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# Employer-Driven Application – Semi-Skilled Worker Category (AINP 001)

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For an Employer of  
Semi-Skilled Workers

## Table of Contents

Pages i to iii: Overview,  
Eligibility,  
Checklist

Pages 1 to 3: Employer,  
Job,  
Industry,  
Checklist

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**If you need further help, please contact the  
Immigrate to Alberta Information Service (I2A Info Service):**

**Toll-free in Alberta:** 1-877-427-6419

**Telephone:** (Canada 001) (780) 427-6419

**Email:** [ainp.info@gov.ab.ca](mailto:ainp.info@gov.ab.ca)

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## Employer-Driven Application - Semi-Skilled Worker Category (AINP 001)

### Overview of Employer-Driven Application - Semi-Skilled Worker Category

The Government of Alberta, with Citizenship and Immigration Canada (CIC), operate the Alberta Immigrant Nominee Program (AINP) for faster processing of an application for permanent residence.

An Alberta employer must use this application to apply to the AINP to help retain their temporary foreign workers permanently in eligible full-time semi-skilled jobs. A nomination from the AINP is based on provincial criteria. A Provincial Nominee uses a nomination to apply for permanent residence from CIC. The table below helps explain the process in this category.

Who	Condition	Steps
1. Alberta Employer	Candidate(s) is/are currently working in Alberta as permanent, full-time Semi-Skilled Worker(s) employees.	Completes and submits the Employer-Driven Application - Semi-Skilled Worker Category (AINP 001), and supporting documents, to the AINP for approval to select one or more candidates for Nomination and faster processing of an application for permanent residence.
2. AINP	AINP has received <i>Employer Application - Semi-Skilled Worker Category</i> .	Approves or declines the employer's application for a specific number of candidates. Letter is sent to employer.
3. Candidate and Alberta Employer	Agree to permanent, full-time employment in Alberta.	Complete and submit the Employer-Driven Application for a Semi-Skilled Occupation (AINP 002), Employer-Driven Application for Nomination (AINP 003), and all required supporting documents to the AINP for a nomination. *
4. AINP	Receives the AINP 002 and AINP 003 forms.	Approves or declines the candidate's application. If approved, candidate is notified and Certificate of Nomination is issued to CIC identifying the candidate as a Provincial Nominee.
5. Provincial Nominee	Receives AINP Nomination.	Submits an application for permanent residence to CIC with AINP Nomination.
6. CIC	Receives application for permanent residence from the Provincial Nominee.	Checks the medical, criminal and security background of Provincial Nominee; makes the final decision on permanent residence.

\* If you have already selected the candidate(s) for the job requested, you may submit everything at the same time (combine Steps 1 and 3). This may help with a faster decision.

## Employer Application - Semi-Skilled Worker Category Instructions Checklist

Check (✓) each item below to send a complete application package.

<b>Eligibility</b>
<p>Employers can apply to the AINP for approval of a semi-skilled job that:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Is for permanent and full-time employment in Alberta</li> <li><input type="checkbox"/> Meets AINP criteria Semi-Skilled Workers in an eligible industry and occupation:               <ul style="list-style-type: none"> <li><input type="checkbox"/> Food and Beverage Processing Industry</li> <li><input type="checkbox"/> Manufacturing Industry</li> <li><input type="checkbox"/> Hotel and Lodging Industry</li> <li><input type="checkbox"/> Truck Driving Industry</li> <li><input type="checkbox"/> Other (specify):</li> </ul> </li> <li><input type="checkbox"/> Read the Industry-Specific Criteria (section and link below) to find details about industry requirements under the program</li> <li><input type="checkbox"/> Meets provincial employment and wage standards</li> <li><input type="checkbox"/> Does not conflict with existing collective bargaining agreements, and</li> <li><input type="checkbox"/> Is made to a foreign worker who is qualified for the job in Alberta</li> </ul>
<b>Industry-Specific Criteria</b>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Please refer to the following website, or contact the Immigrate to Alberta Information Service (I2A Info Service) (see page iii), for more details before applying: <a href="http://www.albertacanada.com/immigration/immigrate/semiskilledworkers.html">www.albertacanada.com/immigration/immigrate/semiskilledworkers.html</a></li> </ul>
<b>Forms Required</b>
<ul style="list-style-type: none"> <li><input type="checkbox"/> The employer must complete the Employer Application - Semi-Skilled Worker Category (AINP 001)</li> <li><input type="checkbox"/> If the employer has selected their candidate(s), the following forms should also be submitted:</li> <li><input type="checkbox"/> The employer and the candidate must complete the Employer-Driven Application for a Semi-Skilled Occupation (AINP 002), once the employer selects a candidate</li> <li><input type="checkbox"/> The candidate must complete the Employer-Driven Application for Nomination (AINP 003)</li> </ul>
<b>Completing the Employer Application - Semi-Skilled Worker Category</b>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Print the whole application, including the cover page and instructions.</li> <li><input type="checkbox"/> Make sure every question and section is completed on every page. If a question does not apply, write N/A (Not Applicable).</li> <li><input type="checkbox"/> Provide original signatures on the application.</li> </ul>

## Employer Application - Semi-Skilled Worker Category Instructions Checklist

### Supporting Documents Required

#### Temporary Foreign Worker Program

Semi-skilled workers must be temporary foreign workers for at least 6 months before applying for a nomination. Provide:

- A copy of the current, & previous (if available) Labour Market Opinion(s) from Service Canada/HRSDC (include a copy of the Confirmation Letter and Annex), or evidence of the exemption (if applicable).

#### Job Description

Attach the company's full job description for the candidate's job that includes all of the following:

- |  |  |
|--|--|
| <input type="checkbox"/> Job title                               | <input type="checkbox"/> Education required                        |
| <input type="checkbox"/> Main duties of the job                  | <input type="checkbox"/> Skills and knowledge necessary for duties |
| <input type="checkbox"/> Working conditions (e.g. hours of work) | <input type="checkbox"/> Relevant work experience required         |

#### Accommodation, Settlement and Retention Plans

- Describe, and attach supporting documents for, how the employer is helping the candidate(s) find suitable, affordable accommodation in the local community.
- Describe, and attach supporting documents for, how the employer is helping the candidate(s) integrate in the local community and your workforce.
- Describe, and attach supporting documents for, how the employer is encouraging the candidate(s) to remain with the company. Examples of employer-retention activities include accommodation assistance, bonuses or incentives, career training, benefits package, etc.

Section B on page 1 of the application provides limited space to describe these plans. Employers can use the "Developing Settlement and Integration Plan" (available at [www.albertacanada.com/immigration/immigrate/ainpforms.html#2](http://www.albertacanada.com/immigration/immigrate/ainpforms.html#2)) form to complete a detailed plan.

#### English as a Second Language (ESL) Training

AINP benchmarks for English language ability exist for certain semi-skilled industries. Candidates must meet benchmarks or be competent in English. If candidates are not competent in English, employers must provide in-house ESL training, or cover the cost of ESL training. See the ESL Guide for details at [www.albertacanada.com/immigration/media/IA-PNP\\_esl\\_guideline\\_foodbev.pdf](http://www.albertacanada.com/immigration/media/IA-PNP_esl_guideline_foodbev.pdf)

- Attach to the application supporting documents that prove ESL training is provided by the employer.

Please note that the Alberta AINP reserves the right to request additional information or documents to support the application.

#### Mail a Complete Application Package

Alberta Immigrant Nominee Program  
 Alberta Employment and Immigration  
 Suite 940, Telus Plaza North Tower, 10025 Jasper Avenue  
 Edmonton, Alberta, Canada T5J 1S6

#### Contact the Immigrate to Alberta Information Service (I2A Info Service) for more information:

Toll-free in Alberta at: 1-877-427-6419, or outside Alberta at: (Canada 001) (780) 427-6419  
 E-mail: [ainp.info@gov.ab.ca](mailto:ainp.info@gov.ab.ca)

*If you need more space than what is provided, please type on a new page and send it with this form.*

<b>A. Employer Applicant Information</b>		<b>File Number (Office Use):</b>	
1. Company name:		2. Name and title of employer contact:	
3. Employer's full address (street, city/town, province, postal code):			
4. Employer's phone:	5. Employer's fax:	6. Employer's e-mail:	7. Employer's website:
8. Head office contact information ( <i>If applicable</i> ):			
9. Describe the company (attach separate sheet if more space is needed):			
10. Year business established:		11. Number of employees in Alberta:	
<b>B. Job Information</b>			
1. Job title ( <i>See page iii for details on attaching the company job description</i> ):			
2. Is this job currently filled by a Temporary Foreign Worker? <input type="checkbox"/> Yes <input type="checkbox"/> No			
3. How many Temporary Foreign Workers currently work for the employer in Alberta?			
4. Is this a permanent and full-time job? <input type="checkbox"/> Yes <input type="checkbox"/> No			
5. Is this a union position? <input type="checkbox"/> Yes ( <i>specify</i> ): <input type="checkbox"/> No			
6. How many AINP Nominations are you requesting for this job title?			
7. Salary range ( <i>Specify rate as hourly, monthly or yearly</i> ):			
8. How are you helping the candidate(s) find suitable, affordable accommodation in the local community? ( <i>Provide attachment if required</i> )			
9. How are you helping the candidate(s) integrate in the local community and your workforce? ( <i>Provide attachment if required</i> )			
10. How do you intend to encourage the candidate(s) to remain with your company? ( <i>Provide attachment if required</i> )			

11. Have you assessed the English language ability of the candidate(s)?  Yes  No

12. If yes, provide a copy of the assessment. If not available, describe the level of English language comprehension of the candidate(s) in listening, speaking, reading and writing, and how this level was tested:

13. If you have not assessed the level of English of the candidate(s), or if a candidate is not competent in comprehending English, how do you intend to provide English language training? *(Provide attachment if required)*

14. Language fluency required for the job *(Check one in each column):*

<b>English:</b>	Reading	Speaking	Writing	<b>French</b>	Reading	Speaking	Writing
High	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	High	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Moderate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Moderate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Basic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Basic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
None	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

15. Have you verified that the candidate(s) completed secondary (high school) education in their home country before hiring?

Yes  No

16. List any other licences or certificates that you require for the candidate(s) to do the job *(Review industry-specific criteria for more information):*

**C. Hotel and Lodging Industry**

1. If applying as an employer in the Hotel and Lodging Industry, is the hotel a member of the Alberta Hotel and Lodging Association (AHLA)?

Yes  No

2. Please indicate the exact total number of rooms that exist at this property (A separate application is required for each property):

**D. Trucking Industry**

1. If you are applying as an employer in the Trucking Industry, please indicate the number of Long Haul Truck Drivers currently employed with the company:

**E. Declaration and Authorization of Employer’s Authorized Signing Official**

By signing and submitting this form, I confirm that I am the employer’s authorized signing official and that:

1. I have provided true, complete, and correct information in this application.
2. I authorize the Alberta Immigrant Nominee Program (AINP) to disclose and collect, as necessary, information required to assess this application under the program, to and from officials in the Government of Alberta, including but not limited to partner ministries, and officials administering immigration, temporary foreign worker or other programs related to permanent residence or temporary residence within the Government of Canada.
3. I understand that any false statement or concealing of a relevant or significant fact is misrepresentation, which may cause the AINP to decline this application or withdraw approval for one or more AINP Nominations.
4. I understand that the AINP may decline this application or withdraw its AINP Nomination(s):
  - a. If there is any change to the employment offer or contract with the candidate as an indeterminate or permanent full-time employee;
  - b. If the employment does not meet provincial employment and wage standards;
  - c. If I select a candidate who does not meet the required qualifications for the job;
  - d. If the offer of employment conflicts with existing collective bargaining agreements; or,
  - e. For reasons other than the preceding statements. As a result of this decline or withdrawal, the AINP may refuse to consider me as an employer applicant for an unspecified period.
5. I understand that the employer is responsible for notifying the AINP immediately of any change to the status of employment of the candidate(s) considered or selected for nomination under this job title in my (the employer’s) company, which includes, but is not limited to, change of job (title or duties), lay-off or termination.
6. I understand all of the above statements, and have asked for and received an explanation of every point that was not clear to me.
7. I consent to be contacted to complete a brief questionnaire to evaluate the program.
8. I have used a representative or third party in connection with this application to the AINP
 

Yes (**Read and follow the box below**)       No

**If the answer to Number 8 is “Yes”, the employer must complete the Employer - Use of a Representative (AINP 008A) form, which can be found at our website: [www.albertacanada.com/immigration/immigrate/ainpforms.html](http://www.albertacanada.com/immigration/immigrate/ainpforms.html)**

Name of authorized signing official (please print):	Title of authorized signing official:
Signature of authorized signing official:	Date signed (day, month, year):