

Alberta Jobs Now Program

Application checklist

Overview

Applications to the Alberta Jobs Now program are being accepted as of May 20, 2021.

- The first application intake will close August 31, 2021.
- The second intake will open September 15, 2021 and close December 31, 2021.
- A third application intake will be announced at a later date.

Applications will be processed on a first-come, first-served basis. Incomplete applications will delay processing.

An employer can apply for up to 20 full time positions. New hires must be hired on or after program launch date and their start date can be no longer than 120 days from application approval. New hire information must be submitted within 30 days after the eligible employee's date of hire.

Employers receive 50% of the subsidy once the new hires are approved and have worked for three months. The other 50% is paid after the new hire has completed 52 weeks of employment.

Application and grant agreement

After an employer submits their application, it is reviewed to determine if the employer is eligible for the Alberta Jobs Now program.

The application asks the employer for direct deposit information and a copy of a void cheque.

Employers will be notified of their Alberta Jobs Now program eligibility status via email.

Alberta Jobs Now Program Grant Agreement

A legally binding grant agreement outlines the obligations of the Government of Alberta and the employer. An authorized signing official for the employer must digitally sign the agreement.

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 new hires under the Alberta Jobs Now program.

Checklist

Employers must complete the following at the application stage:

- Create a MyAlberta Digital ID account.
 - This account must be created in order to access the Alberta Jobs Now Program Portal.
 - Visit alberta.ca/jobsnow to access the application portal. The first time you enter the portal, you will be redirected to create your MyAlberta Digital ID account.
- Complete the application, and electronically sign the Employer Declaration and the Grant Agreement.
 - This Grant Agreement is a legally binding agreement.
 - The employer will return to the application to enter the new hire's information on their behalf, once they are hired. See the *New Hire Information Form* on alberta.ca/jobsnow for all required information.
 - This can be done at the same time as the application information, if the new hires are known at that time.
- Submit the required documentation.
 - A void cheque will be required, along with employer bank account information.

Visit alberta.ca/jobsnow for more information.

©2021 Government of Alberta | June 2021 | Alberta Labour and Immigration

Canada

Alberta