



Form NTNP-02b

Northwest Territories' Nominee Program

SKILLED WORKER/EXPRESS ENTRY APPLICATION CHECKLIST

OFFICE USE ONLY

File #: _____

Date Received for Assessment by NTNP

YY/MM/DD ____ / ____ / ____

The Employer, or an Authorized Immigration Representative is responsible for completing the application form and submitting all required documentation to the Nominee Program in the order listed below.

See the eligibility guidelines on the next page for more information about this program stream or, for additional information review the Nominee Program Guidelines, available at www.immigratenwt.ca. (Incomplete applications will be returned to the employer.) If you have any questions, please contact program staff (contact information on the next page).

1. Nominee Applicant

Last Name (family name):

Given Name(s):

Express Entry Profile Number (express entry only – if applicable):

Job Seeker Validation Code (express entry only- if applicable):

PLEASE ENSURE THAT YOU HAVE INCLUDED THE FOLLOWING DOCUMENTS:

Employer form(s):

- Employer Application Form - Form NTNP-02;
- Skilled/Express Entry Impact Worker Application Checklist (this document Form NTNP-02b); and
- Authorize or Cancel a Representative Form (if applicable - Form NTNP-05).

Employer information:

- Employment contract signed by the employer and by the employee, including a copy of the collective agreement if applicable;
- Pay stubs for the past three (3) months;
- Certified true copy of Certificate of Incorporation or Business Registration;
- Certified true copy of valid Municipal or Territorial Business License;
- Proof of registration with Workers' Safety and Compensation Commission (WSCC);
- Copy of Labour Market Impact Assessment (LMIA), if applicable; and
- Proof of local and national recruitment efforts and summary of results (if no LMIA, see Skilled Worker/Express Entry Application Guidelines).

Nominee form(s):

- Nominee Information Form - Form NTNP-01; and
- Authorize or Cancel a Representative Form (if applicable - Form NTNP-05).

Nominee applicant information:

- Certified true copy of the nominee's temporary work permit;
- Certified true copy of the biographical page of the nominee's passport;
- Certified true copy of the nominee's birth certificate, translated into English or French;

Certified true copy of nominee's accreditation translated into English or French;

Certified true copy confirming the nominee's previous work experience, translated into English or French;

Certified true copy of marriage certificates, birth certificates, and passports are required for dependents that will accompany the nominee; and

Original or certified true copy confirming Language Test Results.

2. Eligibility

The Employer must:

- Have a job vacancy;
- Identify a potential nominee;
- Be a registered business, industry association, or a local, municipal, First Nation or territorial government, with an office or establishment in the Northwest Territories operational in the Northwest Territories for a minimum of one (1) year;
- Be registered with the Worker's Safety and Compensation Commission (WSCC) and be in compliance with the *Employment Standards Act*;
- Provide proof of local and national recruitment efforts and submit a summary of results consistent with the Employer Driven Program Application Guidelines; or
- Obtain a positive Labour Market Impact Assessment (LMIA).

The Employment Contract must:

- Be for a permanent full-time position (minimum 37.5 hours per week);
- Be in an occupation that falls into National Occupation Code (NOC) skill levels O, A, or B;
- Not conflict with existing collective bargaining agreements;
- Comply with the *Employment Standards Act*; and
- Provide a comparable industry rate of pay.

The Nominee must:

- Have the required certification or accreditation of the specific trade, occupation and NOC code Employment requirements;
- If applicable, meet territorial certification, licensing or registration requirements of the job (for non-regulated occupations, the employer is responsible for ensuring that the nominee meets occupational standards);
- Have the required work experience for the specific occupation as advertised and/or per the NOC code Employment requirements;
- Have applied to the job via one of the required local or national advertising platforms (see Employer Driven Application Guidelines);
- Meet the language requirement criteria; and
- Not be a refugee claimant.

3. Nominee Program Contact Information

Notice of Collection

This information is collected under the Northwest Territories' *Access to Information and Protection of Privacy Act* section 40(c), will be used in the processing of my application, and will be protected by the privacy provisions of that Act. Applicants have the right to examine and request correction of their records, and to request a review by the Information and Privacy Commissioner. If you have any questions about the collection of information, please contact program staff at 1-855-440-5450.

Mailing and Street Address:

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