

Alberta Jobs Now Program

Application checklist

Overview

Applications to the Alberta Jobs Now program are accepted during intake periods.

- The first application intake closed July 23, 2021.
- The second intake closed December 17, 2021.
- A third application opened June 3, 2022.

Applications will be accepted until all funds are allocated. Applications will be processed on a first-come, first-served basis. Incomplete applications may face processing delays.

For the third intake, an employer can apply for up to 10 full time positions. The offer letter date or start date for new hires can be no longer than 90 calendar days after the application approval and new hire information should be submitted within 30 calendar days after the new hire's start.

Employers receive 50% of the subsidy once a new hire is approved and has worked for three months. The other 50% is paid after a new hire has completed 52 weeks of employment. New businesses and organizations that have incorporated within six months prior to application will receive 25% of funding at three months and 75% at 52 weeks. All employers have the option to request a single, full payment at 52 weeks to reduce administrative burden.

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.

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

Alberta Jobs Now Program Grant Agreement

A legally binding declaration and grant agreement outline 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 of Labour and

Immigration, 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.
 - 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.
 - To receive direct deposit, the employer must complete the Direct Deposit Information section of the online application and upload one of the following:
 - a void cheque
 - direct deposit form from the bank
 - letter from the bank
 - a completed Application for EFT (CAD) Direct Deposit form (available at alberta.ca/jobsnow).

Please refer to the Alberta Jobs Now Program Application Guidelines for full program and eligibility criteria.

Visit alberta.ca/jobsnow for more information.

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