

EMPLOYMENT AGENT CHARACTER REFERENCE TEMPLATE

- References from relatives/domestic partners, subordinates, business partners or co-directors will not generally be accepted.
- **Referees must reside in Western Australia.**
- At least one reference must be from a person external to your current place of employment.
- **References should be as detailed as possible but include only information that is relevant to the individual's suitability to hold an employment agent's licence either in their own right or on behalf of another entity. Any additional relevant information should be attached.**
- Where the Commissioner for Consumer Protection (the Commissioner) is unable to determine the individual's suitability to hold an employment agent's licence due to insufficient information being provided in support of the application, this reference will not be accepted.

The information provided will assist the Commissioner in determining whether the individual is a fit and proper person to be granted an employment agent's licence pursuant to statutory requirements. Please keep your answers relevant to these matters in a professional context.

Individual for whom reference provided: _____

Questions (to be completed by the referee)

1. How long have you known the individual? _____
2. Are you related to the individual in any way? _____
3. What is the capacity and extent of your business relationship (and social relationship, if any) with the individual?

4. Do you believe the individual is a fit and proper person to hold a licence and likely to carry on business honestly and fairly?

5. Please indicate, to the best of your knowledge, the type, scope and extent of the individual's expertise in areas related but not limited to recruitment services, human resources, running a business and working within the employment agent industry in general.

6. Are you aware of any reason why the individual would not be eligible for, or should not be granted, an employment agent's licence?

I declare that the particulars and answers given in respect to this reference are, to the best of my knowledge and belief, complete and correct and any attachments are what they purport to be. This declaration is true and I understand that it is an offence to knowingly make a statement that is not correct.

Referee's full name:

Referee's job title and place of employment:

Referee's residential Address (must reside in WA):

Referee's contact number:

Signature of referee:

Date: