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Business Information

Legal / Corporate Name

(As Registered with CRA)

Operating / Trade Name

(If different from legal name)

Business Activity Description

NAICS Code (5-digit Code)

Note: The City of Grande Prairie classifies businesses by the North American Industry Classification System (NAICS). Leave this section blank if you are unsure of your code.

Phone

Business Email

No. of Full-Time Employees

No. of Part Time Employees

Franchise Business

Yes No

Physical Business Address (PO Boxes will not be accepted)

Street Address

City

Province

Country

Postal Code

Multiple Locations

Yes No

Business Mailing Address

Same as physical address

Street Address

City

Province

Country

Postal Code / Zip Code

Business Contact Information

Owner Name

Phone

Email

Main Contact Name

(If different from owner)

Position

Phone

Email

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Regulatory

City of Grande Prairie Business License Number

Has the employer been documented for any violations through Alberta Health Services in the last two years? (Where applicable) Yes No

Has the employer received any Occupational Health & Safety complaints within the last two year? Yes No

Is the Employer in good standing with the Worker's Compensation Board of Alberta? Yes No

Is the employer in good standing with Immigration, Refugees and Citizenship Canada? Yes No

Immigration Program Knowledge

Does the employer have experience working with other immigration programs? If yes, please explain:

(For example, what immigration stream? What job vacancies were filled? How many job vacancies were filled? What supports were put in place to support the newcomers?)

Immigration Support

How does the employer offer a safe and welcoming environment?

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Please describe what the employer will do to assist the candidate with attaining suitable and affordable accommodation.

Would you be interested in more training on safe and welcoming work environments?

Yes

No

Position Details (Complete for each unique position type and location)

Job Title

of positions available

National Occupation
 Classification (NOC) Code

Does the job meet the requirements of the Rural Renewal stream? (Check all that apply)

Job is full-time (minimum 30 hours per week)

Job is permanent (12 months or more)

Job is non-seasonal (year-round)

Occupation is needed in the community

Job is genuine and represents a labour market need

Wage and benefits meet or exceed the lowest starting wage for the occupation across all industries in Alberta as set out on the Alis website

Address of Physical Job Location

Street Address

City

Province

Postal Code

If the employee will be working at multiple locations provide the address of each additional work location. All addresses must be within the City of Grande Prairie.

Wage in Canadian Dollars and Number of Work Hours

Amount per hour

Amount per year

Total number of work
 hours per day

Total number of work
 hours per week

Overtime rate per hour of

starts after

hours of work per

(day/week)

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Benefits (Check all that apply)

- Disability Insurance
 Dental Insurance
 Pension
 Extended Medical Insurance
- Vacation: Days (Number of business days per year) OR % of gross salary
- Other benefits, please specify:

Job Description

Minimum Education Requirements of the Job (Check all that apply)

- Doctorate/PHD
 Doctor of Medicine
 Master's Degree
 Bachelor's Degree
- College Level Diploma/Certificate
 Apprenticeship Diploma/Certificate
 High School Diploma
 Vocational School Diploma/Certificate
- No Formal Education Requirement

Experience / Skills Requirements of the Job

Are there provincial / federal certification, licensing or registration requirements of the job? Yes No

If yes, indicate the name of the certifying / licensing / registering body

How to Apply

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Labour Gap

Links to current job posting

Original publish date

Describe all recruitment efforts to fill the position in Canada and outcomes. Describe advertising sources, posting durations and recruitment outcomes.

Comparable positions within the region (provide two examples)

Employer

Job Title

Wage

Link to current job posting

Employer

Job Title

Wage

Link to current job posting

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Employer Declaration

I, _____ (Name), the _____ (Title) of _____ (Employer) in Grande Prairie, Alberta, am authorized to sign on behalf of the company and solemnly declare all information provided is true, accurate and complete and that the employer:

- Is located within the municipal boundaries of the City of Grande Prairie.
- Has considered Canadians and Permanent Residents for the subject job.
- Is offering a job which is full-time (minimum 30 hours per week), non-seasonal and permanent (12 months or more).
- Is offering a job which meets or exceeds the lowest starting wage for the occupation across all industries in Alberta as set out in the [Alis website](#).
- Confirms that the majority of the job duties will be performed within the City of Grande Prairie.
- Is not known to be in violation of any federal or provincial legislation.
- Agrees to abide by the rules and guidelines of the [Grande Prairie Rural Renewal Stream Community Partnership](#).
- Has reviewed and will comply with eligibility requirements under the [Alberta Advantage Rural Renewal program](#).
- Will review and confirm eligibility requirements with any prospective candidates prior to issuing an offer of employment, including admissibility requirements under the [Immigration and Refugee Protection Act and its Regulations](#).
- Will refer the candidate to the Grande Prairie Centre for Newcomers within four weeks of arrival.
- Will notify the Grande Prairie Rural Renewal Stream Community Partnership of any changes in legal or operational status.
- Understands that they are solely responsible for compliance with all relevant business licensing and compliance with City bylaws.
- Understands that misrepresentation could result in disqualification from the program.

General Liability Release and Indemnity: The Employer does hereby WAIVE, RELEASE and FOREVER DISCHARGE the City of Grande Prairie, their agents, employees, volunteers, successors and assigns and any and all persons, firms or corporations liable or who might be claimed to be liable, whether or not herein named (the "Releasees"), from all liability, claims, demands, actions and causes of action whatsoever arising out of or related to any loss, damage or injury that may be sustained while participating in the Grande Prairie Rural Renewal Stream Community Partnership and the Alberta Advantage Rural Renewal Program (collectively "Programs"), or while employing anyone in relation to the Programs, regardless of whether such loss or damage is caused by the negligence of the Releasees, or otherwise, and regardless of whether such liability arises in tort, contract, strict liability, or otherwise, to the fullest extent allowed by law. It is my express intent that this General Liability Release shall bind the members of my family, spouse, my heirs, assigns and personal representative, and shall be deemed as a RELEASE, WAIVER, DISCHARGE and COVENANT NOT TO SUE the above named Releasees as stated above. In signing this Application, I acknowledge and represent that I have read the foregoing General Liability Release and Indemnity agreement, understand it and sign it voluntarily as my own free act and deed; no representations, statements or inducement has been made; I am at least eighteen (18) years of age and fully competent; and I execute this Application for full, adequate and complete consideration fully intending to be bound by same.

Name		
Signature		Date
Witness		
Signature		Date

Freedom of Information and Protection of Privacy

Any personal information collected is authorized under Section 33(c) of the *Freedom of Information and Protection of Privacy Act, RSA 2000, c. F-25 ("FOIP Act")*, as amended from time to time, for the purpose of reporting of client information as part of the Rural Renewal Stream Program. The information will only be kept for the length of time necessary to fulfill the purpose for which it was collected in accordance with the City of Grande Prairie Records Management Bylaw C-1348. All information collected by the City of Grande Prairie is protected by the provisions of the FOIP Act. If you have any questions about the collection, use and disclosure of personal information, please contact Ainsley Miller at Economic Development at **780-830-7432** or email immigration@cityofgp.com.