

## Business Information

Legal/Corporate Name \_\_\_\_\_  
(As registered with CRA)

Operating Name \_\_\_\_\_  
(If different than legal name)

Business Type/Description \_\_\_\_\_

Phone Number \_\_\_\_\_ Business Email \_\_\_\_\_

Website \_\_\_\_\_

# Full-time Employees \_\_\_\_\_ # Part-time Employees \_\_\_\_\_

## Physical Business Address (Main Location)

☐ Town of Westlock Physical Address (incl. postal code) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## Business Mailing Address

☐ Same as physical address

Street \_\_\_\_\_ Town \_\_\_\_\_

Province \_\_\_\_\_ Postal Code \_\_\_\_\_

## Business Contact Information

Owner Name \_\_\_\_\_ Owner Phone \_\_\_\_\_

Main Contact Name \_\_\_\_\_ Position \_\_\_\_\_  
(If different from owner)

Main Contact Phone \_\_\_\_\_ Email \_\_\_\_\_

## Employer Questionnaire

- Have you been documented for any violations through Alberta Health Services in the last two years? ☐ Yes ☐ No
- Have you received any Occupational Health & Safety complaints within the last two years? ☐ Yes ☐ No
- Are you in good standing with Worker's Compensation Board of Alberta? ☐ Yes ☐ No
- Are you 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 vacancies were filled? How many vacancies were filled?)

## Immigration Support

How does the employer offer a safe and welcoming environment?

Would you be interested in further training on a safe and welcoming work environment?

☐

Yes

☐

No

## Position Details

Describe all recruitment efforts to fill the position(s). Include advertising sources, posting durations and recruitment results.

Does the position meet all requirements for Rural Renewal Stream? (Check all that apply)

☐

Job is full-time (min. 30 hours per week)

☐

Job is genuine and represents a labour market need

☐

Job is non-seasonal (year-round)

Wage and benefits meet or exceed the lowest starting wage for your occupation across all industries in Alberta, as set out on the [ALIS website](#).

Job is permanent (12 months or more)

Please provide a brief description of the position(s) the employer is currently recruiting for, and attach the vacant job posting:

Please provide detailed information on experience and skills needed to perform the desired outcomes of the job, and education requirements of the position:

Are there provincial/federal certification, licencing or registration requirements of the job?

☐

Yes

☐

No

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

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## Employer Declaration

I, \_\_\_\_\_ (name) as \_\_\_\_\_ (title)  
for \_\_\_\_\_ (business) in the Town of Westlock, Alberta, am authorized to sign  
on behalf of the company, solemnly declare all information provided is true, accurate, and complete, and  
further that the employer:

- Is located within the municipal boundaries of the Town of Westlock.
- 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 in the Town of Westlock.  
Is not known to be in violation of any federal or provincial legislation.
- Agrees to abide by the rules and guidelines of the Town of Westlock Rural Renewal Stream Program. Has reviewed and will comply with eligibility requirements under the Alberta Advantage Immigration Program Rural Renewal Stream.
- 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.
- Understands that misrepresentation could result in disqualification from the program.
- Assumes all responsibility for selecting, hiring, employing and retaining individuals and further, the employer hereby agrees to indemnify and hold harmless the Town, their agents, employees, partners and volunteers from any and all costs, claims or liability while participating in the Westlock Community Rural Renewal Stream under the Alberta Advantage Immigration Program, and such indemnification shall survive beyond the length of the program as it relates to any liability of employees coming through this program.

Name \_\_\_\_\_

Business Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Witness Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Please submit completed application to [info@westlock.ca](mailto:info@westlock.ca), or drop off at Town of Westlock office:  
10003-106 Street, Westlock, AB.

### **Freedom of Information & Protection of Privacy**

*This information is being collected under the authority of section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act. It will be used to determine eligibility and administer the Westlock Community Rural Renewal Stream Program. The personal information provided will be protected in accordance with Part 2 of the Act. If you have any questions regarding the collection, use, and disclosure of personal information, please contact the FOIP coordinator at 780-350-2101.*