

Employer-Driven Application for a Skilled Occupation (AINP 005)

- For Skilled Workers or International Graduates, and their Employer

Table of Contents

Pages i to iii: Overview,
Checklist

Pages 1 to 3: Employer,
Candidate,
Job,
Signatures

**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

Employer-Driven Application for a Skilled Occupation (AINP 005)

Overview of Employer-Driven Application for a Skilled Occupation

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 should use this application to help their candidate, who they have hired as a Skilled Worker or International Graduate in a permanent and full-time position, obtain their permanent residence. A nomination from the AINP is based on provincial criteria. A Provincial Nominee uses the nomination to apply for permanent residence from CIC. The table below helps explain the process for skilled occupations in the Employer-Driven Stream:

Who	Condition	Steps
1. Candidate and Alberta Employer	Agree to permanent, full-time employment in Alberta.	Complete and submit the <i>Employer-Driven Application for a Skilled Occupation (AINP 005)</i> , <i>Employer-Driven Application for Nomination (AINP 003)</i> and all required supporting documents to the AINP for a nomination.
2. AINP	Receives the AINP 005 and AINP 003 forms.	Approves or declines the candidate's application. If approved, the candidate is notified and a Certificate of Nomination is issued to CIC identifying the candidate as a Provincial Nominee.
3. Provincial Nominee	Receives AINP Nomination.	Submits application for permanent residence to CIC with AINP Nomination.
4. CIC	Receives application for permanent residence from the Provincial Nominee.	Checks the medical, criminal and security background of the Provincial Nominee; makes the final decision on permanent residence.

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

Eligibility

Employers can apply for approval from the AINP for a worker in a skilled job that:

- Is for permanent and full-time employment in Alberta
- Meets AINP criteria for **Skilled Workers** or **International Graduates**
- Meets provincial employment and wage standards
- Does not conflict with existing collective bargaining agreements, and
- Is made to a foreign candidate who is qualified for the job in Alberta

Category-Specific Criteria (Skilled Workers or International Graduates)

- ❑ Please refer to the following websites, or contact the Immigrate to Alberta Information Service (I2A Info Service) (see page iii) for more details on the appropriate category, before applying:
<http://www.albertacanada.com/immigration/immigrate/skilledworkers.html>
<http://www.albertacanada.com/immigration/immigrate/internationalgraduates.html>

Note: *Certain skilled jobs have specific criteria and conditions that must be met for approval.*

Forms Required

- ❑ The **employer and the candidate** must complete the *Employer-Driven Application for a Skilled Occupation* (AINP 005).
- ❑ The **candidate** must complete the *Employer-Driven Application for Nomination* (AINP 003).

Completing the Employer-Driven Application for a Skilled Occupation

- ❑ Print the whole application, including the cover page and instructions.
- ❑ Make sure every question and section is completed on every page. If a question does not apply, write **N/A** (Not Applicable).
- ❑ Provide original signatures on the application.

Supporting Documents Required

Employment Contract

- ❑ Provide a copy of the employment contract. It must be current, show the salary, duration of employment, working conditions, and signed by the employer and candidate.

Temporary Foreign Workers

If the candidate is working on a work permit as a temporary foreign worker, provide:

- ❑ A copy of the current, and previous (if available), CIC work permit(s).
- ❑ A copy of the current, and previous (if available), Labour Market Opinion(s) from Service Canada/HRSDC (include a copy of the Confirmation Letter and Annex).
- ❑ If a Labour Market Opinion does not exist, provide documents to show the exemption used for the work permit (e.g. North American Free Trade Agreement, Post-Graduation, etc.).

If the candidate is not working as a temporary foreign worker, the employer must provide details and supporting documents on the efforts made to hire a Canadian

Job Description

Attach the company's full job description for the candidate's job. A job description must be included and it must specify details for each of the following:

- ❑ Job title
- ❑ Main duties of the job
- ❑ Working conditions (e.g. *hours of work*)
- ❑ Education required
- ❑ Skills and knowledge necessary for duties
- ❑ Relevant work experience required

The AINP reserves the right to request additional information or documents, from either the employer or the candidate, to support this 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

Don't forget:

- **If a submission is incomplete, the application will not be accepted by our office. It will be returned.**
- **Only complete submissions are accepted as applications. Please note that applications are processed in the order received.**
- **Processing times are available on our website. Our office is unable to respond to status inquiries.**

The personal information provided on this form and attachments is collected under the authority of the *Government Organization Act* (RSA 2000) and managed in accordance with the *Freedom of Information and Protection of Privacy Act* (RSA 2000). The information will be used for the purpose of administering the Alberta Immigrant Nominee Program. If you have any questions about the collection of this information, you can contact the Alberta Immigrant Nominee Program, Alberta Employment and Immigration, Suite 940, Telus Plaza North Tower, 10025 Jasper Avenue, Edmonton, Alberta, Canada, T5J 1S6. Telephone (toll-free in Alberta): 1-877-427-6419 or (780) 427-6419. Fax: (780) 427-6560. Email: ainp.info@gov.ab.ca

A. Employer Details		File Number (Office Use):
1. Company Name:		2. Name and title of Employer Contact:
3. Describe the company (<i>Attach separate sheet if more space is needed</i>):		
4. Employer's Full Address (street, city/town, province, postal code):		
5. Address of Employment (<i>If different from above</i>):		
6. Employer's Phone:	7. Employer's Fax:	8. Employer's E-mail & Employer's Website:
9. Year business established:		10. Number of employees in Alberta:
11. How many Temporary Foreign Workers currently work for the employer in Alberta?		
B. Candidate & Job Details		NOC Code (Office Use):
1. Candidate's Full Name (first, middle, last):		
2. Candidate's Residential Address (street, city/town, province, postal code):		
3. Candidate's Mailing Address (<i>If different from above</i>):		
4. Candidate's Phone:	5. Candidate's Fax:	6. Candidate's E-mail:
7. Job title:		8. Provide exact wage or salary (<i>Specify rate</i>):
9. How long has this Candidate been working for this employer (<i>specify months</i>)?		
10. Is this a permanent and full-time job? <input type="checkbox"/> Yes <input type="checkbox"/> No		11. Is this a union position? <input type="checkbox"/> Yes (<i>specify</i>): <input type="checkbox"/> No
12. Describe how the employer hired, or learned about, the candidate. If any type of third party was used to help hire or recruit the candidate, provide their name and complete contact information:		

C. 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 approval for one or more AINP Nominations:
 - 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. This candidate’s work permit is issued for the same employment as that for which the request in this application form is being made, if this candidate is currently employed as a temporary foreign worker. Further, if the terms and conditions of the work permit do not match the information in this application, I will be asked by the AINP to provide further information.
6. I understand that the employer is responsible for notifying the AINP immediately of any change to the status of employment of this candidate in my (the employer) company, which includes, but is not limited to, change of job (title or duties), layoff or termination.
7. I understand all of the above statements, and have asked for and received an explanation of every point that was not clear to me.
8. I consent to be contacted to complete a brief questionnaire to evaluate the program.
9. 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 9 is “Yes”, the employer must complete the Employer - Use of a Representative (AINP 008A) form, which can be found at our website:
<http://www.albertacanada.com/immigration/immigrate/ainpforms.html>

Name of Employer’s Authorized Signing Official (please print):	Job Title of Employer’s Authorized Signing Official:
Original Signature of Employer’s Authorized Signing Official:	Date Signed (day, month, year):

D. Declaration and Authorization of Candidate

By signing and submitting this form, I, as the **candidate**, confirm that:

1. I have provided true, complete, and correct information in this application.
2. I authorize the employer, when applicable, to provide a copy of the following supporting documents to the Alberta Immigrant Nominee Program (AINP) to help in assessing my eligibility under the AINP:
 - a. A copy of my current, and previous (if applicable), Citizenship and Immigration Canada (CIC) work permit(s);
 - b. A copy of the current, and previous (if applicable), Service Canada or HRSDC Labour Market Opinion confirmation(s);
 - c. If exempt from the requirement for a Service Canada or HRSDC Labour Market Opinion, supporting documents to show the exemption under which the work permit was issued;
 - d. A copy of the employment contract. The contract includes the signature of the employer’s authorized signing official and my signature as the candidate who is accepting the offer and conditions of employment; and,
 - e. A copy of my credentials, certification, licence(s), and any other supporting documents relevant to carrying out a complete assessment of my eligibility under the AINP.
3. I authorize the AINP to disclose and collect, as necessary, information about me 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 to officials administering immigration, temporary foreign worker or other programs related to permanent residence or temporary residence within the Government of Canada.
4. I understand all of the above statements, and have asked for and received an explanation, or language translation if required, of every point that was not clear to me.
5. I consent to be contacted to complete a brief questionnaire to evaluate the program.
6. 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 6 is “Yes”, the employer must complete the Candidate - Use of a Representative (AINP 008B) form, which can be found at our website:
<http://www.albertacanada.com/immigration/immigrate/ainpforms.html>

Name of Candidate (please print):	Job Title of Candidate:
Original Signature of Candidate:	Date Signed (day, month, year):

Supporting documents are required with this form. Refer to pages i through iii.