- Provide details on how the candidate was selected for this position
- Indicate if there was an interview and how the interview took place
- Provide details regarding the interview
- Provide any additional pertinent information related to the job offer

Note: The minimum education requirements of the job can be found in the National Occupational Classification list for the occupation (NOC) offered to the employee. Some occupations have mandatory educational requirements while other have none. To verify, do a search of the occupation code (NOC) in the National Occupational Classification list.

Question 25 Describe the experience and skills required to perform the job offered to the employee.

Question 26 Certification, licensing and registration requirements can be found in the National Occupational Classification list for the occupation offered to the employee. Provinces and territories have mandatory licensing and registration requirements for some occupations. To verify, do a search of the occupation code (NOC) in the National Occupational Classification list.

Question 27 Enter the following details:

- The hourly wage being offered to the employee
- The yearly wage offered to the employee
- The total number of hours the employee will be working per day
- The total number of hours the employee will be working per week
- The total number of hours the employee will be working per month
- The overtime rate offered to the employee and when the rate starts applying (after how many hours of work per week)

Note: The wage offered to the employee must be at or above the wage for that particular occupation, as identified by the Job Bank of the Canada Employment Insurance Commission, in the region where

the employment will take place. If there is no wage identified for the occupation in that region, then the provincial wage applies. If there is no provincial wage available, then the national wage applies.

The wage offered to the employee must be above or within the range of wages for that particular occupation at the time the application is submitted and at the time the permanent resident visa is issued.

If the job is based on a yearly salary, calculate the wage by dividing the salary by 52 weeks and divide that by the number of hours the employee is expected to work per week.

Question 28 Describe any alternate compensation offered to the employee (if applicable).

Note: Alternate compensation can include housing, on-site meals, uniforms, etc. If alternate compensation is not being offered, indicate not applicable (N/A) in this section.

Question 29 Select the employment benefits offered to the employee.

Section 4: Employee Information (This section must also be completed by the employer)

Note: The employee's information is required in this section

Question 30 Enter the family name (surname) (as indicated on the passport).

Question 31 Enter the given name(s) (as indicated on the passport).

Question 32 Enter the gender.

Question 33 Enter the date of birth.

Question 34 Enter the Unique Client Identifier (UCI).

Note: If the employee does not have a UCI, then leave this section blank.

Question 35 Enter the country of birth.

Question 36 Enter the country of residence.

Question 37 Enter the country of citizenship.

Question 38 Enter the passport number.

Question 39 Enter the marital status.

Question 40 Indicate the employee's accompanying family members and their date(s) of birth.

Question 41 Enter the mailing address.

Question 42 Enter the email address (if applicable).

Question 43 Enter the telephone number.

Section 5: Declaration of the Employer

You, the employer, **must** read the statement carefully, print your name, sign and date the declaration.

Section 6: Declaration of the Employee

You, the employee (principal applicant), **must** read the contents, read the statement carefully, print your name, sign and date the declaration.