



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. The fee of \$\_\_\_\_\_ is enclosed herewith.

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

Dated this ..... day of .....20 .....

.....  
**SIGNATURE OF APPLICANT**

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**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 (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. 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](http://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 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 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 your employment history.
8. **LICENCE FEES** - please visit [www.commerce.wa.gov.au/CP/licensingfees](http://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](mailto:sales@dpc.wa.gov.au), by telephone on (08) 6552 6000 or visit [www.slp.wa.gov.au](http://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](mailto:licensingenquiries@commerce.wa.gov.au).