

Alberta Jobs Now Program

Information for Employers

Overview

The Government of Alberta is helping Albertans get back to work through the Alberta Jobs Now Program. This program provides funding to private sector businesses and non-profits to help reduce the costs of hiring and training Albertans for new jobs.

Application and grant agreement

The Alberta Jobs Now Program will provide up to \$370 million to help private sector businesses and non-profit organizations across all industries.

Employers can apply for a grant equal to 25% of a new hire's salary up to \$25,000 per employee. Employers hiring a person with disabilities can apply for a grant equal to 37.5% of the new hire's salary up to \$37,500 per employee.

Employers can apply for up to 20 full-time hires per intake period. Grants can be used for salary and/or training costs.

Eligibility

Organizations eligible to apply to the Alberta Jobs Now Program include Alberta-based private sector businesses, including sole proprietors, and non-profit organizations.

Eligible hires

Eligible new hires include:

- unemployed individuals
- individuals working fewer than an average of 30 hours per week with an organization other than the employer applicant

New hires must be residents of Alberta who work in the province and hired on or after the program launch date.

A previous employee of the employer can be considered a new hire if they have not been working for the employer applicant, part or full time, for the past 90 days before application submission.

Eligible training

Eligible training must meet the following criteria:

- relevant to the current operational needs of the business and result in skills development directly connected to the available job
- delivered online, onsite or in a classroom, and may be undertaken part-time or full-time
- started and completed within the duration of the grant
- take place in Alberta except under exceptional circumstances

The following direct training costs are eligible under the program:

- tuition fees or fees charged by a training provider
- mandatory student fees
- textbooks, software and other required materials
- examination fees

How to apply

There are multiple application intake periods for the Alberta Jobs Now Program:

- May 20, 2021 through until August 31, 2021
- A second intake period will open September 15, 2021.
- Third intake to be announced at a later date.

Businesses and non-profits located in Alberta may apply at any time until application intake closes.

Step 1: Read the guidelines

Read the Alberta Jobs Now Program application guidelines and supporting documents.

Step 2: Gather required documents

As part of the application, employers are required to submit:

- employer banking information, including branch, transit and account numbers and financial institution address
- an offer or letter of employment for each new hire on company letterhead that includes:
 - employer location information
 - salary and position
 - start date
 - new hire name

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- employer signature
- employee signature
- documentation validating each new hire's unemployed status, including:
 - statement of EI earnings
 - most recent Record of Employment
 - notice of termination
 - Canada Revenue Agency Notice of Assessment
 - self-declaration form if new hire does not have proof of unemployment

Employers can use the new hire information form to help gather required information on each new hire.

The program webpage and application guidelines provide a detailed list of support documents.

Step 3: Create a user account

All applications must be submitted through an online portal. To access the portal, you must have a My Alberta Digital ID (MADI) user account with a secure login name and password.

- If you do not have a MADI account, visit <https://account.alberta.ca/> to set up an account before accessing the online application portal.
- If you already have a MADI account, please log in using your existing credentials.

Step 4: Complete an online application

Use your new MADI credentials to log in to the Alberta Jobs Now portal on alberta.ca/jobsnow to submit an application.

After you apply

After you apply, your application status will appear as 'Submitted' in the Alberta Jobs Now portal. Check the main page for further updates on the status of your application.

A program officer with the Alberta Jobs Now Program may contact applicants for more information to process the application.

More information

If you have further questions about the Alberta Jobs Now Program, please contact:

Email: jnp@gov.ab.ca

Phone: 1-833-838-9500

Visit alberta.ca/jobsnow for more information.

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