



# Northwest Territories' Nominee Program

## SKILLED WORKER/NWT EXPRESS 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 Nominee Program in the order listed below.

See the eligibility guidelines on the next page for more information about this program stream or, for additional information review the Nominee Program 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 program staff (contact information on the next page).

### 1. Nominee Applicant

Last Name (family name):

Given Name(s):

**PLEASE ENSURE THAT YOU HAVE INCLUDED THE FOLLOWING DOCUMENTS:**

**Employer form(s):**

- Employer Application 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 three (3) months;
- Certified true copy of Certificate of Incorporation or Business Registration;
- Certified true copy of valid Municipal or Territorial Business License;
- Proof of registration with Workers' Safety and Compensation Commission (WSCC);
- Copy of Labour Market Impact Assessment (LMIA), if applicable; OR
- Proof of (2) local and (1) national recruitment efforts and a summary of advertising results (if no LMIA).

**Nominee form(s):**

- Nominee Applicant 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 the nominee's birth certificate, translated into English or French;
- Certified true copy of nominee's accreditation translated into English or French;
- Certified true copy confirming the 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 3 months prior to submitting an application.

## 2. Eligibility

### The Employer must:

- Have a job vacancy;
- Identify a potential nominee;
- 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 Northwest Territories for a minimum of one (1) year;
- Be registered with the Worker's Safety and Compensation Commission (WSSC) and be in compliance with the *Employment Standards Act* ;
- Provide proof of (2) local and (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 Employment Contract must:

- Be for a permanent full-time position (minimum 37.5 hours per week);
- Be in an occupation that falls into National Occupation Code (NOC) skill levels O, A, or B;
- Not conflict with existing collective bargaining agreements;
- Comply with the *Employment Standards Act*; and
- Provide a comparable industry rate of pay.

### The Nominee must:

- 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 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. Nominee Program Contact Information

### Notice of Collection

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

#### Mailing and Street Address:

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Lahm Ridge Tower, 4501 - 50th Ave  
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X1A 2L9

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