



# Alberta Jobs Now Program

Application guidelines

This publication is issued under the Open Government Licence – Alberta  
(<http://open.alberta.ca/licence>).

This publication is available online at <https://open.alberta.ca/publications/alberta-jobs-now-program-application-guidelines>

Alberta Jobs Now Program Application Guidelines | Alberta Labour and Immigration

© 2021 Government of Alberta | September 2021



# Contents

About the Alberta Jobs Now Program.....	4
Employer Eligibility .....	5
New Hire Eligibility .....	6
Alberta Jobs Now Program Position Criteria.....	7
Alberta Jobs Now Program Training Criteria.....	8
Application and Payment Overview.....	8
Alberta Jobs Now Program Grant Funding.....	9
How to Apply .....	10
Application and Assessment Process .....	11
Application Intake Dates.....	13
After You Apply .....	13
Appendix A: Glossary to Assist with Alberta Jobs Now Program Forms.....	15

# About the Alberta Jobs Now Program

**It is important that all applicants review this document carefully, as it forms part of the grant agreement, which all employers must agree to and sign to be eligible for funding.**

Alberta is facing an unprecedented economic crisis due to the COVID-19 pandemic, global recession and world oil price collapse. As part of Alberta's Recovery Plan, Alberta's government is taking bold action by investing in jobs for Albertans.

The Alberta Jobs Now Program is making it more affordable for employers to hire and train new employees so they can re-open or expand their businesses as our economy recovers. Through the new grant program, hiring and training costs will be reduced which will help create more jobs.

The Alberta Jobs Now Program is an investment that will create jobs, help Alberta's economy recover and most importantly, get Albertans back to work. This is the bold action needed to support Albertans and our economy.

Eligible Alberta employers can apply for the new grant to help subsidize wages, fund training, or a combination of both to hire a new employee. Eligible employers can apply for the Alberta Jobs Now Program to receive funding. Fifty per cent will be provided three months after the new hire has started working and the remaining 50 per cent will be received after confirmation that the new hire has completed 52 weeks of employment.

Eligible employers will be approved once program eligibility criteria are met and their application is approved.

Eligible employers can apply to the Alberta Jobs Now Program during specified application intake periods through an online portal. Please refer to [alberta.ca/jobsnow](http://alberta.ca/jobsnow) for application intake period dates.

The Alberta Jobs Now application process contains the following steps:



## 1. Complete Grant Application and Obtain Eligibility Approval

Employer submits online employer application and grant agreement, which can also include new hire information, if known.

The online application will include:

- A completed application form.
- A grant agreement signed digitally by the employer. The employer submits one grant agreement and the terms and conditions will apply to all of their approved Alberta Jobs Now Program new hires.
- The application is assessed by the Government of Alberta to determine if the employer is eligible for the Alberta Jobs Now Program.

Eligibility Approval:

- Once the application is assessed, employers will be notified of their eligibility approval status via email that their application has been approved.
- The grant agreement is signed by the Government of Alberta when the application is approved.

## 2. Add New Hires

After the approval, the employer can start hiring the new employees (if they have not already done so).

- Employers are recommended to wait for application approval before hiring new employees. Employers who choose to hire new employees prior to receiving approval run the risk of bearing the cost if the program declines their application.

New hire information - employers return to the employer application in the online portal and submit new hire information for each unemployed Albertan they have hired or plan to hire.

- New hires must be hired on or after program launch date.
- The start date for new hires can be no longer than 120 days from the application approval.
- New hire information must be submitted within 30 days after the eligible employee's date of hire.

The new hire information is assessed by the Government of Alberta to determine if the new hire is eligible for the Alberta Jobs Now Program.

## 3. Add Payroll Information (First Payment)

First Payment - after new hires have worked for three months, employers return to the employer application in the online portal and submit paystubs for each new hire.

## 4. Grant Completion

After 52 weeks, the completion form and remaining paystubs are submitted for the final payment.

See the *Application and Assessment Process* section below for further information on the program stages.

---

# Employer Eligibility

Alberta Jobs Now Program is open to non-profit organizations and charities and small, medium and large businesses across all industries in the private sector.

Private businesses include sole-proprietors, general and limited partnerships, franchises and corporations. Below is more information on employer eligibility.

## Eligible employers

Employers must:

- Be incorporated (for businesses and some non-profit organizations), have a registered Trade Name (for sole proprietors) or be registered under (for non-profit organizations) an act of the legislature of a province or the Parliament of Canada for at least one year.
- Be located and operational in Alberta.
- Be hiring for new or vacant full time positions for at least 52 weeks.
- Provide safe working conditions, be in good standing and comply with the Employment Standards Code, *Occupational Health and Safety Act*, *Workers' Compensation Act* and all other applicable legislation and regulations.
  - Good standing is defined as: Workers compensation premiums are paid; no outstanding Occupational Health and Safety (OHS) convictions; and/or any Employment Standards orders are resolved.
- Have met or currently meet all obligations to the province under previous grant agreements.
- For sole proprietors, the following documentation must be provided.
  - Sole proprietors with coverage under the Workers' Compensation Act must submit a Workers' Compensation Board (WCB-Alberta) clearance letter.
  - Sole proprietors in a WCB-Alberta exempt industry under the Workers' Compensation Act must submit the following:
    - A WCB-Alberta exempt industry letter; and
    - A copy of their federal payroll deductions or GST Registration.

## Ineligible employers

- Federal, provincial or municipal governments
- Public sector (public post-secondary institutions, schools, school boards, hospitals, health authorities, etc.)
- Political parties
- Provincial or federal Crown agencies, boards and commissions or corporations
- Businesses and organizations that are not in operation for the 52-week duration of the grant.
- Businesses and organizations have not been incorporated or registered for at least a year.

---

## New Hire Eligibility

### Eligible new hires

As part of Alberta's Recovery Plan, we are creating jobs and getting Albertans back to work. Under the Alberta Jobs Now Program that means creating opportunities for businesses to create jobs. Eligible businesses will be able to hire new employees that meet the following criteria.

#### New hires must be:

- An unemployed individual. This also includes an individual employed in a part-time position at a company other than the employer applicant (average of fewer than 30 hours per week.)
- A new hire of the employer.
  - New hires must be hired on or after program launch date.
  - The start date for new hires can be no longer than 120 days from the application approval.
  - New hire information must be submitted within 30 days after the eligible employee's date of hire.
  - A previous employee of the employer can be considered a new hire, provided they have not been working for the employer applicant, part or full time for the past 90 days.
- Resident of and will be working in Alberta during the grant period.
- A Canadian citizen, a permanent resident or protected persons under *the Canadian Immigration and Refugee Protection Act*, who is legally entitled to work in Canada.

### Hiring persons with disabilities

Under the Alberta Jobs Now Program, persons with a disability are defined as: persons who have a physical, mental, sensory, intellectual, or learning impairment, which, in interaction with various barriers, may hinder their labour market participation.

Employers can find resources and information about recruiting and hiring job-seekers with disabilities by visiting the [Hiring Persons with Disabilities: Getting Started](#) page of the Alberta Careers, Learning and Employment Information (ALIS) website. ALIS also includes a link to the Government of Canada for tools to make workplaces inclusive.

Employers can also visit the Government of Canada's Job Bank, [Recruit persons with disabilities](#) page to post job ads for free on Job Bank and market them to interested persons with disabilities.

### Ineligible new hires

- Previous employees who were purposefully terminated or laid off by the employer to receive the Alberta Jobs Now Program grant
- Individuals who leave their current full time position to move to another full time job
- Company owners or directors/board members of the employer applicant or self-employed individuals cannot apply for the grant to fund themselves
- Immediate family of the company owner or director/board member or self-employed individual:
  - Immediate family members includes but is not limited to; spouse, common-law partner, adult interdependent partner, child (biological, step, adopted), parent, sibling
- Current and previous employees who have worked for the employer in the past 90 days
- Any person who was a previous participant in the Alberta Jobs Now Program for the same employer
- Any person who is not a resident of or will not be working in Alberta during the grant period

- Contractors
- Full time self-employed individuals
- Temporary Foreign Workers, or anyone temporarily working in Canada

## Replacing a new hire

The intent of the Alberta Jobs Now Program is that an employer will hire each new worker for a minimum of 52 weeks, during which the employer can receive a wage and/or training subsidy.

It is not always possible for each new hire to be employed for at least 52 weeks.

The Alberta Jobs Now Program allows for original new hires to be “replaced” twice with other eligible new hires during the grant duration.

To replace a new hire, the employer must:

- Contact the Alberta Jobs Now Program at [jnp@gov.ab.ca](mailto:jnp@gov.ab.ca) and identify which new hire will be replaced and what their last day of employment was.
- Submit the replaced new hire’s pay stubs via email.
- The current new hire’s status will be changed to state “New-Hire Replaced”.
- The employer will enter the information for the replacement new hire on the Alberta Jobs Now Program Portal (including unemployment documentation and job offer letter) and will be notified by email when the new hire is approved.

*Remember:*

1. *Each new hire replacement must meet the same eligibility criteria and be employed in the same position as the person they are replacing.*
2. *Employers will have a total of 120 days to hire for each approved position, including original hire and any replacement hires. If hiring of original and replacement new hires takes more than 120 days, the position will not be eligible for a full grant payment based on 52 weeks of employment.*

## Alberta Jobs Now Program Position Criteria

- New or vacant full time and permanent position in Alberta (defined as a minimum of an average of 30 hours per week). Contract or fixed term positions are ineligible.
- The duration of the grant for each new hire is for 52 weeks of employment. New hires must remain employed for at the least the full duration of the grant but are expected to be employed longer. An employer is eligible for up to two replacements for a position during the 52 weeks.
- An employer can receive funding for each position one time only.
- An employer can receive funding for each new hire one time only.
- A new hire cannot be moved into an unrelated position for the duration of the grant.
- The new position cannot eliminate, reduce or otherwise impact the security of work hours of any existing employee of the employer applicant as a result of this program.
- An employer cannot assign, subcontract or transfer the position to another employer during the grant.
- **An employer cannot receive Alberta Jobs Now Program funding for any employee who is also receiving a wage subsidy from other government sources for the same position at the same time (e.g. Canada Emergency Wage Subsidy).**

---

# Alberta Jobs Now Program Training Criteria

## Eligible training

- Relevant to the current operational needs of the business and result in skills development directly connected to the available job
- Courses offered by a third party trainer that is separate from the employer (tuition fees, fees charged by training provider, mandatory student fees, textbooks, software, required materials and examination fees) or training offered in-house where third party training is not available
- Delivered online, onsite or in a classroom, and may be undertaken on either a part-time or full-time basis
- Start and be completed within the duration of the grant
- Take place in Alberta except under exceptional circumstances

## Ineligible training

- Ineligible training includes, but is not limited to:
  - apprenticeship training
  - self-study for an exam
  - training for personal interest
- **Employers cannot use the Alberta Jobs Now Program grant to fund the same training for the same individual that has been funded or will be funded under a different training program (e.g., Canada-Alberta Job Grant).**

---

# Application and Payment Overview

The Alberta Jobs Now Program is a bold action to create jobs and get Albertans back to work quicker. This approach to job support looks at long-term job support and employment. As part of the program, eligible employers will be required to confirm employment and provide documentation at various stages throughout the year, or 52 weeks.

As part of the program, funding will be provided to approved employers in two payments. Approved employers will receive 50 per cent of their grant funding 3 months after the new hire has started working, and the remaining 50 per cent after confirming the new hire has completed 52 weeks of employment. The employer also has the option to request a single payment at the end of 52 weeks of employment.

To receive payment, employers are required to submit the forms described below:

- Alberta Jobs Now Program Application Form and Grant Agreement
  - New Hire Information - employers return to the employer application in the online portal and submit new hire information for each unemployed Albertan they have hired or plan to hire
  - First Payment - after three months, employers submit paystubs for each new hire
- Alberta Jobs Now Program Completion Form

\*Paystubs will be required as verification of employment and pay amounts. The employer is required to submit paystubs at 3 months and 52 weeks, to accommodate the two payment schedule. If only one payment is preferred, the employer is only required to submit the final paystubs after 52 weeks. The grant is paid based on the new hire's actual amounts earned up to the maximum amount approved in the employer's application.

Employers can apply for the Alberta Jobs Now Program online through [alberta.ca/jobsnow](https://alberta.ca/jobsnow). The online portal makes applying for the Alberta Jobs Now Program easy and efficient. Digital signatures will be accepted, eliminating the need to mail in forms.



**Submitted applications must be filled out completely and digitally signed by the employer. Incomplete applications will result in a delay in processing.**

The following considerations will be applied when assessing applications:

- 1) An eligible application does not guarantee funding.
- 2) Applications will be assessed on a first-come, first-served basis.

All decisions regarding the eligibility of the employers, new hires and grant payments will be made at the sole discretion of the Minister of Labour and Immigration. The Minister reserves the right to contact employers, new hires, training providers or any other person in order to substantiate training activities, financial records or other related matters.

---

## Alberta Jobs Now Program Grant Funding

Eligible employers applying for the grant may receive funding equal to 25 per cent of the employee's annual salary, up to a maximum of \$25,000 per new hire, whichever is less. If the new hires have a disability, the employer is eligible for a grant up to 37.5 per cent of the employee's annual salary, or up to a maximum of \$37,500, whichever is less. An employer can apply for a grant for up to 20 new hires each time the program is open for applications.

### Length of the grant

The duration of the grant for each new hire includes 120 days of hiring time and the first 52 weeks of employment. New hires are expected to remain employed with the employer after the grant is complete.

The grant funding can only be applied towards salary or to support training required for the new hire. The employer cannot use the funding for any other purpose.

Salary includes wages, vacation pay and general holiday pay, but does not include:

- (i) overtime pay and termination pay,
- (ii) a payment made as a gift or bonus that is dependent on the discretion of an employer and that is not related to hours of work, production or efficiency,
- (iii) expenses or an allowance provided instead of expenses, or
- (iv) tips, commission or other gratuities.

The grant amount paid cannot exceed the amount approved on the employer's application.

Employers will not be paid the second full payment of 50 per cent of the grant for new hires that do not complete the first 52 weeks of employment. A lower amount may be paid if the new hires worked at least 26 weeks.

Employers can choose to take one payment of up to 100 per cent at the end of the grant duration to reduce administrative burden. If they choose this option, pay stubs are NOT required to be submitted when new hires are at three months of employment, but are required at 52 weeks.

All new hires must be paid at least minimum wage and work at least an average of 30 hours per week. Exceptions to hours worked may be considered, by the Alberta Jobs Now Program, for COVID restrictions that prevent new hires from working full time hours.

Grant payments will be made through direct deposit. To receive direct deposit, the employer must complete the Direct Deposit Information section of the application submitted via the Alberta Jobs Now Program Portal and upload a void cheque.

# How to Apply

All applications must be submitted through the online application portal. Application forms will be available when application intake opens. Applicants can access the online application portal through the program webpage at [www.alberta.ca/jobsnow](http://www.alberta.ca/jobsnow).

## 1. Create a user account

In order to access the online application portal, applicants must have a My Alberta Digital ID (MADI) user account with a secure login name and password. If you already have a MADI, please log in with your existing credentials.

Applicants that do not already have a MADI, please visit the MADI webpage at <https://account.alberta.ca/> to set up an account prior to accessing the program's online application portal. If employer's already have a MADI account, they do not need to create a new one.

**For this program, applicants are only required to register for a basic MADI account using a valid email (applicants are not required to register for a Verified Account, and do not need to verify their account with a valid driver's licence or identification card).**

Once the account has been created, applicants can use their new credentials to log in to the online application portal. The portal hosts live application forms available for submission.

## 2. Fill out and submit an application through the online application portal

Applications must be submitted through the online application portal before application intakes close.

- The first intake will close July 23, 2021.
- The second will open in fall 2021.
- A third intake will be announced at a later date.

The grant amount paid cannot exceed the amount requested on the employer application.

The online application will include:

- A completed Application Form with information to establish employer eligibility
- A grant agreement to comply with the program's terms and conditions, including audit and compliance controls.

When you have hired, you can add:

- Information about new hires
- **An offer letter or a letter confirming employment for each new hire**
  - Letters must be on company letterhead, signed on or after program launch date and include:
    - employer location info
    - position title
    - salary/wage
    - start date
    - new hire name
    - employer signature
    - employee signature
- **Documentation validating the new hire's unemployed status**
  - Includes one or more of the following:
    - Statement of EI earnings, documentation of EI application decision
    - Most recent Record of Employment
    - Notice of termination from most recent employer
    - CRA Notice of Assessment
    - Self-declaration (available on our website [alberta.ca/jobsnow](http://alberta.ca/jobsnow)) from the unemployed person if they have been out of the labour force for a significant period of time (including recent graduates) or are employed part-time and do not have any other proof of unemployment. This document is subject to verification.

*The recommended option is to wait for application approval before the employer hires any new employee. Employers who choose to hire new employees prior to receiving approval risk bearing the cost of hiring if the program declines the application.*

# Application and Assessment Process

## Employer application and grant agreement

*This application determines employer eligibility.*

- The employer will complete the employer application and the grant agreement (described below) online through the Alberta Jobs Now Program Portal to request a grant for up to 20 new hires.
- The application can include the new hires' information if the employer has it at the time of application.
- If including the new hires' information, go to the Alberta Jobs Now Program Website and download the *New Hire Information Form*. The new hire can fill this form out and sign it, giving the employer permission to share their information with the Alberta Jobs Now Program. This document is for employer reference and does not have to be submitted to the program.
- The application asks the employer for direct deposit information and they will upload a copy of a void cheque for verification.
- The application is assessed to determine if the employer is eligible for the Alberta Jobs Now Program.
- The grant amount paid cannot exceed the amount requested on the employer application.
- Once the application is assessed, employers will be notified of their Alberta Jobs Now Program eligibility approval status via email. This is an employer's approval.

## Grant Agreement

- This is a legally binding agreement, which outlines the obligations of the Government of Alberta and the employer, and must be digitally signed by an authorized signing official for the employer.
- The agreement is not in force until it has been approved and signed by the Minister or the Minister's delegate, which will not occur unless/until the application has been approved.
- The employer submits one grant agreement and the terms and conditions will apply to all of their approved Alberta Jobs Now Program new hires.

## New hires

*This step confirms new hire eligibility and must occur within 30 days of hiring.*

- Once an employer has received approval on the application, return to the employer application in the online portal and submit new hire information for each unemployed Albertan hired or planned to be hired.
  - New hires must be hired on or after program launch date.
  - The start date for new hires can be no longer than 120 days from the application approval.
  - New hire information must be submitted within 30 days after the eligible employee's date of hire.
- *The recommended option is to wait for application approval before the employer hires any new employee, and those employers who choose to hire new employees prior to receiving approval risk bearing the cost of hiring if the program declines the application.*
- Go to the Alberta Jobs Now Program website and download the New Hire Information Form. The new hire can fill this form out and sign it, giving the employer permission to share their information with the Alberta Jobs Now Program. This sheet is for employer reference and does not have to be submitted to the program.
- The new hire candidate will be assessed to confirm eligibility and the employer notified of their approval via email.
- Once all the new hires are approved, the grant amount approved cannot exceed the amount calculated on the employer application.
- If the new hire is found ineligible, employers do have the option of submitting a different new hire for the position.
- Paystubs will be required as verification of employment and pay amounts. Please be sure to keep copies of all paystubs. The employer is required to submit them at 3 months and 52 weeks. (If the employer prefers one payment at the end of the grant, they only need to submit paystubs at that time.)

The employer must submit one of the following documents when submitting new hire information:

- Offer of employment
- Letter of employment

*Both documents must be on employer letterhead and include the Employer's location information, the new hire's name, the agreed upon start date, the position title, salary/wage and the employer's or employer's agent and employee's signatures.*

## Unemployed verification

Validation of an individual's unemployed status is required when submitting the new hire information and includes one or more of the following:

- Proof the individual has applied for Employment Insurance (EI) or is receiving EI (e.g. Statement of EI earnings, documentation of EI application decision)
- Most recent Record of Employment
- Notice of termination from most recent employer
- CRA Notice of Assessment
- Self-declaration (available on our website [alberta.ca/jobsnow](http://alberta.ca/jobsnow)) from the unemployed person if they have been out of the labour force for a significant period of time (including recent graduates) and do not have any other proof of unemployment. This document is subject to verification.

Validation that an individual is/was in a part-time position (an average of fewer than 30 hours per week) will include:

- A declaration confirming the new hire worked an average of fewer than 30 hours a week while working for their previous employer. (available on our website, [alberta.ca/jobsnow](http://alberta.ca/jobsnow))

Eligible hires can obtain their Record of Employment or itemized statement through the following methods:

- Online through their My Service Canada Account at [canada.ca/en/employment-social-development/services/my-account.html](http://canada.ca/en/employment-social-development/services/my-account.html)
- By telephone through the EI Telephone Information Service at 1-800-206-7218 (TTY: 1-800-529-3742)

## First payment

*This step provides eligible employers with 50 per cent of the total grant payment once the new hires have worked for at least three months.*

- After new hires have worked for three months, employers return to the employer application in the online portal and upload paystubs for each new hire.
- The paystubs will verify the new hire is still employed with the applicant organization and will confirm what amount they are being paid.
- Once all the new hires' pay information has been submitted, the payment will be calculated and issued. The total grant amount approved cannot exceed the amount calculated on the employer application.
- If the new hire is found ineligible, Alberta Jobs Now Program funding will not be provided and the employer will be responsible for all costs incurred for the time the new hire has been in their employ.
- Information on the paystubs must include:
  - employer's name;
  - name of the new hire;
  - pay period covered by each statement;
  - total number of regular and overtime hours worked;
  - salary/wage rate;
  - earnings paid, showing each component of the earnings separately (e.g. salary/wages, overtime, holiday pay); and
  - amount of deductions from earnings and the reason for each deduction.
- **Please do not include documentation with Social Insurance Numbers. Alberta Jobs Now Program does not require this information.**

## Employer completion form

**All employers should submit one Alberta Jobs Now Program Employer Completion Form once new hires have completed their first 52 weeks of employment.**

*Approval of the completion form initiates the final payment.*

- Employers will fill out a brief survey about the Alberta Jobs Now Program on the completion form.
- The completion form will also ask for details of any training taken by the new hires during the first 52 weeks of employment.
- The Employer Completion Form must be accompanied with corresponding proof, copies of paystubs, for all new hires.

- Payments will be based on the new hire's actual amounts earned up to the maximum amount approved in the employer's application, and therefore may not match and cannot exceed the amount paid at the three-month mark.
- Information on the paystubs must include:
  - employer's name;
  - name of the new hire;
  - pay period covered by each statement;
  - total number of regular and overtime hours worked;
  - salary/wage rate;
  - earnings paid, showing each component of the earnings separately (e.g. regular salary/wages, overtime, holiday pay); and
  - amount of deductions from earnings and the reason for each deduction.
- The Employer Completion Form must be received *no later than 30 days* after the last new hire completes their first 52 weeks of employment.
- **Please do not include documentation with Social Insurance Numbers. Alberta Jobs Now Program does not require this information.**

---

## Application Intake Dates

Applications for the first intake will be available on the Alberta Jobs Now Program Portal on May 20, 2021.

- Employers must apply for the first intake by July 23, 2021.
- A second intake will open in fall 2021.
- A third intake will be announced at a later date.

---

## After You Apply

### Processing of applications

The program will collect applications during intake periods. Please review [alberta.ca/jobsnow](http://alberta.ca/jobsnow) for application intake period dates.

Once submitted, the application will appear on the main/summary page of the online application portal in "Submitted" status.

The applications will first be reviewed for employer eligibility. Employers will be notified via email when they have been approved and can begin/continue their hiring.

If anything is missing from the application a program advisor will contact the employer via email. Employers should frequently check their email and respond to questions as quickly as possible to avoid further processing delays.

**Please check the main/summary page of the portal often for further updates on the status of your application(s).**

### Legal considerations and requirements

#### WCB Coverage

For the sole purpose of receiving workers' compensation benefits under the *Workers' Compensation Act*, participants in the Alberta Jobs Now Program are deemed to be workers of the Government of Alberta. Employers must continue to carry WCB coverage for employees as required by law. If a participant is injured in an accident, he or she is entitled to claim Workers' Compensation Benefits and has resigned their right to take legal action against the Government of Alberta, or against any other employer or worker covered by the *Workers' Compensation Act*.

Alberta Jobs Now Program | Application Guidelines

## Audit and Non-Compliance with Terms and Conditions

All applications and corresponding grants are subject to a potential audit by the Government of Alberta, or their authorized representatives, upon reasonable notice to the recipient. If the Minister or Minister's delegate is of the opinion that any false or misleading information has been provided or any relevant or significant fact was concealed in the applications, the Minister or Minister's delegate may decline the employer's application or terminate the grant, and may require the employer to repay any grant funds received. The employer may also be banned from applying for future grants.

The Government of Alberta may terminate the grant in certain circumstances. This may occur if the employee or employer contravenes the program guidelines, the Terms and Conditions of the grant or does not meet the eligibility requirements as determined by the Minister or Minister's delegate.

## Information Collection and Program Evaluation

The Government of Alberta requires the collection of certain information from employers and employees. By participating in this program, employers and employees agree to provide relevant personal information on the application to allow for data and information collection through reporting measures such as surveys, interviews, phone calls, etc. Employers must comply with relevant privacy legislation and also inform trainees of the disclosure of their personal information.

If requested, employers must allow Government of Alberta program staff access to all documents and information relating to the Alberta Jobs Now Program grant. Program staff may also interview employees on the job site, by phone or in writing, at any time during the grant.

## Freedom of Information and Protection of Privacy Statement

The personal information collected through the Alberta Jobs Now Program is collected for the purpose of administering the Alberta Jobs Now Program by Alberta Labour and Immigration. The personal information collection is authorized by section 33(c) of the *Freedom of Information and Protection of Privacy Act*. If you have any questions about the collection of personal information, you may contact the Programs Manager at 1-833-838-9500.

## Federal reporting requirements

The Alberta Jobs Now Program is partly funded by the Government of Canada. As part of the Workforce Development Agreement, the Government of Canada requires the Government of Alberta to collect certain information from program participants. **Employers must comply with relevant privacy legislation and also inform new hires of the disclosure of their personal information.**

## Provincial reporting requirements

The Government of Alberta is committed to maintaining an accountable, open and transparent environment to the public. In accordance with this commitment, information on awarded grants may be publicly disclosed online.

---

## Contact Information

**For more information, please contact the Alberta Jobs Now Program team:**

Email: [jnp@gov.ab.ca](mailto:jnp@gov.ab.ca)  
Toll Free: 1-833-838-9500  
Website: [alberta.ca/jobsnow](http://alberta.ca/jobsnow)

## Appendix: Glossary to Assist with the Alberta Jobs Now Program Forms

**Adult Interdependent Partner:** A person who has lived with another person in a relationship of interdependence. There are two ways such a relationship can exist. If there is a formal and valid Adult Interdependent Partner agreement with the other person or if the people are not related by blood or adoption and have lived with each other for a continuous period of not less than three years, or have a relationship of some permanence if there is a child of the relationship by birth or adoption.

**Application:** the application completed by the Recipient, which is used to determine eligibility for the Alberta Jobs Now Program. The Application forms part of the Agreement.

**Company Owners (For private businesses)/Board Members (For Non-Profit Organizations):** company owners or Board Members, including shareholders of a corporation, are not eligible as new hires under the Alberta Jobs Now Program. For the purposes of the Alberta Jobs Now Program, company owners/board members are individuals that have an ownership stake in the applicant company. Examples include: directors, board members for non-profit organizations voting shareholders and anyone listed on the Alberta Corporate Registry.

**Employer:** an eligible employer who qualifies for Alberta Jobs Now Program funding, including individual employers and organizations acting on behalf of employers in the private and not-for-profit sectors.

**Entry-level training:** basic training required for a new hire to obtain an entry level position with the employer.

**Essential skills:** skills needed for work, learning and life: reading, writing, document use, numeracy, oral communication, thinking, digital technology, working with others, continuous learning.

**Gender:** male, female or other (for those who do not associate with male or female or do not report).

**Good Standing:** Workers Compensation premiums are paid; no outstanding Occupational Health and Safety (OHS) convictions; any Employment Standards orders are resolved.

**Grant:** the funds provided by the Minister of Labour and Immigration to the Recipient under the Alberta Jobs Now Program.

**Grant Recipient or Recipient:** the legal entity that will enter into the Agreement with the Minister.

**Grant Regulation:** the [Employment and Immigration Grant Regulation](#) under the *Government Organization Act*.

**High school:** describes the education level of an individual who has a high school diploma or equivalent (e.g. General Equivalency Diploma) but who does not have any post-secondary education.

**Immediate family:** immediate family members include, but are not limited to: spouse, common-law partner, adult interdependent partner, child (biological, step, adopted), parent, and/or sibling.

**Immigrant:** an individual who self-identifies as having immigrated to Canada (Permanent Resident, Landed Immigrant and Protected Person under the *Immigration and Refugee Protection Act*) and has been residing in Canada for more than five years.

**Indigenous:** an individual who self-identifies as a member of one of the following: First Nations (Status, Non-Status and Treaty), Inuit or Métis.

**Industry or occupation credential or certificate:** includes short duration courses (10 hours or less) such as CPR, First Aid, WHMIS, Safety, H2S, work related computer skills (such as Computer Assisted Drafting and Design, Accounting spreadsheets), as well as longer duration courses (greater than 10 hours) such as professional, recognized skill standard, license or occupational proficiency.

**Less than high school:** describes the education level of an individual who has not achieved a high school diploma or equivalent, and who has not participated in any post-secondary courses, diplomas or certificates.

**Management and business skills:** includes strategic planning, leading and motivating, allocating and controlling resources, evaluating, coordinating and organizing, recruiting and hiring, supervising.

**New Hire:** an unemployed individual, including an unemployed person with a Disability, hired by the Recipient who is a new hire (as of the program launch date) on an ongoing, full-time basis, who has not been employed by the Recipient for at least 90 days prior to being hired for the purposes of the Alberta Jobs Now Program, meeting eligibility criteria as outlined in the Guidelines and who has been approved by the Minister for the purposes of the Alberta Jobs Now Program Grant.

**No credential/certification:** a trainee who completed the training but did not receive formal documentation (i.e. did not earn a record of completion, credential or certificate).

**Person with a disability:** Persons who have a physical, mental, sensory, intellectual, or learning impairment, which, in interaction with various barriers, may hinder their labour market participation.

**Proprietary (firm issued) credential or certificate:** designation from a third-party training curriculum that is specific to a company and/or workplace.

**Recent immigrant:** an individual who self-identifies as a recent immigrant (Permanent Resident, Landed Immigrant and Protected Person under the *Immigration and Refugee Protection Act*) and has been residing in Canada for five years or less.

**Salary:** includes wages, vacation pay and general holiday pay, but does not include (i) overtime pay and termination pay, (ii) a payment made as a gift or bonus that is dependent on the discretion of an employer and that is not related to hours of work, production or efficiency, (iii) expenses or an allowance provided instead of expenses, or (iv) tips, commission or other gratuities;

**Self-employed:** an individual that operates their own business and generates revenue through selling products or services instead of working for an employer that pays a salary or a wage. A self-employed individual earns income through conducting profitable operations from a trade or business they operate directly. Self-employed individuals are not eligible to apply to the Alberta Jobs Now Program.

**Soft skills:** includes job readiness skills, personal management skills (e.g. personal goal setting, time management, etc.), working as a team, etc.

**Sole Proprietor:** sole proprietorship exists when an individual is the sole owner of a business and assumes all debts and obligations incurred by the enterprise. A sole proprietorship is an unincorporated business and has unlimited liability. Sole Proprietors may be eligible for the Alberta Jobs Now Program, please see details in the Eligible Employers section of the Guide

**Some post-secondary:** describes the education level of an individual who has attended post-secondary education, vocational or technical training but did not achieve a certificate, diploma or degree. (This category includes apprentices who have not achieved Journeyman status.)

**Specialized or technical skills:** skills required to operate a particular machine or use a particular technology.

**Trades certificate or diploma:** describes the education level of an individual who has achieved journeyman status in one or more trades.

**Training costs:** the costs directly incurred by the employer to train the new hire.

**Training subsidy:** partial payment of training costs for the New Hire as subsidized by the Grant.

**University degree:** describes the education level of an individual who has achieved one or more of the following: bachelors, master or post-graduate degree.

**Upskilling or upgrading:** training required to advance, progress or move to a different and/or better job.