



New Application

Employment Agent's (General) Licence for an Individual

USE ADOBE ACROBAT READER WITH THIS FORM



This form is designed to be used with the FREE Adobe Acrobat Reader application. [Click here to download Acrobat Reader.](#) Alternatively the form can be printed and completed by hand, scanned and submitted (with all attached documents).

Use this form to apply to hold a licence and trade in your own right

Application Checklist

- Australian police check** – you must provide an Australian police check in your full legal name which is less than three (3) months old. Information about our [current police check requirements](#) can be found on our website.
- Two (2) character references** – you must provide references from the two (2) people nominated within the application form, ensuring they are completed using the pro forma titled [Employment Agent Character Reference Template](#) which is available to download from our website.
- Resume** – you must provide a copy of your resume which details any experience you have had in the employment agent industry and/or experience in the human resources or business management industry (include names of employers, types of experience and relevant dates).
- 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 Investments Commission (ASIC) must accompany the application. If the business name is registered to a trust, you must also provide a copy of the trust deed.
- Notice of employment offered** – you must enclose a draft of your 'Notice of Employment Offered' template, as required under section 42(3) of the Act. Use the pro forma [example](#) on our website as a guide to ensure compliance.
- Scale of fees (not mandatory)** – licence holders are entitled to negotiate each transaction on a case-by-case basis; however, **if you intend to charge a set fee** (i.e. utilise a 'Scale of Fees') you must submit a copy to the Commissioner and have it approved. Use the information on our [website](#) under the heading 'Scale of Fees' to ensure yours meets the requirements of section 38 of the Act.
- Prescribed fee** – payment of the fee must be made at the time of lodgement. Please refer to our website for the [current prescribed fees](#).

Credit card payment details

Card Type Visa Mastercard (only Mastercard and Visa accepted)

Card Number

Cardholder Name Expiry Date

Cardholder Signature: Date Contact Number

I authorise the Department to deduct the current prescribed fee*

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Office use only		
Total fee	Department code	Chart Description
\$	EA	New application

Duration of licence

If granted, your Licence will be issued for a period of up to three (3) years.

Application fee

The fee is non-refundable, exempt from GST and subject to change without notice. Part payment cannot be accepted. Cheques should be made payable to the Commissioner for Consumer Protection.

Contact information

We use email/SMS for contact purposes and to send courtesy renewal reminders, so it is important that you notify the Commissioner should your electronic contact details change.

General information

In this form, 'the Act' means the *Employment Agents Act 1976* and 'the Commissioner' means the Commissioner for Consumer Protection.

Lodgement options

In person

Customer Service
Level 1, Mason Bird Building
303 Sevenoaks Street CANNINGTON
Hours: 8:30am to 4:30pm, Monday to Friday

By post

Licensing Services
Department of Local Government, Industry
Regulation and Safety
Locked Bag 14
CLOISTERS SQUARE WA 6850

Enquiries

Licensing Advice Line: 1300 304 064
Licensing Email: cplicensing@lgirs.wa.gov.au
General Enquiries: 1300 304 054
Overseas Callers: +61 8 6251 2969
Website: www.wa.gov.au/organisation/service-delivery/consumer-protection-licensing-and-registration

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1. Details of applicant

Salutation: Mr Mrs Ms Other, please specify

Full legal name:

Date of birth:

Place of birth (Town/Country):

Mobile number:

Personal email address:

Residential address

Street address:

Suburb:

State:

Postcode:

Trading name(s):

If applicable, provide the trading name(s) you intend to operate under:

hereby apply for a general licence to act as and carry on business of an employment agent.

2. Business is proposed to be carried on at the following addresses

Principal place of business

Street address:

Suburb:

State:

Postcode:

Other place of business (if applicable)

Street address:

Suburb:

State:

Postcode:

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3. Character referees

State the names and contact details of two (2) persons resident in Western Australia willing to act as character referees for proposed licensee:

Referee 1

Salutation: Mr Mrs Ms Other, please specify

Full legal name:

Street address:

Suburb:

State:

Postcode

Phone number:

Email address:

Referee 2

Salutation: Mr Mrs Ms Other, please specify

Full legal name:

Street address:

Suburb:

State:

Postcode

Phone number:

Email address:

4. Existing licences

Does a person, body corporate (company) or firm mentioned in this application hold a licence under the Act? Yes No

If so, give particulars of the licence:

5. Declaration:

Signature of nominated licence holder:

Date: