



NORTHWEST TERRITORIES NOMINEE PROGRAM SKILLED WORKER/NWT EXPRES 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 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. (Incomplete applications will be returned to the employer.) If you have any questions, please contact NTNP staff (contact information on the next page).

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 by phone 1-855-440-5450 or by email immigration@gov.nt.ca.

1. Nominee Applicant's Name

Last Name (family name):	Given Name(s):
--------------------------	----------------

2. Required Documents

PLEASE ENSURE THAT YOU HAVE INCLUDED THE FOLLOWING DOCUMENTS: Form(s):

Employer Applicant Form(s):

- Employer Application Form (online form);
- Employment Standards Verification Form, signed by an Employment Standards officer within the past 6 months; and,
- Authorize or Cancel a Representative Form – Employer (if applicable).

Employer Applicant Documents

- Current and original employment contract signed by the employer and by the employee, including collective agreement (if applicable) stating that the employment is full-time, permanent/indeterminant (term employment is not eligible);
- Pay stubs for the past three (3) months, showing wage rate, regular hours, statutory holiday hours pay, vacation pay, and any over-time hours;
- Time sheets for the past three (3) months, including for salaried employees, including for salaried employees, that reflects actual time worked (a work schedule is not considered a timesheet);
- Original or certified true copy of NWT Certificate of Incorporation or NWT Business Registration and cannot be “in default” with NWT Corporate Registries;
- Original or certified true copy of valid Municipal or Territorial Business Licence (not expired);
- “Proof of Registration” letter from Workers’ Safety and Compensation Commission (WSCC) dated within the last six (6) months;
- Copy of the Labour Market Impact Assessment (LMIA), if applicable; **OR**
- Proof of advertising efforts on two (2) different platforms and a summary of the advertising results. The advertisements must be an accurate portrayal of the actual position and state that the job is full-time and permanent (not a term position):
 - Proof of one (1) local recruitment effort posted for fourteen (14) days within that past eighteen (18) months;
 - Proof of one (1) national recruitment effort posted for fourteen (14) days within the past eighteen (18) months; **and**
 - Summary of advertising results – number of applications received by Canadians and permanent residents and reasons why they were not hired. Also, include an accurate, detailed description of why the foreign national was hired.

Nominee Applicant Form(s):

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

Nominee Applicant Documents:

- Original or certified true copy of the nominee's temporary work permit (not expired);
- Original or certified true copy of the biographical page of the nominee's passport (not expired);
- Original or certified true copy of nominee applicant's birth certificate, **both** the original and translation into English or French (if applicable);
- Original or certified true copy of nominee's proof of education, translated into English or French, including Education Credential Assessment (ECA) for non-Canadian credentials;
- Original or certified true copy confirming nominee's previous work experience for the past 5 years, translated into English or French;
- Original or certified true copy of marriage certificate, divorce certificate, birth certificate, and passports for dependents, regardless of whether they will accompany the foreign national to NWT;
- Original or certified true copy confirming Language Test Results, taken within the past two (2) years; and
- Bank statements, stamped by the financial institution in the NWT, for three (3) months immediately prior to submitting the application.

3. 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);
- Obtain a positive Labour Market Impact Assessment (LMIA); **OR**
- Provide proof of advertising efforts on two (2) different platform and provide a summary of advertising results (see page 1 for more information).

The Employment Contract Must:

- Be for a permanent full-time position (minimum 30 hours per week, year-round and no end date);
- The location of work must be in the Northwest Territories;
- Be in an occupation that falls into National Occupation Code (NOC) TEER 0, 1, 2 or 3;
- Not conflict with existing collective bargaining agreements;
- Comply with the *Employment Standards Act* (if applicable); and
- Provide a comparable industry rate of pay based on Employment and Social Development Canada's Job Bank median wage information, the business's existing workforce, as advertised, and as per the terms and conditions in the LMIA (if applicable).

The Nominee Applicant Must:

- Have a valid work permit;
- Have one (1) year of full-time experience in the same or similar occupation they are being nominated for within the last 10 years;
- 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 based on the Employer's job description, the job advertisements (if applicable) and the National Occupational Classification's 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);
- Meet the language requirement criteria:
 - NOC TEER 0 & 1 achieve a minimum language standard of the Canadian Language Benchmark (CLB) Level 6 in either English or French, across all four categories: listening, speaking, reading and writing.
 - NOC TEER 2 & 3 **categories** must achieve a minimum language standard of the **Canadian Language Benchmark Level (CLB) 5** in either English or French, across all four categories: listening, speaking, reading and writing.
- Not be a refugee claimant.

4. NTNP Contact Information

Tel: 1-855-440-5450

Email: immigration@gov.nt.ca

Website: www.immigratenwt.ca

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