

## 2013 Heavy Haul Initiative

# Employer-Driven Semi-Skilled Worker Category – Document Checklist Trucking Industry

All of the items listed below are required to apply under the Alberta Immigrant Nominee Program (AINP), Employer-Driven Stream, Semi-Skilled Worker Category, Trucking Industry. If any items listed below are missing, your application may be returned or declined.

Include the document checklist with your application and submit the documents in the order listed.

Check (☑) each item below to send a complete application package.

Alberta Employer - forms and documents required	
<input type="checkbox"/> <b>AINP Definition of an Eligible Truck Driver</b>	Review the AINP definition of an eligible truck driver. <a href="http://www.AlbertaCanada.com/immigration/immigrating/ainp-eds-semi-skilled-criteria.aspx#trucking">www.AlbertaCanada.com/immigration/immigrating/ainp-eds-semi-skilled-criteria.aspx#trucking</a>
<input type="checkbox"/> <b>Employer Attestation Letter</b>	Provide a letter attesting to: <ul style="list-style-type: none"> <li>■ The number of Alberta licensed semi-truck tractor units and the number of trailer units the employer has in their fleet.</li> </ul>
<input type="checkbox"/> <b>AINP 001</b>	<p><b>Attach original</b></p> <ul style="list-style-type: none"> <li>■ Under the <b>2013 Heavy Haul Initiative</b>, you only need to submit an AINP 001, if:                             <ul style="list-style-type: none"> <li>• You have not had any allocation approved in 2013 under the Semi-Skilled Worker Category, Long-Haul Trucking Industry.</li> </ul> </li> <li>■ Signatures must be original on the form sent to AINP.</li> <li>■ Identification number has to be the same on all pages, including the bar code page. The identification number is on the bottom right hand side of each application page. Your application will be returned to you if any of the identification numbers are different.</li> </ul>
<input type="checkbox"/> <b>Workers' Compensation Board - Alberta (WCB-Alberta) Coverage</b>	<p><b>Attach copy</b></p> <p>Obtain a clearance from the Workers' Compensation Board (WCB). <a href="http://www.wcb.ab.ca/employers">www.wcb.ab.ca/employers</a></p>
<input type="checkbox"/> <b>Labour Market Opinion (LMO) OR Evidence of Exemption</b>	<p><b>Attach copy</b></p> <ul style="list-style-type: none"> <li>■ Current LMO and previous LMO(s) from Service Canada/HRSDC.</li> <li>■ Confirmation Letter and Annex, or evidence of the exemption (if applicable).</li> </ul>
<input type="checkbox"/> <b>Employment Contract</b>	<p><b>Attach document(s)</b></p> <p>Provide a copy of all current and previous employment contract(s) signed by both the Employer and the Candidate.</p>

<input type="checkbox"/> <b>Job Description</b>	<p><b>Attach copy</b></p> <p>Must be on company letterhead and include the following:</p> <ul style="list-style-type: none"> <li>▪ Job title</li> <li>▪ Main duties of the job</li> <li>▪ Working conditions (e.g. hours of work)</li> <li>▪ Education required</li> <li>▪ Skills and knowledge necessary for duties</li> <li>▪ Relevant work experience required</li> </ul>
<input type="checkbox"/> <b>Employer-Driven Settlement and Retention Plan</b>	<p><b>Attach copy</b></p> <p>Complete and submit the Settlement and Retention Plan form.  <a href="http://www.AlbertaCanada.com/srp-ed.pdf">www.AlbertaCanada.com/srp-ed.pdf</a></p>
<input type="checkbox"/> <b>T4 Slips OR Statement of Earnings (Pay Records)</b>	<p><b>Attach copy</b></p> <p>Provide copies of all T4 slips issued for the Candidate's entire period of employment with the company. If no T4 slips have been issued to date, provide copies of Statement of Earnings (pay records) for the past six months.</p>
<input type="checkbox"/> <b>In-Alberta Training</b>	<p><b>Attach copy</b></p> <p>Provide evidence of the in-Alberta training provided to the Candidate. Details of the training program must include: training content, hours of training provided in a classroom, supervised road training, testing methodology, and results.</p>

### Alberta Employer and Candidate – forms required

If the Alberta Employer has selected their Candidate(s)

<input type="checkbox"/> <b>AINP 005</b>	<p><b>Attach original</b></p> <ul style="list-style-type: none"> <li>▪ The Alberta Employer and Candidate must complete the form together. Signatures must be original on the form sent to AINP.</li> <li>▪ Identification number has to be the same on all pages, including the bar code page. The identification number is on the bottom right hand side of each application page. Your application will be returned to you if any of the identification numbers are different.</li> </ul>
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### Candidate – forms and documents required

<input type="checkbox"/> <b>AINP 003</b>	<p><b>Attach original</b></p> <ul style="list-style-type: none"> <li>▪ Signatures must be original on the form sent to AINP.</li> <li>▪ Identification number has to be the same on all pages, including the bar code page. The identification number is on the bottom right hand side of each application page. Your application will be returned to you if any of the identification numbers are different.</li> </ul>
<input type="checkbox"/> <b>Citizenship and Immigration Canada (CIC) Work Permit(s)</b>	<p><b>Attach copy</b></p> <p>Candidate's current, and previous (if available), CIC work permit(s).</p>

<input type="checkbox"/> <b>Citizenship and Immigration Canada (CIC) Forms</b>	<p><b>Attach copy. Do not send originals.</b></p> <ul style="list-style-type: none"> <li>▪ Candidate: IMM 0008 Generic, IMM 5669 Schedule A, IMM 0008 Schedule 4, IMM 5406. Include the IMM 5476 and IMM 0008DEP if necessary.</li> <li>▪ Spouse/Common-law partner and dependants over 18: IMM 5669 Schedule A, IMM 5406. Include the IMM 5476 if necessary.</li> </ul>
<input type="checkbox"/> <b>Valid Passport(s)</b>	<p><b>Attach copy</b></p> <ul style="list-style-type: none"> <li>▪ Candidate</li> <li>▪ Spouse/Common-law partner</li> <li>▪ Dependent children</li> </ul> <p>Include only the personal information page and any page(s) showing the expiry and renewal date(s) of the passport.</p>
<input type="checkbox"/> <b>Proof of English Competency</b>	<p><b>Attach copy</b></p> <p>Candidate results for one of the following tests. Results cannot be more than two years old at time of AINP application submission:</p> <ul style="list-style-type: none"> <li>▪ <b>IELTS</b> (International English Language Testing System) Test <b>OR</b></li> <li>▪ <b>CELPIP</b> (Canadian English Language Proficiency Index Program) Test <b>OR</b></li> <li>▪ <b>TEF</b> (Test d'évaluation de français) Test</li> </ul> <p>Test results must meet the minimum standards outlined on the Semi-Skilled Worker Category criteria page.</p>
<input type="checkbox"/> <b>Education</b>	<p><b>Attach certified true copy</b></p> <p>Candidate must submit proof of the highest level of education they have completed. If this is secondary (high school) education, they must provide evidence of completion of the highest level of secondary education available in their home country.</p>
<input type="checkbox"/> <b>Foreign Driver's Licence</b>	<p><b>Attach copy</b></p> <p>Candidate's foreign (professional) driver's licence from their home country (if available).</p>
<input type="checkbox"/> <b>Alberta Operator's Licence</b>	<p><b>Attach copy</b></p> <p>Candidate's valid Class 1 Alberta Operator's Licence.</p>
<input type="checkbox"/> <b>Reference Letters</b>	<p><b>Attach copy</b></p> <p>Work-related reference letters from previous employers related to the job showing the Candidate has driven in a professional capacity before coming to Canada. Must be signed by the employer, dated and on company letterhead and include:</p> <ul style="list-style-type: none"> <li>▪ Name of employer</li> <li>▪ Employer contact information</li> <li>▪ Job title</li> <li>▪ Main duties</li> <li>▪ Period worked (specify full-time or part-time)</li> </ul>

## If using a representative

If you are not using a representative, the items listed in this section do not apply to you.

<input type="checkbox"/> <b>Alberta Employer – Use of a Representative (AINP 008A)</b>	<b>Attach original</b>
<input type="checkbox"/> <b>Candidate – Use of a Representative (AINP 008B)</b>	Signatures must be original on the form sent to AINP.

## Contact information

Mail your application and supporting documents in order listed in the document checklist to:

Alberta Immigrant Nominee Program  
2013 Heavy Haul Initiative  
Employer-Driven Semi-Skilled Category, Trucking Industry  
Government of Alberta  
Suite 940, Telus Plaza North Tower  
10025 Jasper Avenue  
Edmonton, AB T5J 1S6

**Provide a certified translation with any documents not in English or French.** To find a certified translator in Alberta or in Canada, visit the website of the Association of Translators and Interpreters of Alberta (ATIA). [www.atia.ab.ca](http://www.atia.ab.ca)

- Visit [www.AlbertaCanada.com/ainp](http://www.AlbertaCanada.com/ainp) to review criteria. Applications that do not meet criteria will be declined.
- Complete every question and section, if a question does not apply, write N/A or Not Applicable.
- Only complete applications are accepted, incomplete applications will not be accepted.
- The AINP reserves the right to request additional information or documents from either the Alberta Employer or the Candidate to support this application.
- The AINP does not return original documents.
- When submitting your application to the AINP make sure your identification number is the same on all pages, including the bar code page. The identification number is on the bottom right hand side of each application page. Your application will be returned to you if any of the identification numbers are different. To be sure all identification numbers at the bottom of each application page are the same you must print all pages of the application at one time, including the bar code page. If you need to make changes to any of the pages, do so, then SAVE and PRINT the entire application again. If you are filling out the application by hand this does not apply to you as no identification number is generated.