

Alberta Jobs Now Program

New Hire Information Form

Information respecting new hires may be requested by the Alberta Jobs Now Program to assist in administering the Alberta Jobs Now Program; and to monitor, assess and evaluate the Alberta Jobs Now Program and other provincial and federal programs. Please be aware that an employer is responsible for complying with any applicable privacy or other legislation concerning the collection of the information.

Employers must obtain consent from each new hire regarding the provision of the new hire's personal information to the Alberta Jobs Now Program, inclusive of pay stubs and proof of prior unemployment (e.g. Record of Employment).

(New Hire) Sample Collection Form:

Legal First Name:	Legal Middle Name:	Legal Last Name:
Email Address:	Date of Birth:	Phone Number:
Alberta Residential Address:	Employment Status Prior to this position: <input type="checkbox"/> Unemployed <input type="checkbox"/> Employed <input type="checkbox"/> Self-Employed	
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other <input type="checkbox"/> Prefer not to respond	If Employed, how many hours per week? <input type="checkbox"/> Under 30 <input type="checkbox"/> Over 30	
Status in Canada: (Protected Persons will need to provide notice of decision, work permit and study permit – if taking training)		
<input type="checkbox"/> Canadian Citizen <input type="checkbox"/> Permanent Resident <input type="checkbox"/> Protected Person <input type="checkbox"/> Other _____		
Designated Groups - Select all that apply: (optional) <i>Collected to determine appropriate wage subsidy percentage and program reporting</i>		
<input type="checkbox"/> Person with Disability (<i>a person with a disability is 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.</i>)		
<input type="checkbox"/> First Nation (Status) <input type="checkbox"/> First Nation (Non-Status) <input type="checkbox"/> Inuit and Metis		
<input type="checkbox"/> Recent Immigrant (Resided in Canada for 5 years or less) <input type="checkbox"/> Immigrant (Resided in Canada for more than 5 years)		
<input type="checkbox"/> Other _____		

Visit alberta.ca/jobsnow for more information.

Highest Level of Education Completed: <input type="checkbox"/> Less than High School <input type="checkbox"/> High School <input type="checkbox"/> Some Post-Secondary <input type="checkbox"/> Trades Certificate or Diploma <input type="checkbox"/> University Degree		
Employment Start Date:	Job Title:	Grant will be used for: <input type="checkbox"/> Wages <input type="checkbox"/> Both <input type="checkbox"/> Training
<p>I, _____, declare this information to be true, complete and accurate, and give my employer permission to share this information, along with copies of my pay stubs and proof of unemployment, with the Alberta Jobs Now Program to assist in administering the Alberta Jobs Now Program; and to monitor, assess and evaluate the Alberta Jobs Now Program and other provincial and federal programs.</p> <p>Personal information that you provide to Alberta Jobs Now Program is collected under the authority of section 33(c) of the <i>Freedom of Information and Protection of Privacy Act</i> (FOIP) for the purposes of determining eligibility for the Alberta Jobs Now Program; to assist in administering Alberta Jobs Now Program; and to monitor, assess, and evaluate the Alberta Jobs Now Program and other provincial and federal programs. If you have any questions about the collection, use, or disclosure of your personal information please contact the Programs Manager at 1-833-838-9500 or through email at jnp@gov.ab.ca.</p> <hr/> <p>New Hire Signature</p>		

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