



## 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.immigratenwt.ca](http://www.immigratenwt.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 twelve (12) months;
- Original or certified true copy of Certificate of Incorporation or Business Registration;
- Original or certified true copy of valid Municipal or Territorial Business Licence;
- Proof of registration letter from 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:

- Original or certified true copy of the nominee's temporary work permit;
- Original or certified true copy of the biographical page of the nominee's passport;
- Original or certified true copy of nominee applicant's birth certificate, translated into English or French;
- Original or certified true copy of nominee's proof of education, translated into English or French;
- Original or certified true copy confirming nominee's previous work experience, translated into English or French;
- Original or certified true copy of marriage certificate, divorce certificate, birth certificates, and passports are required for dependents;
- 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 (WSCC);
- Be in compliance with the *Employment Standards Act* (if applicable); and
- Obtain a positive Labour Market Impact Assessment (LMIA); OR
- Provide proof of one (1) local and one (1) national recruitment efforts and submit a summary of advertising results.

### The Employment 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 a valid work permit that expires in 2025;
- Have worked in the position for a minimum of twelve (12) months prior to applying to the NTNP;
- Have the required certification or education for 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);
- 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 - 50<sup>th</sup> Ave  
P.O Box 1320, Yellowknife, NT X1A 2L9

Tel: 1-855-440-5450  
Email: [immigration@gov.nt.ca](mailto:immigration@gov.nt.ca)  
Website: [www.immigraatenwt.ca](http://www.immigraatenwt.ca)