

VACANCY JOB PROFILE

Please fill out this form and return it to us so that your job opportunity can be posted by the public employment services. Please complete it on a computer, not by hand. Save it with the title of the position and the name of the company in the document title

Once completed, please send the form to
promotion@cic.gc.ca

Employer information

Business name:	
Line of business:	
Contact person:	
Position of contact person:	
Business address:	Street and number: Postal code: City: Country:
Work phone number:	
Work email:	
Website:	
Number of employees:	
Business number:	

Business description

In a few lines, describe your business's activities (line of business, mission, values, etc.). – 600 characters MAX

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Job details

Job title:	
National Occupational Classification code (if known) ¹ :	

Job description

Explain the tasks and responsibilities associated with the position. – 1200 characters MAX

Desired profile

Profile description

Explain the desired profile (level of education, experience, language and computer skills, etc.). – 1200 characters MAX.

Ensure that your profile description contains all the information from the checklist below. Please also add any other relevant information.

Checklist: Information to include in the profile description

Check the boxes below if you have included the following information.

- ☐ Minimum required level of education:
 - ☐ No
 - ☐ Yes (Please specify which level in your profile description.)
 - ☐ Secondary school diploma
 - ☐ Post-secondary program (1 year)
 - ☐ Post-secondary program (2 years)
 - ☐ Bachelor's degree (post-secondary program that is 3 years or longer)
 - ☐ Master's or professional diploma for regulated professions
 - ☐ Doctorate (PhD)

¹ Refer to the [National Occupational Classification's website](#).

- ☐ Certificate or specialized diploma required:
 - ☐ Yes (Please elaborate in your profile description.)
 - ☐ No

- ☐ Professional experience required:
 - ☐ Yes (Please specify the amount of required in your profile description.)
 - ☐ No

- ☐ Level of French required:
 - ☐ High
 - ☐ Moderate
 - ☐ Basic
 - ☐ None

- ☐ Level of English required:
 - ☐ High
 - ☐ Moderate
 - ☐ Basic
 - ☐ None

- ☐ Computer skills required:
 - ☐ Yes (Please elaborate in your profile description.)
 - ☐ No

- ☐ Other skills required:
 - ☐ Yes (Please elaborate in your profile description.)
 - ☐ No

Terms and conditions of employment

Description of the terms and conditions of employment and of the benefits

Explain what the business offers to its future employees (type and length of contract, salary, schedule, vacation, meal vouchers, insurance, etc.). – 600 characters MAX.

Ensure that your description of the terms and conditions of employment and of the benefits contains all of the information in the checklist below. Please also add any other relevant information.

Checklist: Information to include in your description of the terms and conditions of employment and of the benefits

- ☐ Monthly salary (gross and net) ²
(This information is required by the public employment services.)
- ☐ Confidential salary information—do not divulge to candidates:
 - ☐ Yes
 - ☐ No
- ☐ Job location:
 - Street and number
 - Postal code
 - City
 - Province or territory
- ☐ Target start date
- ☐ Type of contract:
 - ☐ Determinate
 - ☐ Indeterminate
- ☐ Work arrangements:
 - ☐ Part-time
 - ☐ Full-time
- ☐ Number of work hours (per week)
- ☐ Schedule (hours and days)
- ☐ Number of vacation days (per year)
- ☐ Housing provided by employer:
 - ☐ Yes
What type of housing, for how long and at what cost?
 - ☐ No
Is assistance or advice offered for the housing search?
 - ☐ Yes (Please specify.)
 - ☐ No
- ☐ Meals provided by the employer:
 - ☐ Yes (Please specify.)
 - ☐ No
- ☐ Transportation costs covered by employer:
 - ☐ Yes (What exactly do they cover?)
 - ☐ No
- ☐ Other advantages

For example: insurance, meal vouchers, bonuses, allowances, vehicle and language courses.

How to apply

Explain how interested candidates should apply (CV, cover letter, language of documents, name of the person to contact, email address, website, application deadline). – 600 characters MAX.

Desired services

Indicate if you want the public employment agencies to preselect candidates (if this service is available) or if you prefer to receive all of the applications.

- ☐ Preselection of candidates (when possible)
- ☐ All applications

I want to be contacted by Immigration, Refugees and Citizenship Canada (IRCC) to receive information about promotional activities.

- ☐ YES
- ☐ NO

By completing this form, you acknowledge that

- ☐ You have read and understood this privacy notice statement: Personal information is collected pursuant to the Immigration and Refugee Protection Act and Immigration and Refugee Protection Regulations. It will be used for the purpose of distributing requirements related to specific job postings to the public employment services. It will also be used to send you information about future networking and linking opportunities. Failure to complete the vacancy job posting in full may preclude you from obtaining approval for your job posting and/or receive information about networking or linking opportunities in a timely manner. The information that you provided may be used or disclosed for program evaluation and reporting purposes or otherwise disclosed pursuant to subsection 8(2) of the Privacy Act. The [Privacy Act](#) gives individuals the right of access to, protection of and correction of their personal information. Details on these matters are available in [Info Source](#). If you are not satisfied with the manner in which IRCC handles your personal information, you may exercise your right to [file a complaint with the Office of the Privacy Commissioner of Canada](#). The standard [Personal Information Bank PSU 914](#) (entitled Public Communications) further describes the collection, use, disclosure and retention of your personal information.
- ☐ You consent to the use and disclosure of your personal information (work contact information) by IRCC.