Alberta Jobs Now Program
Unemployed Declaration

This form is to be used only when hiring a person who was working part time, a recent graduate or who was unemployed and cannot supply either their most recent Record of Employment, Statement of Employment Insurance earnings, or Notice of termination.

1. ☐ I confirm I am unable to access my most recent Record of Employment, Statement of Employment Insurance earnings, or a notice of termination from my most recent employer.

2. Please indicate which of the following categories best applies: (Check off all that apply)
   - ☐ I was unemployed prior to being hired by the employer applicant.
     If so, I have been unemployed from _________ to _____________
     (YYYY/MM/DD)   (YYYY/MM/DD)
   - ☐ I was working part time, fewer than 30 hours per week.
     If so, was it at a business or organization other than the employer applicant? (Yes/No)
   - ☐ I am a recent graduate, who has not been employed full-time (more than an average of 30 hours per week) since graduation.

3. ☐ I confirm I am not leaving my current full-time position to move to another full-time position, so that the employer applicant may receive a grant through the Alberta Jobs Now Program.

I (print name) _______________________________ of (city) _____________________ in the Province of Alberta confirm all the information above to be true, complete and correct.

Employee Signature: ______________________________       Dated: ________________________

Personal information that you provide to the Alberta Jobs Now Program is collected under the authority of section 33(c) of the Freedom of Information and Protection of Privacy Act (FOIP) for the purposes of determining eligibility for the Alberta Jobs Now Program: to assist in the administer the Alberta Jobs Now Program; and to monitor, assess and evaluate the Alberta Jobs Now Program and other provincial and federal programs. Upon approval of the grant application, the grant recipient, the grant program, and the amount may be published on the Government of Alberta Disclosure Portal.

If you have any questions about the collection, use or disclosure of your personal information regarding this program, please contact the Programs Manager at 1-833-838-9500 or through email at jnp@gov.ab.ca.

Visit alberta.ca/jobsnow for more information.

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Classification: Public
Employer: Please upload this document with the new hire’s information in the Alberta Jobs Now Program Portal if no other documentation can be provided to validate their unemployment.