
Employer and Worker Application for a Semi-Skilled Occupation

To be completed by
a Candidate, who is a
Semi-Skilled Worker,
and their Employer

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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 and Worker Application for a Semi-Skilled Occupation Overview

Overview of Employer and Worker Application for a Semi-Skilled Occupation

In this booklet, you refers to the Semi-Skilled Worker candidate. The booklet provides instructions (pages iii-iv) to help you fill out the *Employer and Worker Application for a Semi-Skilled Occupation* (ABPNP 002). 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 your employer has already completed the *Employer Application – Semi-Skilled Worker Category* (ABPNP 001) and has selected you as a Semi-Skilled Worker candidate, all applications and supporting documents may be submitted together at the same time (combine Steps 1 and 3 below).

You must attach all required supporting documents to your application to be considered for a PNP Nomination. 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. 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 the <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.

Employer and Worker Application for a Semi-Skilled Occupation Instructions Checklist

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Who	Condition	Steps
5. Provincial Nominee	The Provincial Nominee has received PNP Nomination.	Submits application for permanent residence to CIC with PNP Nomination.
6. CIC	CIC has received an application for permanent residence from the Provincial Nominee.	Makes a final decision on the Provincial Nominee's application for permanent residence submitted under this class. Examines the Provincial Nominee on statutory requirements, such as medical, criminality and security.

* If you have already been selected by your employer as a candidate 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 the applications required 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. Applications that provide sufficient supporting documents allow us to assess your request promptly. Incomplete applications delay our ability to provide a final decision. Notify the Alberta PNP promptly of any changes to the information you have provided.

Employer and Worker Application for a Semi-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 to apply under the Alberta PNP as a Semi-Skilled Worker.

The Alberta PNP will consider this application as a request to select a candidate for Nomination under the Semi-Skilled Worker Category for faster processing of an application for permanent residence **only if** the offer of employment to the candidate:

- 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
- Is from an employer who possesses 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 and Worker Application for a Semi-Skilled Occupation* (ABPNP 002). 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 Semi-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.

Employer and Worker Application for a Semi-Skilled Occupation Instructions Checklist

Supporting Documents Required

Employment Contract

- Attach 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.

Temporary Foreign Worker Program

You must be employed as a temporary foreign worker with your Alberta employer, and include the following with this application:

- 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

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 each of 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 Semi-Skilled Occupation (ABPNP 002)

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.

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. 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:

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:	
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>):	
6. List any licences or certificates you have that are required to do this job:	

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

Employer and Worker Application for a Semi-Skilled Occupation (ABPNP 002)

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 Semi-Skilled Occupation (ABPNP 002)

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 Semi-Skilled Occupation (ABPNP 002)

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: