



## NORTHWEST TERRITORIES NOMINEE PROGRAM FRANCOPHONE STREAM APPLICATION CHECKLIST

The Applicant or an Authorized Immigration Representative is responsible for completing the application form and submitting all required documentation to the Northwest Territories Nominee Program (NTNP) that is listed below.

See the eligibility guidelines on the next page for more information about this program 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 next page).

### OFFICE USE ONLY

File #:

Date Received for Assessment by NTNP (yy/mm/dd):

#### 1. Nominee Applicant

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

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

- Nominee Application Form (online form);
- Employer Information and Declaration Form;
- Employment Standards Verification Form; and
- Authorize a Representative Form – Nominee (if applicable).

#### Nominee Applicant Documents:

- Original or certified true copy of the nominee's temporary work permit (if applicable);
- Original or certified true copy of the biographical page of the nominee's passport;
- Original or certified true copy of the nominee'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 the 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 (minimum Canadian Language Benchmarks (CLB) 5), in French;
- Original or certified true copy confirming Language Test Results (minimum CLB 4), in English;
- Full-time and permanent job offer, or work contract, from NWT Employer;
- Bank statements, stamped by the financial institution, for 3 months prior to submitting an application; and
- Pay stubs for the past three (3) months, if currently working for NWT Employer.

#### Employer and Business Information:

- Registered company name and operating name;
- Business's physical address and mailing address;
- Employer's contact information;
- Job description (duties, qualifications, experience, and required skills);
- Job Title and National Occupational Classification (NOC) code; and
- Wage rate offered and Job Bank's median wage for the NOC code.

## 2. Eligibility

### The Employer Must:

- Have a job vacancy;
- Provide the potential nominee with a full-time and permanent job offer;
- Be a Canadian citizen or permanent resident of Canada;
- 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 NWT for a minimum of one (1) year;
- Be registered with the Workers' Safety and Compensation Commission (WSCC) and be in compliance with the *Employment Standards Act*, if applicable;

### The Employment Contract Must:

- Be for a permanent full-time position (minimum 30 hours per week, year-round and no end date);
- 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, full-time and permanent job offer in the NWT;
- Have one (1) year of full-time experience in the occupation they are being nominated for within the last 10 years OR six (6) months of full-time work experience in the NWT in the occupation they are being nominated for;
- Have the required certification or accreditation of the specific trade, occupation and NOC Employment requirements;
- Have the required work experience for the specific occupation as advertised and/or per the NOC 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 Francophone Stream guidelines);
- Meet the language requirement criteria in both French (CLB 5) and English (CLB 4); 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.immigratenwt.ca](http://www.immigratenwt.ca)