

EMPLOYMENT AGENTS ACT 1976
**APPLICATION FOR A GENERAL LICENCE
(BY AN INDIVIDUAL)**

TO: Licensing Officer
DEPARTMENT OF COMMERCE
Locked Bag 14
CLOISTERS SQUARE WA 6850

Forrest Centre
219 St Georges Terrace
PERTH WA 6000

1. I, (MR/MRS/MISS/MS)

.....
(First Name) (Surname)

of
(Residential Address)

..... Postcode Telephone Contact
wish to apply for a general licence to carry on the business of an employment agent.

trading as

.....

2. It is proposed to carry on the business at the following address(es)

Principal place
(TRADING NAME AND ADDRESS)

.....Telephone.....

Other place(s).....

..... Telephone

3. Names and addresses of two persons resident in Western Australia willing to act as character referees for proposed licence holder

(a)

.....
(First name) (Surname)

of
(Address)

(b)

.....
(First name) (Surname)

of
(Address)



APPLICATION FOR AN EMPLOYMENT AGENTS LICENCE (By an individual)

When submitting your application, please ensure that the following are attached:

1. **NEWSPAPER ADVERTISEMENT** - The original advertisement (full page intact) is to be attached. When arranging advertising, please ensure that the notice of your application is published in a daily newspaper circulating throughout Western Australia. Advertisement to be no more than 28 days old at time of lodging Employment Agents Licence application.
2. **NATIONAL POLICE CERTIFICATE** - Provide ORIGINAL National Police Certificate NOT more than six months old. This can be obtained by making application at Australia Post outlets in Western Australia. A nominal fee is payable. All National Police Certificates will be printed on secure paper and posted to applicants. Note: This service is currently only available in Western Australia. Applicants in all other states apply to your local police station. Provide original National Police Certificate with your Employment Agents Licence application.
3. **TWO CHARACTER REFERENCES** – Original letters from the two character referees nominated on the application form, who are residents of Western Australia stating the reasons why, in their opinion, you (the applicant) are a suitable person to be granted an Employment Agents Licence.
4. **SCALE OF FEES** - Please enclose a draft of your proposed “Scale of Fees” for arranging the employment of permanent, temporary and casual staff. (Refer to the enclosed example for guidance).
5. **NOTICE OF EMPLOYMENT OFFERED** - Please enclose a draft of your “Notice of Employment Offered” as required under Section 42(3) of the Act. (Refer to the enclosed example for guidance). This is known in the industry as an “order form”.
6. **CERTIFICATE OF REGISTRATION OF A BUSINESS NAME** – If the licence is to include a trading name(s), a copy of the Certificate(s) of Registration of a Business Name issued by the Department of Commerce is to accompany the application.
7. **RESUME** - A detailed resume of any work experience you have had in the employment agents industry (include names of employers, type of experience and relevant dates). Please include details of all your employment history.
8. **LICENCE FEES** - The fee of \$1450.00 must accompany your application. Cheques should be drawn payable to Commissioner for Consumer Protection and marked not negotiable. This fee is exempt from both GST and withholding tax.

To assist you to understand your obligations as a licensed Employment Agent you may wish to acquire a copy of the Act and Regulations. Copies may be purchased from the State Law Publisher, 10 William Street, Perth, telephone number (08) 9321 7688 or visit www.slp.wa.gov.au.

Should your application be refused or if you withdraw your application prior to the licence being granted, the fee paid will be reimbursed.

If you have any enquiries in relation to the above you are welcome to contact the Licensing Officer at the Department of Commerce on (08) 9282 0834 or employmentagents@commerce.wa.gov.au.

IMPORTANT NOTE: *Applications are processed within one month from the date of lodgement provided that all documentation is included with the application. An incomplete application, or one lodged without the documents listed above, will be returned unprocessed for your attention and re-submission.*