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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Questions are followed by answer fields. Use the ‘Tab’ key to navigate through. Replace Y/N or Yes/No fields with your answer. | | | | | | | | | | |
| Checklist of information and documents required for skills verification. | | | | | | | | | | | |
| Reference number of related NT DAMA endorsement application | | | | BSMxx/xxx | | | | | | | |
| **Sponsoring business details** | | | | | | | | | | | |
| Business name/entity name | | | |  | | | | | | | |
| Trading name (if applicable) | | | |  | | | | | | | |
| Business representative name and contact details | | | |  | | | | | | | |
| **Representative contact details (if any)** | | | | | | | | | | | |
| Name of registered migration agent/lawyer and MARN/LPN | | | |  | | | | | | | |
| Migration agency name | | | |  | | | | | | | |
| **Nominee details** | | | | | | | | | | | |
| Nominee name | | | |  | | | | | | | |
| Occupation | | | |  | | | ANZSCO code | | |  | |
| **Required documents for nominee** | | | | | | | | | | | **Attached** |
| 1 | Relevant qualification certificates and transcripts (if any) | | | | | | | | | | Yes / No |
| 2 | Statement(s) of service from current and/or previous employers on company letterhead which include the following details:   * position title and duties for each position held; and * basis of employment (i.e. full-time, part-time or casual); and * number of hours worked per week; and * start and end dates of employment for each position held.   Statement of service(s) must be signed by a direct supervisor or manager from the human resources department of the relevant employer. | | | | | | | | | | Yes / No |
| 3 | For each period of employment claimed, payment evidence is required. This may include:   * payslips (first and last); * employment contract(s); * taxation records. | | | | | | | | | |  |
| 4 | Resume / curriculum vitae (CV) | | | | | | | | | | Yes / No |
| 5 | Passport ID page | | | | | | | | | | Yes / No |
| 6 | Statutory declaration from the sponsoring business stating they have interviewed the nominee and confirms that the nominee has the skills, work experience and qualifications to undertake the position and meet the requirements of the occupation under the NT DAMA. | | | | | | | | | | Yes / No |
| 7 | Statutory declaration from the sponsoring business stating they have provided the nominee with a copy of the NT DAMA Settlement Package. | | | | | | | | | | Yes / No |
| 8 | Completed Form 956 - Appointment of a registered migration agent, legal practitioner or exempt person (if using a representative) | | | | | | | | | | Yes / No |
| **Relevant qualifications (include only qualifications relevant to the nominated occupation)** | | | | | | | | | | | |
| Qualification | | | Institution | | | | | Date of completion | | | |
|  | | |  | | | | |  | | | |
|  | | |  | | | | |  | | | |
| **Relevant employment experience (this must be experience gained in the nominated occupation and must be supported by a statement of service from the relevant employer)** | | | | | | | | | | | |
| Period of employment  (from dd/mm/yy to dd/mm/yy) | | Employer | | | | Position title | | | Average no of hours worked per week | | |
|  | |  | | | |  | | |  | | |
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| **Other information** | | | | | | | | | | | |
| Has a visa application been submitted to the Department of Home Affairs? If so, when? | | | | |  | | | | | | |
| Other information e.g. does the nominee have an imminent visa expiry? | | | | |  | | | | | | |
| Email your completed form and accompanying documents to [migration@nt.gov.au](mailto:migration@nt.gov.au).  IMPORTANT NOTES:   * Employment periods claimed must be at the appropriate skill level for the occupation and undertaken within the last 5 years from the lodgement date. * If documents are not in English, translated copies are required to be provided along with a scan of the original document. | | | | | | | | | | | |
| End of form | | | | | | | | | | | |