

**Job offer form (IMM5984) – employer guide**

This document was prepared by Economic Development Brandon to assist you with completing form IMM5984, however we are not subject matter experts. If you are uncertain of how to complete any of the sections contained with the form, please contact the Economic Development Brandon office for assistance.

For simplicity, throughout this document “Applicant” refers to the Foreign National or Temporary Resident, whichever is applicable.

Please remember that to be eligible for the Brandon Rural and Northern Immigration Pilot all job offers extended must be:

- ✓ for genuine jobs for which the employer has not received any compensation in exchange for the job offer
- ✓ offer a minimum of 30 hours per week of paid work.
- ✓ be permanent and non-seasonal.

**Tips**

Do not include dashes in any date fields only include the appropriate numbers.

Suggested job offer completion process.

- Download the job offer form from [here](#).
  - After downloading the form, open it using a desktop pdf reader (such as adobe pdf reader). A browser pdf reader might not open the pdf file.
- Send the job offer form to the Applicant electronically.
- The Applicant completes and signs the “employee” portion of the job offer form.
- The Applicant scans the job offer containing their information and emails it to the employer.
- The employer completes their portion of the job offer, prints and signs the form.
- The employer scans the job offer form and retains a copy for themselves and provides the original document to the Applicant as the original must accompany the Applicant’s application for permanent residence.

Box#	Instructions
#6	Select the applicable NAICS code(s) of your business sector. This code may be 4, 5 or 6 digits in length. Codes can be found online by <a href="#">clicking here</a> . As you click down into the appropriate code you will eventually end up with the required 5 digit code. If you are unsure please contact <a href="mailto:immigration@brandon.ca">immigration@brandon.ca</a> for assistance.
#7	Only if applicable
#8	The date in which your business was legally established.
#10	Describe the services and/or goods your company provides (do not include dashes)

#17 Job title should match that of the position advertised on the Brandon RNIP website and federal job bank and the job description you provided to the Economic Development Brandon office.

#18 [Click here](#) to search for the NOC associated with the position for which you are making a job offer. Start by inserting the job title into the “quick search” section. Then click on the numeric link provided and read the lead statement to see if it matches the job for which you are extending a job offer. Then review the main duties and employment requirements. If it appears the NOC is a good match then enter this in item #18. If you are unable to identify the correct NOC, please contact the Economic Development Brandon office for assistance.

For example: the NOC code for a Food Service Supervisor is 62020. Type 62020 for box 18.

The screenshot shows the search results for 'food service supervisor' on the National Occupational Classification website. The search criteria are set to 'NOC 2021 Version 1.0' and 'food service supervisor'. The results table shows the following information:

Unit group	Broad occupational category	TEER	Title
62020 - Food service supervisors	6 - Sales and service occupations	2 - Occupations usually require a college diploma or apprenticeship training of two or more years; or supervisory occupations	▶ Matching job titles

#19 The skill level is the same as the TEER level.  
For the previous example, the skill level is 2. Type number 2 for box 19.

#20 Please check all boxes that apply to the position.

#22	<p>The expected date of employment is a best guess start date. The start date can be amended in the future if required. When an IRCC officer is reviewing the Permanent Resident application, they will be looking for a start date that is reasonable given the applicant's circumstances.</p> <p>Please choose the scenario below that matches the job offer recipient's circumstances, to determine a suggested job offer start date.</p> <p><b>Individual receiving the job offer lives in Brandon and is currently doing the job:</b> If an applicant on a valid work permit is currently filling the position, the start date would be the date in which the job offer was extended as part of the Brandon Rural and Northern Immigration Pilot.</p> <p><b>Individual receiving the job offer lives in Brandon, but is not currently doing the job:</b> If an applicant is currently in Brandon but not working for the company that is extending the job offer as part of RNIP and has a work permit that allows them to start work with the company extending the job offer, the anticipated start date should be the date the job offer is extended.</p> <p><b>Individual receiving the job offer is in Canada but not currently living in Brandon:</b> If an applicant is in Canada but not working for the company that is extending the job offer as part of RNIP and has a work permit that allows them to start work with the company extending the job offer, the start date should be the actual anticipated first day of work.</p> <p><b>Individual receiving job offer lives outside Canada:</b> If the applicant receiving the job offer resides outside the country, select a start date of approximately 6 -7 months from the date of the job offer.</p>
#23	Enter the main duties as outlined in the job description.
#24	<p><b>How was candidate selected</b> for this position – please describe the recruitment / screening process undertaken. If the Applicant is already working for you please describe the process undertaken when they were hired.</p> <p><b>Additional Information:</b> If applicable, use this section to convey information to assist an IRCC processing officer in understanding the rationale for extending a job offer to the selected Applicant. For example, if the Applicant's education does not exactly match the job they are being offered but is it reasonable to infer that they would be capable of doing the job, this could be explained in this section.</p>
#25	Please list the experience and skills required for the position as per the job description.
#27	<p>Wage is the compensation the Applicant would be guaranteed to receive based on the hours they work. If the Applicant is to receive an annual salary, break it down to an hourly rate for the job offer form. For example, an individual works 40 hours per week and receives \$60,000 / year. The hourly rate would be \$60,000 divided by the annual hours worked. (40 hrs / week x 52 weeks= 2,080 hours). Thus, the hourly wage would be \$28.55 / hour.</p> <p>Paid time away from work is included in the annual hours. I.e. If an Applicant is to receive 3 weeks of paid vacation time annually, the total hours worked would include hours for all 52 weeks of the year. Do not include commission, bonuses or nontaxable or taxable benefits in this section.</p>

#28	Compensation such as commission, bonuses or nontaxable or taxable benefits should be described in this section and would not be included in section #27.
#29	Please check all that apply. If your business provides other benefits please describe them in “other benefits”.
	<b>#30 – #43 are areas for which the Applicant will need to provide the requested information.</b>
#34	This is a number that IRCC assigns to anyone that is in the IRCC database. If the Applicant has interacted with IRCC they will have this number. If the Applicant does not have a number leave the field blank and IRCC will add it to the job offer once a number has been assigned.
#40	Please <a href="#">click here</a> to see which family members the Applicant is entitled to bring with them to Canada. This section only includes information of the accompanying family members, not the Primary Applicant who is in receipt of the job offer.
#41	This section is for the Applicant’s current contact information.
	<p><b>Declaration of Employer</b> – you must click in each box to confirm the statement is correct. Once you click a check mark will appear.</p> <p><b>Declaration of the Employee</b> (ie. Applicant) – the Applicant must click in each box to confirm the statement is correct. Once the box is clicked on a check mark will appear.</p> <p>Both the employer and employee will need to sign the job offer. When the Applicant submits their application for permanent residence the job offer that accompanies the application with have to contain original signatures from both the Applicant and the employer. A scanned or faxed version of an original signature is acceptable however <b>IRCC will not accept an electronic signature.</b></p>