

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

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- For an Employer of  
Semi-Skilled Workers

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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.

| <b>Who</b>                        | <b>Condition</b>   | <b>Steps</b>   |
|-----------------------------------|--|--|
| 1. Alberta Employer               | Candidate(s) is/are currently working in Alberta as permanent, full-time Semi-Skilled Worker(s) employees. | Completes and submits the <i>Employer-Driven Application - Semi-Skilled Worker Category (AINP 001)</i> , 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                           | Receives <i>Employer-Driven 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 <i>Employer-Driven Application for a Semi-Skilled Occupation (AINP 002)</i> , <i>Employer-Driven Application for Nomination (AINP 003)</i> , 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.

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

### Eligibility

**Employers can apply to the AINP for approval of a semi-skilled job that:**

- Is for permanent and full-time employment in Alberta
- Meets AINP criteria **Semi-Skilled Workers** in an eligible industry and occupation:
  - Food and Beverage Processing Industry
  - Manufacturing Industry
  - Other (*specify*): \_\_\_\_\_
  - Hotel and Lodging Industry
  - Truck Driving Industry
- Read the Industry-Specific Criteria (section and link below) to find details about industry requirements under the program
- Meets provincial employment and wage standards
- Does not conflict with existing collective bargaining agreements, and
- Is made to a foreign worker who is qualified for the job in Alberta

### Industry-Specific Criteria

- 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:  
<http://www.albertacanada.com/immigration/immigrate/semiskilledworkers.html>

### Forms Required

- The **employer** must complete the *Employer Application - Semi-Skilled Worker Category* (AINP 001)
- If the employer has selected their candidate(s), the following forms should also be submitted:**
- The **employer and the candidate** must complete the *Employer-Driven Application for a Semi-Skilled Occupation* (AINP 002), once the employer selects a candidate
  - The **candidate** must complete the *Employer-Driven Application for Nomination* (AINP 003)

### Completing the Employer Application - Semi-Skilled Worker Category

- 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

#### 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, and 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:

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

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

**The AINP reserves the right to request additional information or documents, from either the employer or the candidate(s), 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](mailto:ainp.info@gov.ab.ca)

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

| <b>A. Employer Details</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 ( <i>Attach separate sheet if more space is needed</i> ):   |                    |  |                             |
| 10. Year business established:  |                    | 11. Number of employees in Alberta:              |                             |
| <b>B. Job Details</b>   |                    | <b>NOC Code (Office Use):</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> )            |                    |  |                             |



**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), layoff 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:**  
<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: |
| Signature of Employer's Authorized Signing Official:           | Date Signed (day, month, year):                      |