

EMPLOYER APPLICATION FORM

STEP Rural Renewal Stream

SECTION 1 – PROGRAM NOTICE

Participation in the STEP Rural Renewal Stream is employer-led and subject to approval.

Approval as an employer does not guarantee access to endorsement.

Letters of Endorsement are issued at STEP's discretion and are subject to annual allocation limits.

SECTION 2 – ELIGIBILITY CONFIRMATION

- Business operates within the STEP region
- Business is offering full-time, non-seasonal employment
- Business is in good standing with regulatory requirements
- Business understands participation is subject to STEP approval and limits

SECTION 3 – BUSINESS INFORMATION

Legal / Corporate Name (required)
Operating / Trade Name (if different)
Business Type / Description (required)
NAICS Code (optional)
Number of Full-Time Employees (required)
Number of Part-Time Employees (required)
Franchise Business
 Yes No

SECTION 4 – BUSINESS LOCATION

Physical Address (required – no PO Boxes)
Street Address
City
Province
Postal Code
Multiple Locations
 Yes No

SECTION 5 – MAILING ADDRESS

Same as physical address
If different:
Street Address
City
Province
Postal Code

SECTION 6 – BUSINESS CONTACT

Owner Name (required)
Phone Number (required)
Email (required)
Main Contact Name (if different)
Position
Phone Number
Email

SECTION 7 – EMPLOYER COMPLIANCE

Has the business had any Alberta Health Services violations in the past 2 years?
 Yes No

Has the business had any Occupational Health & Safety violations in the past 2 years?
 Yes No

Is the business in good standing with Alberta Employment Standards?
 Yes No

Is the business in good standing with Workers' Compensation Board (WCB)?
 Yes No

Is the business in good standing with Immigration, Refugees and Citizenship Canada (IRCC)?
 Yes No

SECTION 8 – PROGRAM INTENT

This program is intended to address labour shortages where positions cannot reasonably be filled through local recruitment, training, or youth employment pathways.

SECTION 9 – JOB OFFER REQUIREMENT (REQUIRED)

A valid job offer is required for participation in the STEP Rural Renewal Stream.

The job offer must be submitted by email to: ruralrenewal@county.stpaul.ab.ca

Applications will not be reviewed until the valid job offer has been received.

The job offer must meet the requirements of the Alberta Advantage Immigration Program.

REQUIRED CHECKBOXES

- A valid job offer has been issued to the candidate
- The valid job offer has been sent to ruralrenewal@county.stpaul.ab.ca

REQUIRED FIELDS

Candidate Name (required)

Job Title (required)

Start Date of Employment (required)

Hours per Week (required)

Wage (required)

Position is full-time (minimum 30 hours/week)

Position is permanent (12 months or more)

Position is non-seasonal

SECTION 10 – LOCAL RECRUITMENT CONFIRMATION

Has made reasonable efforts to recruit Canadians, permanent residents, and local workers, including youth where appropriate

Confirms the position is not intended to displace local or entry-level employment where local labour supply exists

SECTION 11 – POSITION DESCRIPTION

Job Description (required)

Experience / Skills Required (required)

Education Requirements (required)

Licensing or Certification Required

Yes No

If yes: specify

SECTION 12 – AAIP REQUIREMENTS

Employers and candidates are responsible for meeting all requirements of the Alberta Advantage Immigration Program, including employer eligibility, job offer requirements, and candidate eligibility.

STEP does not assess or confirm full AAIP eligibility.

Applicants must review AAIP requirements prior to submission.

REQUIRED CHECKBOX

I confirm that I have reviewed, or will review, AAIP employer and job offer requirements

SECTION 13 – EMPLOYER DECLARATION

I confirm that:

- the business operates within the STEP region
- the job offer provided is valid and accurate
- the position is full-time, non-seasonal, and permanent
- reasonable efforts have been made to recruit locally
- the information provided is true, accurate, and complete
- the business is not in violation of federal or provincial legislation
- participation may be limited annually under STEP policy
- approval does not guarantee issuance of a Letter of Endorsement
- endorsement decisions are at the sole discretion of STEP
- misrepresentation may result in disqualification

SECTION 14 – PROGRAM LIMITS

Participation in the program is not an entitlement.

STEP reserves the right to approve, deny, suspend, or revoke employer participation based on program requirements, allocation limits, and program integrity considerations.

SECTION 15 – SIGNATURE

Name (required) _____

Position (required) _____

Business Name (required) _____

Signature (required) _____

Date _____

SECTION 16 – FOIP STATEMENT

This information is being collected under the authority of section 33(c) of the Freedom of Information and Protection of Privacy Act (Alberta) and will be used to determine eligibility and administer the STEP Rural Renewal Stream Program.

The personal information provided will be protected in accordance with Part 2 of the Act.

If you have questions regarding the collection, use, or disclosure of this information, please contact the FOIP Coordinator at the County of St. Paul at (780) 645-3301.