

Guidelines for Completing a Labour Market Impact Assessment Application

- ✓ Attach Coversheet to top of completed LMIA application, along with other required information.

FIELD		REMARKS
BUSINESS INFORMATION		
1	Employer ID:	98867
2	Canada Revenue Agency Business #:	108102831RP0001
3	Business Legal Name:	University of Alberta
4	Business Operating Name	University of Alberta
5	Business Mailing Address:	c/o 2-60 University Terrace
6	City:	Edmonton
7	Province/State:	Alberta
8	Country:	Canada
9	Postal/Zip Code:	T6G 1K4
10-15		Leave blank
16	Type of Business;	Publicly funded post-second. inst.
17	Is the business a franchise? If yes,foreign workers (TFW)?	No Leave blank
18	Website Address:	www.ualberta.ca
19	Date Business Started:	Leave Blank
20	Describe the principal business activity:	Post-secondary education and research
21	Primary Contact Name:	Dallas M. Pelkey. (Handwrite: Cyndi Killingsworth)
22	Job Title:	Regulated Canadian Immigration Consultant
23	Contact Phone Number:	Leave blank
24	Fax Number:	780-492-7777
25	E-mail:	immigration.services@ualberta.ca
26	Preferred Official Language of Correspondence	English
THIRD-PARTY, RECRUITER OR EMPLOYMENT AGENCY INFORMATION		
1	Are you using....hiring a TFW?	Normally, "No" (If, applicable, indicate Yes.)
2	Name of third-party...agency:	Normally, "N/A" (If applicable, list name of third, party, recruiter or employment agency.)
3	Registration, licence or certificate number:	Normally, "N/A" (If applicable, list registration, licence or certificate number of third party, recruiter or employment agency.)
4	Are you appointing...process?	No

FIELD		REMARKS
THIRD-PARTY, RECRUITER OR EMPLOYMENT AGENCY INFORMATION (continued)		
5	Name of third-party representative:	N/A
6	A number of....offer of employment?	No
BUSINESS DETAILS		
1	Number of employees....total of 100 employees):	Leave blank (Immigration Services will input updated figure)
2	Total number of.....this form:	Leave blank (Immigration Services will input updated figure)
3	Total number of Canadian...this form:	Leave blank (Immigration Services will input updated figure)
4	Total number of employees (including Canadians/permanent residents..... this work location.	Leave blank (Immigration Services will input updated figure)
5	Total number of TFWs (as result of receiving.....on this form:	Leave blank (Immigration Services will input updated figure)
6	Did you employ a TFW (as a result of receiving..... December 31, 2013?	Yes
	If YES-did you provideand annexe(s)?	Yes
7	Have you applied for and received.....in that position?	Yes
	If YES-did you provide all TFWs.....and annexe(s)?	Yes
8	Have you had an LMIAthis application?	No
	If yes,..... an opinion.	Leave remainder of questions blank
9	Were any employees laid off in the past 12 months?	Yes
	If yes, how many.....residents?	Leave blank (Immigration Services will input updated figure)
	How many TFWs?	Leave blank (Immigration Services will input updated figure)
	Reason(s) for layoff(s) and occupations affected:	<i>Decrease in operating funds & research grants. Non-Faculty and support staff. (Do not modify this text.)</i>
10	Does your business receive any support through.....Program)?	No

FIELD		REMARKS
JOB OFFER INFORMATION		
1	Are youCaregiver position?	<i>No</i>
2	Job Title:	Must match job title listed in the ad for this position.
3	Number of TFW's....location, etc.):	<i>1 (one)</i>
4	Expected employment duration:	List only one duration. (If position is continuing, list <i>5 years</i> and handwrite <i>permanent</i> above it.)
	Employment duration rationale:	<u>For continuing positions:</u> <i>Long-term commitment required to enhance long-term growth of research & study programs.</i> <u>For temporary positions:</u> <i>Such positions are funded on a temporary basis only.</i>
5	Expected employment start date:	List expected start date by year, month and day.
6	Provide exact.....(street address):	List <u>exact</u> street address of foreign national's U of A office.
7	City	Normally: " <i>Edmonton</i> " (If foreign national will work in more than one locality, list all of the localities.)
8	Province:	Normally: " <i>Alberta</i> " (If work will take also take place in other provinces, list them, OR list " <i>Various provinces in Canada</i> ").
9	Postal Code:	Postal code of hiring department. (If work will take place in various locations, leave blank).
10	Describe the main duties of the job:	<i>Please see attached sheet (On a separate sheet of paper describe the main duties of this position exactly as listed on the advertisement)</i>
11	Minimum education.....job:	Check appropriate box(es).
12	Minimum experience/skillsP.Eng.)	<i>Please see attached sheet (On a separate sheet of paper describe the experience/skill requirements of this position exactly as listed on the advertisement)</i>
13	Indicate the language requirement...of employment:	Tick appropriate boxes for oral <u>and</u> written language requirements. (If the job requires a language that is neither English nor French, check the last box and attach a note of explanation.)
14	Wage in Canadianhourly rate.	Complete BOTH hourly AND annual rate. (Salary information must equal what is listed on the <i>Foreign Academic Recruitment Summary</i> form, as well as the salary published in the advertisement.)
	Overtime rate of.....	For academic positions: type " <i>N/A</i> " in both spaces. For support positions, consult agreement & list accordingly.
	Number of hours per day	For support positions, consult agreement & complete ALL THREE spaces accordingly. For academic positions, list total number of hours per week only. List: <i>~40</i>

FIELD		REMARKS
JOB OFFER INFORMATION (continued)		
15	What is the wagelocation? Low-wage: \$_____ High-wage: \$_____.	Leave both spaces blank.
	There are no.....at this work location	Check if applicable
16	Vacation (if applicable):	Refer to staff agreements for eligible vacation allotment.
17	Is the job offer for.....by the LMIA?	"Yes" is normally is indicated. If job is less than 30 hours per week, contact Immigration Services.
18	Is this employment seasonal?	No
19	Benefits:	Refer to staff agreements for eligible benefits.
20	Other benefits (specify):	List any other benefits, if applicable.
21	Are there any federal/provincial/territorialthis job?	"No" is normally is indicated. If certification, licensure or registration is mandatory, indicate "Yes" and type name of the governing body.
	Will the TFW.....starting work in Canada?	"Yes" is normally is indicated. If foreign national will not have the needed certification, licensure or registration by start date of work, indicate "No" and list estimated amount of time it will take to obtain it.
22	Is the position part of a union?	AASUA or NASA positions: "Yes". Type full name of staff association or union.
	Has the union been consulted about the hiring of a TFW?	AASUA: "No". Type " <i>Recruitment + employment are subject to the terms of staff agreement.</i> " NASA: "Yes". Type " <i>Please see attached letter from NASA.</i> " (Hiring Unit must contact Human Resources Consulting Services-HR Partnerships, which will, in turn, obtain this letter from NASA.)
23	Have you attempted to recruit Canadian citizens/permanent residents for this job?	"Yes" is normally is indicated. Type " <i>See attached sheet.</i> " Attach copies of all ads. Attach separate sheet and list venues in which the ad appeared, as well as start and end dates of advertising, e.g. CAUT, June 1, 2014 for 30 days.
	In addition.....order number:	If ad was published in Job Bank (NJB), list NJB number of ad.
24	What are the potential benefitsto a TFW(s)?	<i>Filling a labour shortage.</i> For teaching or research, also check " <i>Development or transfer of skills.....residents</i> " (If either of the bottom two boxes is checked, provide details.)
25	Provide a rationale.....needs:	<i>Unsuccessful in locating Canadians/Permanent Residents.</i> <i>Foreign national will fill the vacancy.</i>
26	Do you plan to hire..... an LMIA?	No. Type " <i>Occupation is not conducive to on-the-job training.</i> "
27	Will you provide.....accommodation?	Complete as applicable.

FIELD		REMARKS
SUMMARY OF RESULTS TO MEET MINIMUM RECRUITMENT AND ADVERTISING REQUIREMENT		
1	Number of applications.....residents:	List number of applications/resumés received from Canadians/permanent residents. If none were received, list "0".
2	Number of Canadian.....interviewed:	List number of Canadians/permanent residents that were interviewed. If none were interviewed, list "0".
3	Number of Canadians....offered the position:	List number of Canadians/permanent residents that were offered the job. If none were offered the job, list "0".
4	Number of Canadians/permanent residents hired:	List number of Canadians/permanent residents that were hired. If none were hired, list "0".
5	Number of job offers declined applicants:	List number of Canadians/permanent residents that were offered a position but declined. If none declined, list "0".
6	Number of Canadian..... not qualified for the job:	List number of Canadians/permanent residents that were not qualified for the position. If no Canadians/permanent residents applied, list "N/A"
7	For each unsuitable.....environment).	List reasons that <u>each</u> Canadian/permanent resident applicant didn't meet advertised requirements. Reasons must be only those requirements listed in the ad.
TRANSITION TO A CANADIAN WORKFORCE		
Is the wage job is located?		Normally "Yes" is indicated. (If "No" is the appropriate answer, contact Immigration Services.)
Section A - CAP FOR THE LOW-WAGE POSITIONS		
There is three exemptions.... to their business:		Leave blank.
Section B - TRANSITION PLAN FOR HIGH-WAGE POSITIONS		
1	What are theon this LMIA	Leave blank
2	Provide details:	Type: <i>Data will be provided to Universities Canada. (formerly known as AUCC) In turn, Universities Canada will collate data and provide ESDC with an annual report.</i>
IMPACTS ON THE CANADIAN LABOUR MARKET		
1	Will the entry.....utilizing TFW's?	Normally, "No" is indicated. (If "Yes" is the appropriate answer, contact Immigration Services.)
2	Is this job.....offshoring?	No
a.) – c.ii)		Strike through all sections and handwrite "N/A"
FILM AND ENTERTAINMENT REQUEST ONLY		
1 – 4		Strike through all sections and handwrite "N/A"
TEMPORARY FOREIGN WORKER INFORMATION		
1	Surname.....passport:	List foreign national's surname <u>as it appears on his/her passport.</u>
2	Given name(s).....passport:	List foreign national's given name <u>as it appears on his/her passport.</u>
3	Gender:	Check either <i>Male</i> or <i>Female</i>
4	Date of Birth:	Indicate year, month and day of foreign national's birth.

FIELD		REMARKS
TEMPORARY FOREIGN WORKER INFORMATION (Continued)		
5	Location of residence outside Canada:	List city and country where foreign national is currently living outside Canada. If s/he currently lives in Canada, list "N/A" in both spaces.
6	Citizenship (s):	List all countries of which foreign national is a citizen.
7	If the TFW is.....status:	Complete, if applicable. If not applicable, list "N/A" beside spaces for city and province.
	Status:	Complete, if applicable.
DECLARATION OF EMPLOYER		
I am an unincorporated employer...partnership:		No
If you answered "YES"above:		Leave blank
Employers must check eachstatements below:		Check each box with the exception of the third box from the bottom of this section. Beside that box, <i>handwrite: "N/A. Name of foreign worker has been submitted with this application."</i>
Employers hiring TFW's in low-wage.....below.		Leave all five boxes blank
SIGNATURE OF EMPLOYER		
Signature of Employer		Signature of Faculty Dean or Unit Director
Printed Name of Employer		<i>University of Alberta</i>
Title of Employer		<i>Dean, Faculty of.... OR: Unit Director.....</i>
Date		List the date that the signature was listed on the form
LABOUR MARKET IMPACT ASSESSMENT – PROCESSING FEE PAYMENT FORM TEMPORARY FOREIGN WORKER PROGRAM		
Employer Business Name:		<i>University of Alberta</i>
Canada Revenue Agency Business Number		<i>108102831RP0001</i>
Number of positions requested X \$1000 = TOTAL processingof \$ CAD		<i>1 \$1000.00</i>
Select method of payment:		<i>Credit card</i>
Name of cardholder.....on the credit card):		Leave blank
Employer primary contact name:		<i>Dallas Pelkey / Cyndi Killingsworth/ Jayne Booth</i>
Credit card type:		<i>MasterCard</i>
Last 4 digits of credit card:		Leave blank
I authorize ESDC/Service Canada.....to charge		<i>\$1,000.00</i>
Signature of cardholder:		Leave blank
Date:		Leave blank
Credit card number: Leave blank		Leave blank
Expiry date:		Leave blank
Enter the card.....of the credit card):		Leave blank