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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 |
| **Business details** |
| Business name/ entity name |  |
| Trading name (if applicable) |  |
| **Representative contact details** |
| Name of registered migration agent |  |
| Migration agency name |  |
| **Nominee details** |
| Nominee name |  |
| Occupation |  | ANZSCO code |  |
| **Required documents for each nominee** | **Attached** |
| 1 | Relevant qualification certificates and transcripts | Yes / No |
| 2 | Statement(s) of service (identifying position, hours of work and employment dates) | Yes / No |
| 3 | Curriculum Vitae | Yes / No |
| 4 | Passport ID page | Yes / No |
| 5 | Statutory declaration stating that you have interviewed the nominee and confirm 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 |
| 6 | Statutory declaration stating you have provided the nominee with a copy of the NT DAMA Settlement Package. | 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)** |
| Period of employment(from dd/mm/yy to dd/mm/yy) | Employer | Position title | Average no of hours per week |
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| **Other information** |
| Has a visa application been submitted to Home Affairs? If so when? |  |
| Important information e.g. Imminent visa expiry |  |
| Email your completed form and accompanying documents to migration@nt.gov.au.  |
| End of form |