

## TIPS FOR COMPLETING FOREIGN WORKER APPLICATION FORM

[http://www.hrsdc.gc.ca/en/workplaceskills/foreign\\_workers/forms/emp5239e.pdf](http://www.hrsdc.gc.ca/en/workplaceskills/foreign_workers/forms/emp5239e.pdf)

When completing a Foreign Worker Application for a Labour Market Opinion (LMO), please make sure that the application form is fully completed and ensure that it's signed by the Production Company's signing authority. Example: Line producer, local production manager and include all supporting documents.

For a sample, check out "Sample Application" form that we've produced and always FAX the top "COVER SHEET" with completed **FW Application** to Service Canada at **604-666-7731**.

**Box 3** – put in the Incorporated "BC Production Company" if one has been set up  
(*e.g. types of productions: features, series, MOW, pilots*)

If there is **no Incorporated BC Company** created for this project, put in the "Parent Company" and fill in the "Third Party Information" area/box22 with the local producer or production manager's information, whoever is acting on behalf of the employer – "the representative"  
*e.g. types of projects: commercials, DOCs, Videos*

**Box 13** – If this is the primary contact for Service Canada to be able to contact at any time; please provide a cellphone number as well, e.g. Line Producer, Production Manager, Production Coordinator

**Box 22** – If you submit an application using a Third Party Representative to act on your behalf, *e.g. the local producer, production manager or in some cases, lawyer*, a signed "Appointment of representation" must be submitted with your application (page 5). The authorization must be signed by an official with signing authority for your organization. When using a third party, you are required to fax the original signed authorization in order for Service Canada to release any information to the third party.

**Box 45& 46** - Wages and Benefits must be completed and the wages must be at or above the prevailing Canadian rate:

***If Foreign Worker is under a Collective Agreement:***

- "Wage" can state Union and scale rate (best estimate) +
- e.g. SAG \$759+/day, means that you are ringing in a SAG Day Performer to work at over-scale
- "Benefits" can state "Per the governing (insert Union) collective agreement"

***If Foreign Worker is not under a Collective Agreement:***

- "Wage" must include the actual wage rate that will be paid (e.g. \$25/hr)
- "Benefits" must include the benefits that will be contributed to/or included in a flat rate

**Box 51** –

If "yes", include all supporting documents *e.g. list of Canadians considered for the job;*

If "no", explain justification for bringing in this person *e.g. studio requests cast or key creative personnel per financing: like Director, Actor(s), Production Designer, etc.*

**Pg. 4** – Declaration of Employer: please make sure that all appropriate areas have been signed by the company's signing authority; and if applicable, the Third Party Representative.