

File #:

Date Received for  
Assessment by NTNP  
YY/MM/DD  
/ /

## Northwest Territories' Nominee Program

# EXPRESS ENTRY APPLICATION CHECKLIST

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 the Coordinator, Immigration (contact information on the next page).

### 1. Nominee Applicant

Last Name (family name):

Given Name(s):

Express Entry Profile #:

Job Seeker Validation Code #:

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

**Employer form(s):**

- Employer Application Form - Form NTNP-02;
- Authorize or Cancel a Representative Form (if applicable - Form NTNP-05) and;
- Express Entry Application Checklist (this document - Form NTNP-02c).

**Employer information:**

- Employment contract signed by the employer and by the employee, including a copy of the collective agreement if applicable;
- Copy of Certificate of Incorporation or Business Registration;
- Copy of valid Municipal or Territorial Business License;
- Proof of registration and good standing with Workers' Safety and Compensation Commission (WSCC);
- Copy of the Labour Market Impact Assessment (LMIA), if applicable; and
- Proof of local and national recruitment efforts and summary of results (if no LMIA, see Employer Driven Application guidelines).

**Nominee form(s):**

- Nominee Information Form - Form NTNP-01; and
- Authorize or Cancel a Representative Form (if applicable - Form NTNP-05).

**Nominee applicant information:**

- Copy of the nominee's temporary work permit;
- Original or certified true copy of nominee's accreditation translated into English or French;
- Original or certified true copy confirming nominee's previous work experience, translated into English or French;
- Certified copy of the biographical page of the nominee's passport;
- Marriage certificates, birth certificates and passports are required for dependents that will accompany the nominee;
- Proof of sufficient settlement or financial supports; and
- Original or Certified true copy confirming Language Test Results.

## 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 the Government of the Northwest Territories that has been registered and operational for at least six months;
- Be in good standing and in compliance with the Workers' Safety and Compensation Commission (WSCC) and the *Employment Standards Act*;
- Provide proof of local and national recruitment efforts and submit a summary of results consistent with the Employer Driven Program Guidelines; or
- Obtain a positive Labour Market Impact Assessment (LMIA) or provide a copy of an open work permit.

### 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) 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.

A sample contract is available at [www.immigratenwt.ca](http://www.immigratenwt.ca).

### The Nominee must:

- Have the required certification or accreditation for the specific trade or occupation;
- 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 the required work experience for the specific occupations advertised;
- Provide proof of sufficient financial or settlement income;
- Meet the language requirement criteria; and
- Not be a refugee claimant.

## 3. Nominee Program Contact Information

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 the Coordinator, Immigration at 1-855-440-5450.

### Mailing and Street Address:

Coordinator, Immigration  
Education, Culture  
and Employment - Government  
of the Northwest Territories  
Lahm Ridge Tower, 4501 - 50th 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)