
Employer Application – Semi-Skilled Worker Category

To be completed
by an Employer of
Semi-Skilled Workers

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**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 Application - Semi-Skilled Worker Category Overview

Overview of Employer Application - Semi-Skilled Worker Category

In this booklet, you refers to the employer. The booklet will help you decide if you are eligible (pages ii-iii) and provides instructions (pages iii-iv) to help you fill out the application form (pages 1-4). The *Employer Application - Semi-Skilled Worker Category* (ABPNP 001) is the first step in applying under the Alberta Provincial Nominee Program's (PNP) Semi-Skilled Worker Category. We use this form to evaluate your ability to support candidates you want us to consider for Alberta PNP Nominations.

The Government of Alberta, with Citizenship and Immigration Canada (CIC), operate the Alberta PNP. Employers who are unable to fill selected semi-skilled occupations with Canadian Citizens or Permanent Residents may submit this application. You must attach all required supporting documents to your application for us to consider your request. The table below lists the steps in the Semi-Skilled Worker Category process and shows that this application is required as the first step:

Who	Condition	Steps
1. Alberta Employer	Alberta Employer has recruited candidate(s) for permanent, full-time employment in the Semi-Skilled Worker Category in Alberta.	Completes and submits the <i>Employer Application - Semi-Skilled Worker Category</i> (ABPNP 001) to apply to the PNP for approval to select one or more candidates for Nomination and faster processing of an application for permanent residence.
2. Alberta PNP	PNP has received <i>Employer Application - Semi-Skilled Worker Category</i> .	Approves or declines the employer's application. If it is approved, we issue an Employer Approval Letter for a specific number of candidates.
3. Candidate and Alberta Employer	Candidate has accepted permanent, full-time employment as a Semi-Skilled Worker in Alberta with Alberta employer.	Completes and submits the <i>Employer and Worker Application for a Semi-Skilled Occupation</i> (ABPNP 002), <i>Application for Provincial Nomination</i> (ABPNP 003), and all required supporting documents to the Alberta PNP for a PNP Nomination. *
4. Alberta PNP	PNP has received <i>Employer and Worker Application for a Semi-Skilled Occupation and 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.

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Who	Condition	Steps
5. Provincial Nominee	The Provincial Nominee has received PNP Nomination.	Submits an application for permanent residence to CIC with PNP Nomination.
6. CIC	CIC has received an application for permanent residence from the 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.

* If you have already selected the candidate(s) for the occupation requested, you may submit all required applications and supporting documents at the same time (combine Steps 1 and 3). This may help our office provide a faster decision.

Industry-Specific Criteria

- Please refer to the following website for further information before submitting your application for a candidate, or candidates, to be considered for a PNP Nomination by the Alberta PNP under the Semi-Skilled Worker Category:
http://www.alberta-canada.com/pnp/semiSkilled_index.cfm
- If you do not have access to the Internet, or if you have other questions about this application, please contact the Alberta Foreign Worker Hotline (see page iv) for further information before submitting your application.

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.

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Eligibility Requirements for Employer Applicants under the Semi-Skilled Worker Category

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

The Alberta PNP will consider this application as a request to select a candidate, or candidates, for a PNP Nomination and quicker processing of an application for permanent residence **only if** your offer of employment to the candidate(s):

- Is for permanent, full-time employment in Alberta
- Meets our criteria for one of the following industries that apply in the Semi-Skilled Worker Category:
 - o Food and Beverage Processing Industry
 - o Hotel and Lodging Industry
 - o Manufacturing Industry
 - o Truck Driving Industry
- Meets provincial employment and wage standards
- Does not conflict with existing collective bargaining agreements
- Is made to an individual who meets the required qualifications for the job, and
- You possess a Service Canada or HRSDC Labour Market Opinion pre-approval or confirmation, or both, for the job requested

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

Forms Required

- A complete *Employer Application – Semi-Skilled Worker Category* (ABPNP 001).

Completing the Employer Application - Semi-Skilled Worker Category

- 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 E (page 3) and Section F, if applicable (page 4), require original signatures.

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Supporting Documents Required

Accommodation, Settlement and Retention Plans

- Attach to your application supporting documents, or a description, or both, on how you are helping the candidate(s) find suitable, affordable accommodation in the local community.
- Attach to your application supporting documents, or a description, or both, on how you are helping the candidate(s) integrate in the local community and your workforce.
- Attach to your application supporting documents, or a description, or both, on how you intend to encourage the candidate(s) to remain with your company. Examples of employer-retention activities include accommodation and settlement assistance, bonuses or incentives, career training plans, and/or a benefits package.

You may be able to provide the description about your accommodation, settlement and retention plans on page 1 of the application (under Section B).

English as a Second Language (ESL) Training

If a candidate is not competent in listening, speaking, reading and writing English, you must provide an in-house English as a Second Language (ESL) program or cover the cost of ESL training for the candidate.

- Attach to your application supporting documents showing how you intend to provide ESL training.

ESL training is not required in cases where candidates originate from an English-speaking country, or have completed secondary or post-secondary studies in English.

Please note that the Alberta PNP reserves the right to request additional information or documents 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 Application - Semi-Skilled Worker Category (ABPNP 001)

A. Employer Applicant 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. Employer's Phone:	7. Employer's Fax:	8. Employer's E-mail:	9. Employer's Website:
10. Head office contact information <i>(If applicable)</i> :			
11. Type of company <i>(Describe the goods and/or services you offer)</i> :			
12. Year business established:	13. Number of employees:		

B. Job Information
1. Job title <i>(Attach company job description for this job. For each different job, you must complete a separate Employer Application - Semi-Skilled Worker Category)</i> :
2. Is this job currently filled by a Temporary Foreign Worker? <input type="checkbox"/> Yes <input type="checkbox"/> No
3. Is this a permanent and full-time job? <input type="checkbox"/> Yes <input type="checkbox"/> No
4. How many PNP Nominations are you requesting for this job title?
5. Salary range <i>(Specify rate as hourly, monthly or yearly)</i> :
6. How are you helping the candidate(s) find suitable, affordable accommodation in the local community? <i>(Provide attachment if required)</i>
7. How are you helping the candidate(s) integrate in the local community and your workforce? <i>(Provide attachment if required)</i>
8. How do you intend to encourage the candidate(s) to remain with your company? <i>(Provide attachment if required)</i>
9. Have you assessed the English language ability of the candidate(s)? <input type="checkbox"/> Yes <input type="checkbox"/> No

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10. 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:

11. 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?

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

English:	Reading	Speaking	Writing	French:	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"/>

13. Have you verified that the candidate(s) completed secondary (high school) education in their home country before hiring? Yes No

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

15. Is this a union position? Yes (*specify*): No

C. Hotel and Lodging Industry

1. If you are applying as an employer in the Hotel and Lodging Industry, are you a member of the Alberta Hotel and Lodging Association (AHLA)? Yes No

2. Please indicate the number of rooms you have at this property:
(*A separate application is required for each property*)

- | | |
|--|--|
| <input type="checkbox"/> 1-50 Rooms | <input type="checkbox"/> 151-200 Rooms |
| <input type="checkbox"/> 51-100 Rooms | <input type="checkbox"/> 201-250 Rooms |
| <input type="checkbox"/> 101-150 Rooms | <input type="checkbox"/> More than 250 Rooms (<i>specify</i>): |

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:

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E. Authorization
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. I understand all of the above statements, and have asked for and received an explanation of every point that was not clear to me.
6. 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):

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. E-mail: pnp.info@gov.ab.ca.

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F. 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:

Declaration of the employer contact or the employer's authorized signing official:

1. I authorize the person identified above to serve as my company's representative to conduct business with officials of the Alberta Provincial Nominee Program (PNP) about this application for a Provincial Nominee.
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.

Employer's Signature:

Date:

Representative's declaration:

1. The information I have provided in Section F is true, complete, and correct.
2. I understand and accept that the employer appointed me to conduct business on their behalf with officials of the Alberta Provincial Nominee Program (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 employer on this application.
5. I understand that the employer may be contacted directly by officials of the Alberta PNP.
6. 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.
7. 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: