



**Regional  
Development**  
*Australia*

GOLDFIELDS ESPERANCE

## Checklist for Applying for Nomination Certification Regional Sponsored Migration Scheme

- Application Form                      Completed and Signed Form 1054 ([www.immi.gov.au](http://www.immi.gov.au))
- Application Fee                         A non-refundable application processing fee \$440 GST inc

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### Position must be Full-time and comply with Australian Workplace Laws

- A copy of the letter of appointment/employment contract outlining employment conditions and remuneration details

The position must be:

- Full-time
- For a minimum of a 2 year period
- Meet all relevant Australian standards workplace legislation for wages and working conditions
- Job description including trade qualifications requirement for position and relevant ANZSCO code from website [www.abs.gov.au](http://www.abs.gov.au)

Officers will need to be satisfied that all these requirements are met

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### Meets Basic Eligibility

A support letter detailing:

- Profile of the business
  - Where the business is located
  - What is the business function?
- Evidence of Labour market testing, recent advertisements from local newspapers (Kalgoorlie Miner or The Esperance Express) or WA newspapers (The West Australian or Sunday Times), or with online employment
- How long the position has been vacant prior to seeking an overseas employee

Officers will need to be satisfied the employer nomination has a need for a paid employee.





### Employer Sponsor Details

- A letter from the company accountant (CPA only) advising that the nominating business is viable and is able to sustain nominee

A copy of the following documents:

- Business registration certificate (or a copy of the certificate of incorporation)
- Business trading name certificate
- ABN registration confirmation
- Business Website address

**Officers will need to be satisfied an employer is lawfully and actively operating.**

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### Labour market testing

- The business can demonstrate that they have attempted to fill the position with an Australian citizen or permanent resident;
- The position has been widely advertised; and
- The position has been recently advertised:
  - 3 months of active advertising for Kalgoorlie/Esperance regional area would be considered a minimum
- Is the position currently filled?
- What visa does the nominee currently hold?

**Officers will need to be satisfied that an employer has demonstrated they have genuinely attempted to fill the position with an Australian citizen or permanent resident before turning to a person from overseas.**

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### Start up Businesses

- Business plans including financial budgets covering expenses and anticipated revenue
- Evidence of lease or purchase of equipment (such as computers)
- Evidence of availability of funding – own funds, bank accounts
- Evidence the business owner has the capacity/experience to operate the business

**Officers will need to be satisfied that a start-up business has just commenced or is about to commence operations and is deemed an 'active operation'.**

