



NORTHWEST TERRITORIES NOMINEE PROGRAM ENTRY LEVEL/SEMI-SKILLED OCCUPATIONS 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 Northwest Territories Nominee Program (NTNP), which are listed below.

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

1. Nominee Applicant

Last Name (family name):	Given Name(s):
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PLEASE ENSURE THAT YOU HAVE INCLUDED THE FOLLOWING DOCUMENTS: Form(s):

- Employer Application Form (online form);
- Employment Standards Verification Form; and
- Authorize or Cancel a Representative Form - Employer (if applicable).

Employer Information:

- Employment contract signed by the employer and by the employee, including a copy of the collective agreement (if applicable);
- Pay stubs and time sheets for the past six (6) months;
- Certified true copy of Certificate of Incorporation or Business Registration;
- Certified true copy of valid Municipal or Territorial Business Licence;
- Proof of registration with Workers' Safety and Compensation Commission (WSCC);
- Copy of the Labour Market Impact Assessment (LMIA), if applicable; OR
- Proof of one (1) local and one (1) national recruitment effort and a summary of advertising results (if no LMIA).

Nominee Applicant Form(s):

- Nominee Applicant Form (online form); and
- Authorize or Cancel a Representative Form - Nominee (if applicable).

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 nominee applicant's birth certificate, translated into English or French;
- Certified true copy of nominee's accreditation, translated into English or French;
- Certified true copy confirming 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;
- Original or certified true copy confirming Language Test Results; and
- Bank statements, stamped by the financial institution, for three (3) months prior to submitting an application.

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 and operational in the Northwest Territories for a minimum of one (1) year;
- Be registered with the Workers' Safety and Compensation Commission (WSSC) and be in compliance with the *Employment Standards Act* (if applicable); and
- Provide proof of one (1) local and one (1) 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 Employer Contract Must:

- Be for a permanent full-time position (minimum 30 hours per week);
- Be in an occupation that falls into National Occupation Code (NOC) TEER 4 or 5;
- Not conflict with existing collective bargaining agreements;
- Comply with the *Employment Standards Act* (if applicable); and
- Provide a comparable industry rate of pay.

The Nominee Applicant Must:

- Have worked in the position for a minimum of six (6) months prior to applying to the NTNP;
- Have the required certification or accreditation of the specific trade, occupation and NOC code Employment requirements;
- Have the required work experience for the specific occupation as advertised and/or per the 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 proof of settlement funds (see Entry Level/Semi-Skilled Occupations guidelines);
- 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. NTNP Contact Information

Notice of Collection

This information is collected under the Northwest Territories *Access to Information and Protection of Privacy Act* section 40(c), and will be used in the processing of the 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 NTNP staff at 1-855-440-5450.

Mailing and Street Address:

Education, Culture and Employment
Government of the Northwest Territories
Lahm Ridge Tower, 4501 - 50th Ave
P.O Box 1320, Yellowknife, NT X1A 2L9

Tel: 1-855-440-5450
Email: immigration@gov.nt.ca
Website: www.immigraatenwt.ca