



EMPLOYMENT AGENTS ACT 1976
**APPLICATION FOR A GENERAL LICENCE
 (BODY CORPORATE OR PARTNERSHIP)**

TO: Licensing Branch, Consumer Protection
 Department of Commerce
 Locked Bag 14
 CLOISTERS SQUARE WA 6850

Forrest Centre
 Ground Floor
 219 St Georges Terrace
 PERTH WA 6000

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

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

of
 (Residential / Business Address)

..... Postcode Telephone Contact
 apply on behalf of

.....
 (name of Partnership or Body Corporate)
 trading as

.....

for a general licence to carry on the business of an employment agent.

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)

4. Attached is a page of the newspaper dated / / 20..... in which an advertisement of the notice of intention to apply for a licence was published pursuant to Section 18 of the Act.

5. Does a person, firm or body corporate mentioned in this application hold a licence under the Act?

YES / NO If yes, please provide the licence number:.....

6. The fee of \$_____ is enclosed herewith.

7. I certify that I am over the age of eighteen years.

8. I certify that the Body Corporate has consented to this application.

Dated this day of 20

.....
SIGNATURE OF APPLICANT

..... consents to this application
(Name of firm/body corporate)

.....
(Name and Signature of person authorised by firm/body corporate)

For Credit Card Payment – applicant to complete

Card Type Visa Mastercard

Card Number

Card Holder (Please Print)

Expiry Date / Amount \$

Card Holder Signature



APPLICATION FOR AN EMPLOYMENT AGENTS LICENCE

(On behalf of a body corporate or partnership)

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. The advertisement is to be no more than **28 days old** at time of lodging your application.
 2. **NATIONAL POLICE CERTIFICATE** - Provide an ORIGINAL (or certified copy) National Police Certificate NOT more than three months old. For information please visit www.commerce.wa.gov.au/CP/policechecks. Certified copies can be accepted and original documents will not be returned.
 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 a 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. A pro-forma example is available from the Department’s website.
 5. **NOTICE OF EMPLOYMENT OFFERED** - Please enclose a draft of your “Notice of Employment Offered” as required under Section 42(3) of the Act. A pro-forma example is available from the Department’s website.
 6. **CERTIFICATE OF REGISTRATION OR INCORPORATION** - If the licence is to be held on behalf of an incorporated body, a copy of the Certificate of Incorporation is to accompany the application
- OR**
- If the licence is to be held on behalf of a Company or Body Corporate, a copy of the Certificate of Registration of a Company issued by the Australian Securities and Investment Commission (ASIC) is to accompany the application.
7. **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 Australian Securities and Investment Commission (ASIC) is to accompany the application.
 8. **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 your employment history.
 9. **LICENCE FEES** - please visit www.commerce.wa.gov.au/CP/licensingfees for the current prescribed fee. 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 purchase a copy of the Act and Regulations. For information contact the State Law Publisher, by email at sales@dpc.wa.gov.au, by telephone on (08) 6552 6000 or visit www.slp.wa.gov.au.

If you have any enquiries in relation to the above please contact the Licensing Branch on 1300 30 40 64 or via email to licensingenquiries@commerce.wa.gov.au.