

Town of Swan Hills Rural Renewal Stream Employer Application Form



5536 Main Street, PO Box 149
Swan Hills, AB T0G 2C0
780-333-4477

Clear Form

Print Form

Business Information

Legal / Corporate Name

(As Registered with CRA)

Operating / Trade Name

(If different from legal name)

Business Type / Description

NAICS Code (5-digit Code)

Leave this section blank if you are unsure of your code.

Phone Number

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

Business Contact Information

Owner Name

Phone Number

Email

Main Contact Name

(If different from owner)

Position

Phone Number

Email

Regulatory

Does the Employer have a valid Town of Swan Hills Business Licence? (if applicable) Yes No N/A

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 years? 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?

A safe and welcoming workplace creates an environment where all employees are valued, included, treated with respect, and reasonably free from physical and psychological danger. Attach OH&S Program, Policies/Procedures, etc.

Accommodation

Please describe what you will do to assist the candidate with attaining suitable and affordable accommodation (if needed)

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 Town of Swan Hills.

Wage In Canadian Dollars and Number of Work Hours

Hourly Wage

Amount per year

Total number of work hours
per dayTotal number of work hours
per week

Overtime rate per hour

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

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

Minimum Education Requirements of the job (check all that apply)

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

Experience / Skills Requirements of the Job

Please provide detailed information on experience and/or skills needed to perform the desired outcomes of the job or attach job description.

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

Are there any language requirements required for the job? Yes No

If yes, indicate the language requirements

How to Apply (Provide the best ways for applicants to apply for the available position)

Labour Gap

All jobs must be posted for a maximum of two weeks to satisfy the minimum recruitment timelines. Has the job been posted externally and advertised for a minimum of two weeks?

Yes No

Links to current job posting

Original publish date

Has the Employer identified a Candidate to fill this vacancy?

Yes No

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

Employer Declaration

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

- Is located permanently within the municipal boundaries of the Town of Swan Hills.
- 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 Town of Swan Hills.
- Is not known to be in violation of any federal or provincial legislation.
- Agrees to abide by the rules and guidelines of the **Swan Hills Rural Renewal Stream**.
- 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 notify the Swan Hills Rural Renewal Stream of any changes in legal or operational status.
- Understands that they are solely responsible for compliance with all relevant business licensing and compliance with Town 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 Town of Swan Hills, 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 Swan Hills Rural Renewal Stream 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 administering the affairs of the Rural Renewal Stream Program. All information collected by the Town of Swan Hills 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 the Town of Swan Hills FOIP Coordinator at 780-333-4477.