

# NWT Nominee Program

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## Guidelines





# NWT Nominee Program (NTNP) Guidelines

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# NWT Nominee Program (NTNP) Guidelines

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## INTRODUCTION

The Government of the Northwest Territories (GNWT) and Citizenship and Immigration Canada (CIC) entered into a *Canada-Northwest Territories Agreement on Provincial Nominees* to allow the GNWT to nominate individuals identified by employers for permanent residency to the Northwest Territories (NWT). The NWT economy has experienced an extended period of growth and is creating opportunities for employment and investment in all sectors of the NWT. The GNWT wants to ensure the economy remains strong and competitive and views immigration to the North as a key component of the overall labour force and business development strategies both short- and long-term. It encourages employment of Northern workers by industry and new employers whenever possible. However, it also recognizes the considerable contribution that newcomers and immigrants can make to the NWT.

Northwest Territories Nominee Program (NTNP) provides immigrants with the ability to take advantage of opportunities that may not otherwise be available to them, benefits those immigrants who can make a significant economic contribution to the NWT, and welcomes those with the genuine intention to settle and make the NWT their home. The NTNP is designed to allow eligible immigrants to make a smooth transition from their originating country to the NWT.

An employer can have an individual nominated for permanent residency under one of four program categories: Skilled Worker (SW); Critical Impact Worker (CIW); Entrepreneur Business; and, Self-Employed Business categories. This program is administered by two GNWT Departments:

- The **Skilled Worker and Critical Impact Worker Categories** delivered through the Department of Education, Culture and Employment (ECE), is designed to assist NWT employers, to identify and nominate qualified immigrants to positions that cannot be filled by the territorial or national labour market. They are intended to help employers find employees to fill skilled and critically impacted positions.
- The **Entrepreneur and Self-Employed Business Categories** delivered by the Department of Industry, Tourism and Investment (ITI), are designed to attract

business expertise and investment capital which will work to enhance the economic environment of the NWT.

The programs are intended to draw qualified individuals, business expertise, and investment capital to fill critical labour shortages within the territory and promote business development by providing assistance to immigrants that wish to reside in the NWT permanently.

## PROGRAM GUIDELINES BY CATEGORY

### 1. *Skilled Worker*

The Skilled Worker Category is an employer driven process that is intended for skilled occupations (National Occupational Classification (NOC) Matrix Skill Levels O, A, B - See [Appendix A](#) for details) for which formal education and/or specialized training is required. It is designed to attract qualified individuals that will assist with shortages of skilled workers in the NWT.

#### **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 in the NWT that has been registered and operational for a minimum of one year;
- Provide proof that they have tried to recruit locally and nationally to fill the position using national advertising requirements (see [Appendix B](#)); and,
- Obtain a Labour Market Opinion (see HRSDC link in [Appendix C](#)).

A Human Resources Plan that verifies the need to fill the position with a nominee will be evaluated as an asset to the application.

**The employer is responsible for completion of the application form and for submission of all required documentation to ECE.**

*The Offer of Employment must:*

- Be for a permanent full-time position;

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- Be in an occupation that falls into NOC Matrix Skill Levels O, A or B (see [Appendix A](#))
- Not conflict with existing collective bargaining agreements;
- Comply with the *NWT Employment Standards Act*, and,
- Provide a comparable industry rate of pay.

*The Nominee must:*

- Have the required certification or accreditation for the specific trade or occupation;
- Be licensed or accepted by the Territorial body governing the occupation or trade, if applicable;
- Be able to conduct basic communications in either English or French, depending on the official language of the work place; and,
- Not be a refugee claimant.

*When submitting an application form, employers should be sure to include the following documents:*

- Letter of offer of employment
- Proof of attempted local and national recruitment for the position
- Labour Market Opinion
- 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
- Copy of nominee's temporary work permit (*if available or applicable*).

## **2. Critical Impact Worker**

The program is intended to assist NWT employers with critical labour shortages that cannot be filled by local residents. This category is designed to increase the labour pool for entry level jobs (NOC skill levels C & D – see [Appendix A](#)) in the hospitality and service sector industry to address the critical need of semi-skilled workers in the NWT. Employees must have worked in the position for six months under a temporary foreign worker permit.

This category will be closely monitored and will remain in place until the labour market for semi-skilled workers within the NWT economy indicates this category is no longer required.

## 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 in the NWT that has been registered and operational for a minimum of six months;
- Provide proof that they have tried to recruit locally and nationally to fill the position using nationally advertising requirements (see [Appendix B](#));
- Obtain a Labour Market Opinion (see HRSDC link in [Appendix C](#)); and,
- Be in good standing with the Employment Standards office.

A Human Resources Plan that verifies the need to fill the position with a nominee will be evaluated as an asset to the application.

### *The Offer of Employment must:*

- Be for a permanent full-time position (minimum 30 hours per week);
- Be in an occupation that falls into skill level C or D of the NOC Matrix. These occupations usually require secondary school and/or occupation-specific training or on-the-job training;
- Not conflict with existing collective bargaining agreements;
- Meet the requirements of territorial employment standards; and,
- Provide a comparable industry rate of pay.

### *The Nominee must:*

- Have a temporary work permit and have worked in the same position for six months;
- Prove sufficient financial supports or settlement supports in the NWT;
- Have the required work experience for the specific occupation;
- Be able to conduct basic communications in either English or French, depending on the official language of the work place;
- Not be a refugee claimant.

### *When submitting an application form, employers should be sure to include the following documents:*

- Letter of offer of employment
- Proof of attempted local and national recruitment for the position
- Labour Market Opinion
- Original or certified true copy confirming nominee's previous work experience, translated into English or French

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- Proof that they have worked in the NWT for at least six months in the position
- A copy of the nominee's temporary work permit

## **Skilled Worker & Critical Impact Worker Programs Application Process**

Once an application is completed by a nominee and the employer, the application can be forwarded to any local ECE Service Centre in the NWT (See [Appendix C](#)).

**Step One:** The application is reviewed for completeness. Applications must be complete, including all required documents, before the NWT Nominee Program processing can begin. Copies of documents submitted with applications must be certified true copies. Documents in languages other than English or French must include certified translations.

**Incomplete applications will not be processed**

**Step Two:** The application is assessed and a recommendation is made to the NTNP Review Committee.

**Step Three:** The NTNP Review Committee will review the application and make a recommendation to the Assistant Deputy Minister, Advanced Education and Careers (ADM).

**Step Four:** The ADM will review the NTNP Review Committee Recommendation and either approve or decline the nomination. Once a decision has been finalized, the applicant will be contacted in writing. This decision will not be given over the telephone or by email. If the application to the NTNP is approved, ECE will mail a Letter of Approval to the employer (and forward a copy to the Nominee).

The GNWT will issue a dated nomination certificate for each Nominee. For security reasons, the NWT will forward the certificate directly to the mission where the candidate will apply for admission. A nomination certificate received directly from the candidate or other parties will not be accepted. Nominees must file an application for immigration within the time limit specified on the nomination certificate.

**Step Five:** Upon approving the recommendation for permanent residency, a memorandum of understanding (MOU) must be signed between ECE, Employer and Nominee while permanent residency is being considered by CIC or the nomination certificate will become invalid.



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**If any false information or misrepresentations are identified, a recommendation will be made to withdraw the nomination certificate immediately.**

## **Time Frame**

The GNWT processing time for reviewing an application takes at least six (6) weeks from receipt of a completed application.

Following NTNP processing, the applicant and accompanying family members must satisfy CIC clearance requirements for medical, security, criminal and visa authorization in order to work and live in Canada. The CIC application for permanent residency is separate from the NWT Nominee Program process and will take additional time to complete.

## **3. Entrepreneur Business**

The Business Nominee Program is administered by the Department of Industry, Tourism and Investment (ITI).

This program will be of interest to entrepreneurs and/or owner/operators of businesses who want to immigrate to the NWT and establish business operations in the NWT. All economic sectors are eligible for this program.

Business projects will be considered a priority if they involve a product that is new to the NWT or if the product would generate significant benefits to the north. The market disruption impact of proposed business will be considered as part of the Business Plan analysis.

A business plan is required. The applicant's business plan may involve a new business start-up or the purchase of an existing business. It could also involve investment as an active management partner in an existing business. The business plan must clearly detail the incremental benefits that will accrue to the NWT.

### **Eligibility**

*The applicant must:*

- o Invest:
  - a. A minimum of \$300,000 CDN equity into starting or buying a business within the corporate boundaries of Yellowknife, NWT;

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- b. A minimum of \$150,000 CDN equity into starting or buying a business outside of the corporate boundaries of Yellowknife, NWT;
- o Have a personal net worth of:
  - a. At least \$500,000 CDN if starting or buying a business within the corporate boundaries of Yellowknife, NWT;
  - b. At least \$250,000 CDN if starting or buying a business outside the corporate boundaries of Yellowknife, NWT;
- o Have an additional \$75,000 kept in a trust account and released upon completion of a Performance Agreement based on a business proposal;
- o Demonstrate a reasonable knowledge and understanding of NWT and its economy;
- o Be able to demonstrate reasonable communication skills; and,
- o Have the necessary experience and education to successfully implement the business plan.

## **4. Self-Employed Business**

The self-employed category of the Nominee Program is designed to attract professionals who can provide a service that is in demand in the NWT by establishing business outlets or professional practices. This category applies only to self employed professionals. Professionals that will be employed by a business or other organization should refer to the Skilled Worker Program.

### **Eligibility**

*The applicant must:*

- o Have a profession that is identified as a professional skill shortage;
- o Satisfy any certification or accreditation requirements for the particular profession or occupation;
- o Be licensed/accepted by the body governing the profession, if any;
- o Demonstrate reasonable communication skills appropriate to the NWT;
- o Demonstrate a reasonable knowledge and understanding of the NWT and its economy;
- o Demonstrate that they have sufficient financial resources to start and operate the professional practice and to support themselves and any dependents for a period of six months; and,
- o Submit a detailed business plan for the business or practice.

## **Business Programs Application Process**

All applicants will be required to participate in an interview as part of the assessment process. The purpose of the interview is to discuss the applicant's business plan, to assess the applicant's knowledge of the NWT, and to assess the applicant's communication skills. Applicants are strongly encouraged to meet with Department officials during any visit to the NWT – these meetings may be recognized as satisfying the requirements for an interview.

## Application Review Process

The applicant must submit an application and business plan for review by the Assistant Deputy Minister of Programs and Operations of Industry, Tourism and Investment. This review may involve other government departments and agencies as the Department deems necessary. Once an applicant is accepted and the business plan is implemented, a nomination certificate for permanent residency will be issued to CIC. Should the applicant be unable to implement the business plan immediately, a letter of support for a work permit will be issued to CIC to allow the applicant additional time to implement the business plan.

## The Process and Time Frame

**Step One:** Review the information on the GNWT website. If you meet the criteria, have made the necessary visit to NWT, and had an interview with Department of Industry, Tourism and Investment (ITI) officials or you plan to do so, please submit an application.

**Step Two:** The application is reviewed to ensure that it meets basic criteria. The initial review may take up to one week. If the application is complete, it is then submitted to the ADM of Programs and Operations for review and recommendation.

**Step Three:** If the ADM of Programs and Operations approves the business concept for the NWT, s/he requests that the applicant provide detailed supporting documentation and submit a detailed business plan following a standard business plan format.



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Information on how to prepare a business plan may be found on the Internet or in bookstores (See [Appendix C](#) for related links).

**The length of time to prepare a business plan is determined by the applicant.**

**Step Four:** When the business plan and supporting documentation are received, the ADM of Programs and Operations reviews it. If s/he approves the detailed business plan and supporting documentation, and if you have already visited the NWT and had your interview, the GNWT will recommend that the Government of Canada issue a two-year temporary residence visa to the applicant. The applicant will complete the Government of Canada application for a temporary resident visa. Detailed information is available on the CIC website (See [Appendix C](#)).

The length of time for the Government of Canada to process an application for the temporary residence visa varies from two to twelve months depending upon which embassy is processing the information. For more information, contact the Canadian Embassy that processes your visa application.

**Step Five:** When you arrive in the NWT, you have up to two years to develop your business as described in your business plan. A representative of the GNWT will meet with you from time to time. If you are making substantial progress developing your business, even before completion of two years, the GNWT will issue a nominee certificate to the Government of Canada to start the process leading to permanent resident status. Again, the length of time varies and the embassy can provide information on the processing time.

**Approval from the GNWT does not mean the nominee will automatically be accepted by Canadian Immigration Officials.**

**Final authority rests solely with CIC to issue permanent residency and immigrant visas and the Canadian Border Agency has final determination of whether the nominee will be allowed into Canada.**

## APPENDIX A

### *NATIONAL OCCUPATIONAL CLASSIFICATION (NOC)*

For more information on occupational classifications, please see the National Occupational Classification (NOC) Matrix link in Appendix C.

If you are uncertain whether an occupation is eligible under the NTNP you can contact us for further information before preparing or submitting an Employer Application.

#### **NOC SKILL LEVEL CRITERIA:**

##### **Skill Level 0:**

Occupations include Legislators, Senior and Middle Management occupations, and usually require a university degree (bachelor's, masters or doctorate) or a professional designation.

EXAMPLES of ELIGIBLE OCCUPATIONS include: architecture and science managers; chief executive officers; chief financial officer; computer and information systems managers; controller; executive director; financial manager; marketing manager; production manager; senior managers health/education; software development manager; vice-president.

##### **Skill Level A:**

Occupations usually require a university degree (bachelor's, masters or doctorate).

EXAMPLES of ELIGIBLE OCCUPATIONS include: accountants/auditors; architects; audiologists and speech pathologists; biologists, biochemists and microbiologists; chemists; college instructors; computer programmer/software developer; computer software and interactive media developers; engineers; financial and investment analysts; geologists and geochemists; information systems and database analysts; pharmacists; physicians and surgeons; physiotherapists and occupational therapists; registered nurses; surveyors; university professors; veterinarians;

**Skill Level B:**

Occupations usually require two to three years of post secondary education at a community college, institute of technology or a CÉGEP; two to three years of postsecondary education at community college, institute of technology or CÉGEP; or, two to five years of apprenticeship training; or, three to four years of secondary school and more than two years of on-the-job training, occupation specific training courses or specific work experience.

Occupations with supervisory responsibilities and occupations with significant health and safety responsibilities (e.g., fire fighters, police officers and licensed practical nurses) are assigned to skill level B.

EXAMPLES of ELIGIBLE OCCUPATIONS include: aircraft instrument and avionics mechanics; architectural technicians and technologists; computer and information systems technicians; construction estimators; engineering and industrial technicians/technologists; graphic arts technicians; health, medical and veterinary technicians/technologists; land survey and mapping technicians/technologists; mining technologists.

**Skill Level B - Skilled trade:**

Occupations usually require 18 to 72 months of apprenticeship training resulting in trade certification.

**Skill Level C:**

Occupations usually require one to four years of secondary school education; or, up to two years of on-the-job training, training courses or specific work experience.

EXAMPLES of ELIGIBLE OCCUPATIONS include: finance and insurance clerks; administrative and support clerks; retail sales persons and sales clerks; childcare and home support workers; tour and recreational guides and casino occupations; mine services workers and operators in oil and gas drilling.

**Skill Level D:**

Occupations usually require short work demonstration or on the-job training; or, no formal educational requirements.

EXAMPLES of ELIGIBLE OCCUPATIONS include: cashiers; kitchen helpers; security guards and related occupations; cleaners; trades helpers and labourers.

## APPENDIX B

### ***NATIONAL ADVERTISING REQUIREMENTS***

On January 1, 2009, the “occupations under pressure” list initiative was replaced by new national advertising requirements.

All occupations are subject to the same minimum advertisement requirements based on the National Occupational Classification (NOC) system, skills levels O, A, B, C and D. Failure to comply with the requirements outlined below will result in the application for a Labour Market Opinion (LMO) being denied.

#### **NOC O and A Occupations**

You will have conducted the **minimum recruitment efforts required** if you:

- Advertise on the national Job Bank (or the equivalent in Saskatchewan, Quebec or the Northwest Territories) for a minimum of fourteen (14) calendar days, **or**
- Conduct similar recruitment activities consistent with the practice within the occupation (e.g., advertise on recognized Internet job sites, in journals, newsletters or national newspapers or by consulting unions or professional associations) during the three (3) months prior to applying for a LMO.

#### **NOC B Occupations**

You will have conducted the **minimum recruitment efforts required** if you:

- Advertise on the national Job Bank (or the equivalent in Saskatchewan, Quebec or the Northwest Territories) for a minimum of fourteen (14) calendar days during the three (3) months prior to applying for a LMO.

The advertisement must include the employer's name, business address and wage ranges being offered.

#### **NOC C and D Occupations (including live-in caregivers and seasonal agricultural workers)**

You will have conducted the **minimum recruitment efforts required** if you:

- Advertise for a minimum of 14 days on the national Job Bank (or the equivalent in Saskatchewan, Quebec or the Northwest Territories) during the three (3) months prior to applying for a LMO;
- Conduct recruitment activities consistent with the practice in the occupation, during the three (3) months prior to applying for a LMO. The employer should advertise for the equivalent of 14 days, choosing one or more of the following options:

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- Advertise in newspapers, e.g., a weekly ad during two-three weeks in journals, newsletters, national/regional newspapers, ethnic newspapers/newsletters, free local newspapers;
- Advertise in the community, e.g., posting ads for two-three weeks in local stores, community resource centres, churches, or local regional employment centres;
- Advertise on Internet sites e.g., posting during 14 days/two weeks on recognized Internet job sites (union, community resource centres or ethnic sites);
- Demonstrate reasonable ongoing recruitment efforts which include communities that face barriers to employment (e.g. Aboriginals, older workers, and other disadvantaged groups). Advertisement could be on recognized Internet job sites, in local and regional newspapers, at community resource centres (Aboriginal and newcomers) and local regional employment centres. The ongoing recruitment efforts that are required are specific to each region.

The advertisement must include the employer's name, business address and wages being offered.

## **Position Covered by a Collective Agreement**

If you are seeking to hire a temporary foreign worker for a position that is covered under a collective agreement, you must agree to pay either the rate established by the collective agreement or the prevailing rate established by Human Resources and Skills Development Canada / Service Canada, whichever is higher. In addition, if you offer benefits to Canadian workers or permanent residents, the same benefits must be extended to temporary foreign workers.

## **Additional Advertisement Efforts**

HRSDC/SC and ECE or ITI reserves the right to require alternative or additional advertising efforts (i.e., increased duration [length of time] or broader advertisement [whether local, regional, or national]) if, it believes that additional efforts would yield qualified Canadian citizens or permanent residents who are available to work in the occupation and region.

**For all occupations, contact your Service Canada Centre**

## **Proof of Advertisement**

You must be prepared to demonstrate that you meet the advertising requirements by providing proof of advertisement and the results of your efforts to recruit Canadians or permanent residents as part of the LMO process (e.g., information on the qualifications of Canadian applicants and why they were rejected). Records of your efforts should be



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kept for a minimum of six (6) years, as stipulated in certain provincial and federal legislations, such as the Income Tax Act.



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## APPENDIX C

### CONTACT INFORMATION

#### Skilled Worker and Critical Impact Worker Program Categories

*Application and inquiries can be made to:*

**Canada/NWT Service Centre  
North Slave Region**

Education, Culture and Employment  
Government of the NWT  
Greenstone Building  
110, 5101 - 50TH AVE  
BOX 1320  
YELLOWKNIFE NT X1A 2L9

Ph: (867) 766-5100  
Fx: (867) 873-0423

**ECE Service Centre  
Sahtu Region**

Education, Culture and Employment  
Government of the NWT  
BOX 147  
NORMAN WELLS NT XOE OVO

Ph: (867) 587-7163  
Fx: (867) 587-2612

**ECE Service Centre  
Deh Cho Region**

Education, Culture and Employment  
Government of the NWT  
9802 – 98 Ave  
BOX 740  
FORT SIMPSON NT XOE ONO

Ph: (867) 695-7332  
Fx: (867) 695-7351

**ECE Service Centre  
Beaufort Delta Region**

Education, Culture and Employment  
Government of the NWT  
Mack Travel Building, 2nd Floor  
BAG SERVICE #1  
INUVIK NT XOE OTO

Ph: (867) 777-7137  
Fx: (867) 777-7218



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## **ECE Service Centre**

Education, Culture and Employment  
Government of the NWT  
Courthouse Building  
8 CAPITAL DRIVE  
HAY RIVER NT XOE 1G2

Ph: (867) 874-5050

Fx: (867) 874-5062

## **ECE Service Centre**

### **South Slave Region**

Education, Culture and Employment  
Government of the NWT  
Sweetgrass Building  
BOX 1406  
FORT SMITH NT XOE OPO

Ph: (867) 872-7425

Fx: (867) 872-4507

*For more information, please contact:*

## **College and Career Development**

Education, Culture and Employment  
Government of the NWT  
PO Box 1320  
Yellowknife, NT X1A 2L9

Ph: (867) 873-7552

Fx: (867) 873-0200

Or visit: [www.ece.gov.nt.ca](http://www.ece.gov.nt.ca)

## **Entrepreneur and Self-Employed Business Program Categories**

*Applications and inquiries can be made to:*

## **Investment & Economic Analysis**

Industry, Tourism and Investment  
Government of the NWT  
PO Box 1320  
Yellowknife, NT X1A 2L9  
Ph: (867) 873-7361  
Fx: (867) 873-0101

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See the GNWT home page for a complete listing of GNWT departments and services. If you are a potential immigrant and would like to consider if your skills match current job vacancies, or are interested in learning more about the GNWT department and services, you may wish to visit the GNWT websites for more information.

## RELATED LINKS:

### GNWT Websites:

- GNWT Home Page: <http://www.gov.nt.ca>
- ECE Home Page: <http://www.ece.gov.nt.ca>
- ITI Home Page: <http://www.iti.gov.nt.ca>
- GNWT Human Resources Home Page: <http://www.hr.gov.nt.ca/employment>
- GNWT Job Bank: <http://www.jobsnorth.ca>

### Federal Websites:

- CIC: <http://www.cic.gc.ca>
- Federal Skilled Worker Application Package:  
<http://www.cic.gc.ca/english/information/applications/skilled.asp>
- NOC: <http://www5.hrsdc.gc.ca/NOC/English/NOC/2006/Welcome.aspx>
- Temporary Foreign Worker - Labour Market Opinion:  
[http://www.hrsdc.gc.ca/eng/workplaceskills/foreign\\_workers/temp\\_workers.shtml](http://www.hrsdc.gc.ca/eng/workplaceskills/foreign_workers/temp_workers.shtml)
- National Advertising Requirements (effective Jan 1, 09):  
[http://www.hrsdc.gc.ca/eng/workplaceskills/foreign\\_workers/communications/advertisement\\_recruitment.shtml](http://www.hrsdc.gc.ca/eng/workplaceskills/foreign_workers/communications/advertisement_recruitment.shtml)
- Federal Job Bank: <http://www.jobbank.gc.ca>

## APPENDIX D

### *FORMS*

#### Department of Education, Culture and Employment

- Skilled Worker Application Form
- Skilled Worker Memorandum of Understanding (MOU)
  
- Critical Impact Worker Application Form
- Critical Impact Worker Memorandum of Understanding (MOU)

#### Department of Industry, Tourism and Investment

- Business Application Form
- Business Net Worth Statement Form
- Personal Net Worth Statement Form



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Deputy Minister  
Education, Culture & Employment

July 3, 2009

Date