Canada-Alberta Job Grant (CAJG)
Application for Employed Trainees Checklist

Important Information

- CAJG will not fund training courses that start before your application is received.
- CAJG recommends applying 30 days before the training course start date.
- All courses on an application must start within 6 months.
- List each training course separately using the “add training” button.
- Employers may pay for training at any time; however, the training cannot start until all trainee(s) have signed the application and the application is received by the CAJG.
- Applicants are responsible for training costs incurred if an application is declined.
- If circumstances change after your application is submitted, notify the processing centre as soon as possible - A new application may be required which will impact your training invoice and start date.

Checklist

Employers must complete the following:

☐ Create a MyAlberta Digital ID for Business account.
  - This account must be created in order to access Labour’s Workforce Grants Portal.
  - Visit the CAJG website to access Labour’s Workforce Grants Portal. The first time you select the button, you will be redirected to create your MyAlberta Digital ID for Business account.

☐ Complete the application, and accept and electronically sign the Employer Declaration and the Grant Agreement.
  - This application is a legal contract.
  - You will be entering trainee information on their behalf during the application process.

☐ Submit the required documentation along with application.
  - The portal will ask for the required application documents to be uploaded.

Supporting Documentation:

☐ Sole proprietors are required to demonstrate their business is established and operational in Alberta. In addition, sole proprietors need to submit the following documentation:
  - Trade name or partnership registration number.
  - 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 must submit a WCB-Alberta exempt industry letter and a copy of their federal payroll deductions, Statement of Business or Professional Activities form (T2125 E) for the year before the application date or GST Registration.
☐ Non-profit organizations must provide documentation demonstrating they are incorporated, established or registered by submitting their ACAN, Canada Revenue Agency Charity Number or other documentation.

☐ Supporting documentation proving a trainee is a protected person.

☐ Training course cost information in Canadian dollars, detailing hours of training and cost per trainee.

**Trainee Information**

The employer will be entering trainee information on their behalf during the application process. The information the employer enters regarding the trainee must be reviewed by the trainee. When the CAJG Online Application Form is submitted, an email will be sent to the trainee. The email will advise the trainee that the employer applied to the CAJG program and that the employer provided personal information about them to the program. The trainee is required to acknowledge receipt of the email and confirm certain information before the application form can be formally submitted and processed. Trainees will be directed to contact the employer to make any updates or corrections to their personal information. **The CAJG Online Application Form will not be formally submitted or considered received until all trainees provide email confirmation.**

**Trainee information includes:**

<table>
<thead>
<tr>
<th>Legal First Name:</th>
<th>Legal Middle Name:</th>
<th>Legal Last Name:</th>
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<table>
<thead>
<tr>
<th>Social Insurance Number (SIN):</th>
<th>Date of Birth:</th>
<th>Email Address:</th>
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Residential Address:

Gender:  ☐ Male  ☐ Female  ☐ Other

Employment Status Prior to Training:

☐ Unemployed for 30 days or Less  ☐ Employed  ☐ Self-Employed

Status in Canada:

☐ Canadian Citizen  ☐ Permanent Resident  ☐ Protected Person  ☐ Other

Designated Groups - Select all the apply: (optional)

☐ Aboriginal  ☐ Recent Immigrant (Resided in Canada for 5 years or less)  ☐ Immigrant (Resided in Canada for more than 5 years)  ☐ Person with Disability

Highest Level of Education Completed:

☐ Less than High School  ☐ High School  ☐ Some Post-Secondary  ☐ Trades Certificate or Diploma  ☐ University Degree

Currently have an EI claim established:  ☐ Yes  ☐ No

If yes, what type of claim:

☐ Regular  ☐ Medical  ☐ Maternity  ☐ Parental  ☐ Compassionate  ☐ Workshare

Recently applied or plan to apply for EI benefits:  ☐ Yes  ☐ No

Owner or board member of Employer Applicant:  ☐ Yes  ☐ No

Related to an owner:  ☐ Yes  ☐ No

Relationship: