

EMPLOYER REQUEST FOR LETTER OF ENDORSEMENT

STEP Rural Renewal Stream

SECTION 1 – PROGRAM NOTICE

This request form is for approved employers participating in the STEP Rural Renewal Stream. Submission of this form does not guarantee issuance of a Letter of Endorsement. Letters of Endorsement are issued at STEP's discretion and are subject to annual allocation limits, program requirements, and Committee approval.

SECTION 2 – EMPLOYER ELIGIBILITY CONFIRMATION

- Employer has been approved to participate in the STEP Rural Renewal Stream
 - Candidate is currently employed by the business at the time of this request
 - Candidate is working in the STEP region in the position being submitted for endorsement
 - Employer understands that submission of this request does not guarantee issuance of a Letter of Endorsement
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SECTION 3 – EMPLOYER INFORMATION

Business Name
Operating / Trade Name (if different)
Business Address
Street Address
City
Province
Postal Code
Employer Contact Name
Position
Phone Number
Email

SECTION 4 – CANDIDATE INFORMATION

First Name
Last Name
Email Address
Residential Address
Street Address
City
Province
Country
Postal Code

Work Authorization Status

Valid Work Permit

Other

If Other, specify

SECTION 5 – EMPLOYMENT INFORMATION

Job Title

Work Location

Street Address

City

Province

Postal Code

Start Date of Employment

Hours per Week

Wage

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

Position is permanent (12 months or more)

Position is non-seasonal

SECTION 6 – JOB DETAILS

Job Description / Duties

Experience / Skills Required

Education Requirements

Licensing or Certification Required

Yes No

If yes, specify

SECTION 7 – JOB OFFER REQUIREMENT

A valid job offer is required for endorsement consideration.

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

Requests 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.

A valid job offer has been issued to the candidate

The valid job offer has been sent to ruralrenewal@county.stpaul.ab.ca

SECTION 8 – EMPLOYER CONFIRMATIONS

- Candidate is currently employed in the position being submitted for endorsement
- The employment information provided in this request is true and accurate
- The position continues to meet program requirements
- The employer remains in good standing with applicable federal and provincial legislation
- The employer understands that STEP may refuse, suspend, or revoke endorsement where requirements or conditions are not met

SECTION 9 – AAIP REQUIREMENTS

Employers and candidates are responsible for meeting all requirements of the [Alberta Advantage Immigration Program](#) (AAIP), including employer eligibility, job offer requirements, candidate eligibility, and application requirements.

STEP does not assess or confirm full AAIP eligibility.

Applicants must review AAIP requirements prior to submission.

Requests for occupations that do not meet AAIP requirements may not proceed.

- I confirm that I have reviewed, or will review, AAIP requirements relevant to this request

SECTION 10 – DECLARATION

- I confirm that:
 - the employer has been approved to participate in the STEP Rural Renewal Stream
 - the candidate is currently employed by the business
 - the candidate is working in the STEP region in the position submitted for endorsement
 - the valid job offer provided is accurate and current
 - the information submitted is true, accurate, and complete
 - endorsement is not guaranteed
 - endorsement decisions are at the sole discretion of STEP
 - misrepresentation may result in refusal, withdrawal, or disqualification

SECTION 11 – PROGRAM LIMITS

Participation in the program is not an entitlement.

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

SECTION 12 – SIGNATURE

Name: _____

Position _____

Business Name _____

Signature _____

Date _____

SECTION 13 – 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.