



# NORTHWEST TERRITORIES NOMINEE PROGRAM EMPLOYMENT STANDARDS VERIFICATION FORM

OFFICE USE ONLY
File #:
Date Received for Assessment by NTNP (yy/mm/dd):

## INSTRUCTIONS

This form is for use by Northwest Territories Nominee Program (NTNP) employers who are subject to the Northwest Territories *Employment Standards Act*. This form is used to pre-screen an employer's status of compliance with the Northwest Territories Employment Standards Office for the purposes of the NTNP.

### Notice of Collection

This information is collected under the Northwest Territories *Access to Information and Protection of Privacy Act* section 40(c), as it will be used in the processing of an 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.

Refusal to consent will not affect any rights, benefits or services currently received. However, failing to submit this form with an application to the NTNP will result in the application being considered incomplete.

## 1. Employer Information

Registered Company Name:		
Operating As:		Company Website:
Physical Address (street):		City/Town:
Province/Territory:	Country:	Postal Code:
Mailing Address (if different from above):		City/Town:
Province/Territory:	Country:	Postal Code:
Owner(s):		
Contact's Name (with signing authority):		
Contact Title:		Contact Email Address:
Contact Telephone Number:	Contact Fax Number:	Type of Company (industry/sector):
Date Established (yy/mm/dd):	Number of Employees:	
<input type="checkbox"/> Public Company <input type="checkbox"/> Private Company	Primary Language of Business:	<input type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Both
<input checked="" type="checkbox"/> Name of Employer's Authorized Signing Officer (please print)		<input checked="" type="checkbox"/> Signature of Employer's Authorized Signing Officer

## 2. Employment Standards Verification (To be Completed by Employment Standards Office)

To be considered compliant with the Northwest Territories *Employment Standards Act* and Regulations for the purposes of the Northwest Territories Nominee Program, an Employer must:

- Not have been found to have failed to pay the wages to which an employee is entitled (as per sections 84 and 65 of the Act);
- Have not been found to engage in carrying out the functions of an employment agency for a fee or reward unless licensed (as per Section 48 of the Act);
- Have not been found to be in contravention of this Act or the regulations; and
- Have no outstanding orders issued against them (as per Section 65 and 66 of the Act).

I confirm that the employer listed in Section 1 of this form is considered to be compliant with the *Employment Standards Act* and Regulations, as per the above.

X

Inspector Name (please print)

X

Inspector Signature

Date (yy/mm/dd)

## 3. Validity

This form is valid for six (6) months from the date signed by Employment Standards.

**Important Note: It is the responsibility of the Employer to ensure that this form remains valid throughout the NTNP application process.**

## 4. Service Standards

The Employment Standards Office can assist employers seeking to submit an application to the NTNP with the Employment Standards compliance pre-screening process.

Employment Standards staff will:

- Provide quality and professional service;
- Endeavour to respond to all inquiries via email or telephone within two (2) business days;
- Endeavour to complete form NTNP-09 within 10 business days from the date it is received to maintain fairness and consistency.

**Please Note:** Employment Standards staff are unable to assist with applying to, or answering questions on, the NTNP. For information specific to the NTNP, please visit [www.immigratenwt.ca](http://www.immigratenwt.ca) or contact NTNP staff at [immigration@gov.nt.ca](mailto:immigration@gov.nt.ca) or 1-855-440-5450.

## 5. Contact Information

Employment Standards  
PO Box 1320, 5019 - 52<sup>nd</sup> Street  
Yellowknife, NT X1A 2L9

To be accepted for review, this form can be submitted by the Employer in person, posted mail, email or fax.  
Email: [employment\\_standards@gov.nt.ca](mailto:employment_standards@gov.nt.ca)  
Fax: 867-873-0483