
Employer and Worker Application for a Skilled Occupation

To be completed
by a Candidate, who
is a Skilled Worker or
International Graduate,
and their Employer

Table of Contents

Pages i to ii: Overview
and Eligibility

Pages ii to iii: Instructions
Checklist

Pages 1 to 4: Application Form
(ABPNP 005)

**If you need further help, please contact
the Alberta Foreign Worker Hotline:**

Toll-free in Alberta: 1-877-427-6419
Telephone: (Canada 001) (780) 427-6419
Email: pnp.info@gov.ab.ca

Employer and Worker Application for a Skilled Occupation Overview

Overview of Employer and Worker Application for a Skilled Occupation

In this booklet, you refers to the Skilled Worker or International Graduate candidate. The booklet provides instructions (pages ii-iii) to help you fill out the *Employer and Worker Application for a Skilled Occupation* (ABPNP 005). Pages 2, 3, and 4 are the legal authorizations (signatures) given by you (page 2), your employer (page 3), and if needed, by your representative and you (page 4). If you are a Skilled Worker or an International Graduate, the *Employer and Worker Application for a Skilled Occupation* (ABPNP 005) is required as the first step in the Alberta Provincial Nominee Program (PNP).

The Government of Alberta, with Citizenship and Immigration Canada (CIC), operate the Alberta PNP for faster processing of an application for permanent residence. The table below shows the steps in this process.

Who	Condition	Steps
1. Candidate and Alberta Employer	Candidate has accepted permanent, full-time employment as a Skilled Worker in Alberta with Alberta employer.	Completes and submits the <i>Employer and Worker Application for a Skilled Occupation</i> (ABPNP 005), <i>Application for Provincial Nomination</i> (ABPNP 003) with all supporting documents to the Alberta PNP for a PNP Nomination.
2. Alberta PNP	PNP has received the <i>Employer and Worker Application for a Skilled Occupation</i> and <i>Application for Provincial Nomination</i> .	Approves or declines the candidate's application. If it is approved, we notify the candidate and issue a Certificate of Nomination to CIC identifying the candidate as a Provincial Nominee.
3. Provincial Nominee	Provincial Nominee has received PNP Nomination.	Submits application for permanent residence to CIC with PNP Nomination.
4. CIC	CIC has received the application for permanent residence from Provincial Nominee.	Makes the final decision on the Provincial Nominee's application for permanent residence. Examines the Provincial Nominee on statutory requirements, such as medical, criminality and security.

Our office processes applications in the order we receive them. Processing times depend on the number of applications we receive. If your application includes sufficient supporting documents, we can assess your request promptly. Incomplete applications slow down the process. Notify the Alberta PNP promptly of any changes to the information you have provided.

Employer and Worker Application for a Skilled Occupation Instructions Checklist

Eligibility

Are you eligible for this program? You must be able to check (☑) all five items listed below to be considered eligible under the Alberta PNP as a Skilled Worker.

I have accepted an offer of employment from an Alberta employer that:

- Is for permanent, full-time employment in Alberta
- Meets Alberta PNP criteria in one of the following categories:
 - o Skilled Worker Category
 - o International Graduate Category
- Meets provincial employment and wage standards
- Does not conflict with existing collective bargaining agreements, and
- For which I meet the required qualifications

When applicable, check (☑) each item below to help you complete the application and provide all required supporting documents.

Forms Required

- A complete *Employer and Worker Application for a Skilled Occupation* (ABPNP 005). Make sure that both you **and** your employer's authorized signing official sign the form.
- A complete *Application for Provincial Nomination* (ABPNP 003).

Completing the Employer and Worker Application for a Skilled Occupation

- Make sure you answer or acknowledge each question in the application. If any questions do not apply, write **N/A** (Not Applicable).
- Provide original authorizations (signatures) on the application. Section D (pages 2-3) and Section E, if applicable (page 4), require original signatures.

Supporting Documents Required

Employment Contract

- Provide a copy of the employment contract. The contract must be signed by both the employer and candidate, and it must reflect the current salary, duration of employment and working conditions.

Employer and Worker Application for a Skilled Occupation Instructions Checklist

Temporary Foreign Worker Program

If you are employed as a temporary foreign worker with your Alberta employer, provide the following:

- A copy of the current, and previous (if applicable), CIC work permit(s).
- A copy of the current, and previous (if applicable), Service Canada or HRSDC Labour Market Opinion confirmation(s).
- A copy of the most recent Service Canada or HRSDC Foreign Worker Application.
- If you are exempted 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 (for example, North American Free Trade Agreement, Post-Graduation, etc.).

Job Information

Required only if a copy of the Service Canada or HRSDC Foreign Worker Application (used to obtain a Labour Market Opinion) is **not** available

Attach to this application the company's full job description for your job.
The job description must cover the following items:

- Job title
- Main duties and working conditions of the job
- Education necessary for the job
- Skills and knowledge necessary to perform the main duties
- Relevant work experience necessary to do the job

Please note that the Alberta PNP reserves the right to request additional information or documents, from either the employer or the candidate, to support the application.

Contact Information

Mail your application and attachments to:
Alberta Provincial Nominee Program
Alberta Employment, Immigration and Industry
Suite 940, Telus Plaza North Tower
10025 Jasper Avenue
Edmonton, AB T5J 1S6

Contact the Alberta Foreign Worker Hotline for further information:
Toll-free in Alberta: 1-877-427-6419
Telephone: (Canada 001) (780) 427-6419
E-mail: pnp.info@gov.ab.ca

Employer and Worker Application for a Skilled Occupation (ABPNP 005)

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 Provincial Nominee Program. If you have any questions about the collection of this information, you can contact the Provincial Nominee Program (PNP), Alberta Employment, Immigration and Industry, Suite 940, Telus Plaza North Tower, 10025 Jasper Avenue, Edmonton, Alberta, Canada, T5J 1S6. Telephone (toll-free in Alberta): 1-877-427-6419. Telephone: (780) 427-6419. Fax: (780) 427-6560. Email: pnp.info@gov.ab.ca.

A. Employer Contact Information		File Number (Office Use):	
1. Employer's Name:	2. Name of Employer Contact and Job Title:		
3. Employer's Address:	4. City/Town, Province:	5. Postal Code:	
6. Address of Employment (<i>If different from above</i>):			
7. Employer's Phone:	8. Employer's Fax:	9. Employer's E-mail:	10. Employer's Website:
11. How many employees currently work for the employer in Alberta?			
12. How many other PNP Nominations is the employer expecting to request for this job title in the next twelve months?			

B. Candidate Information		
1. Candidate's Family Name:	2. Candidate's Given Name:	
3. Candidate's Address:	4. City/Town, Province:	5. Postal Code:
6. Candidate's Mailing Address (<i>If different from above</i>):		
7. Candidate's Phone:	8. Candidate's Fax:	9. Candidate's E-mail:

C. Employment Details	
1. Job title:	2. Is this a permanent and full-time job? <input type="checkbox"/> Yes <input type="checkbox"/> No
3. Provide your exact gross annual salary (<i>Provide hourly rate if working in a trade</i>):	
4. How did you learn about this job with this employer?	
<input type="checkbox"/> Employer advertised job postings	<input type="checkbox"/> Industry, Association or Educational institution
<input type="checkbox"/> Initiated contact with employer	<input type="checkbox"/> Lawyer or Immigration Consultant
<input type="checkbox"/> Other (<i>specify</i>):	<input type="checkbox"/> Employment Agency or Recruiter (<i>specify</i>):
5. Is this a union position? <input type="checkbox"/> Yes (<i>specify</i>):	
<input type="checkbox"/> No	

Please note you must send us all applicable supporting documents as listed on the Employer and Worker Application for a Skilled Occupation Instructions Checklist.

Employer and Worker Application for a Skilled Occupation (ABPNP 005)

D. Authorization Candidate's Declaration

By signing and submitting this form, I 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 Provincial Nominee Program (PNP) to help in assessing my eligibility under the Alberta PNP:
 - 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. A copy of the most recent Service Canada or HRSDC Foreign Worker Application;
 - d. 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;
 - e. 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,
 - f. 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 Alberta PNP.
3. I authorize the Alberta PNP to disclose, as necessary, personal information about me collected from my application under the program, to officials in the Government of Alberta, including but not limited to partner ministries, and to officials administering immigration programs 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.

Name of candidate (please print):	Title of candidate:
Signature of candidate:	Date signed (day, month, year):

Employer and Worker Application for a Skilled Occupation (ABPNP 005)

Employer's Authorized Signing Official's Declaration

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 Provincial Nominee Program (PNP) to disclose, as necessary, information collected from this application under the program, to officials in the Government of Alberta, including but not limited to partner ministries, and to officials administering immigration programs 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 Alberta PNP to decline this application or withdraw approval for one or more PNP Nominations.
4. I understand that the Alberta PNP may decline this application or withdraw approval for one or more PNP 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 Alberta PNP 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 Alberta PNP to provide further information.
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.

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

Employer and Worker Application for a Skilled Occupation (ABPNP 005)

E. Use of a Representative

If a representative was used to prepare/submit this form, complete below:

Type of Representative (*Check all that apply*):

Unpaid
 Lawyer
 Immigration Consultant
 Other (*specify*):
 CSIC Number:

Name of Firm:

Address:

Representative's Family Name:

Representative's Given Name:

Telephone:

Fax:

E-mail:

Candidate's declaration:

1. I authorize the person identified above to serve as my representative and to conduct business on my behalf with officials of the Alberta Provincial Nominee Program (PNP).
2. I authorize my representative to provide this completed application and attachments to the Alberta PNP.
3. I authorize my representative and the Alberta PNP to discuss the contents of my application and attachments for the purposes described in this form.
4. I understand all previous statements, and received an explanation on every point about which I may have been uncertain.

Candidate's Signature:

Date:

Representative's declaration:

1. The information I have provided in Section E is true, complete, and correct.
2. I understand and accept that I am the person appointed by the candidate to conduct business with officials of the Alberta PNP.
3. I understand that this appointment is made in accordance with Section 84 of the Freedom of Information and Protection of Privacy (FOIP) Act.
4. I understand that to the best of my knowledge, the information provided on this form and the supporting documents provided are true, complete and correct. I explained all points that were unclear to the candidate on this application.
5. I understand that the candidate may be contacted directly by officials of the Alberta PNP. I understand that the Alberta PNP accepts the definition of *authorized* representative in accordance with the amended *Immigration and Refugee Protection Regulations* effective April 13, 2004.
6. I understand that by signing this form, I confirm that I am an unpaid representative or a paid representative who is a member in good standing of a provincial bar, the Chambre des notaires du Québec, or the Canadian Society of Immigration Consultants (CSIC).

Representative's Signature:

Date: