

# New Application

## Employment Agent's (General) Licence for a Body Corporate or Partnership

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 on behalf of a body corporate (company) or partnership**

### Application Checklist

- Australian police check** – the person nominated as the licence holder for the body corporate/partnership must provide an Australian police check in their 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.
- Certificate of registration or incorporation** – if the licence is to be held on behalf of an incorporated body or a body corporate (company), a copy of the Certificate of Incorporation or the Certificate of Registration of a Company issued by ASIC must accompany the application.
- 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. Refer to our website for the [current prescribed fees](#). If you are lodging the form by post and paying by credit card, please complete the payment information on page two (2).

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## 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\*

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](mailto: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](http://www.wa.gov.au/organisation/service-delivery/consumer-protection-licensing-and-registration)

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## 1. Details of nominated licence holder

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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:

### Applying on behalf of:

Provide the name of the body corporate (company), partnership or incorporated body for which you are applying on behalf of:

### Trading name(s):

If applicable, provide the trading name(s) under which the body corporate (company), partnership or incorporated body intends to trade 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

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### 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

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

### 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:

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

If so, give particulars of the licence:

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## 5. Declaration:

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I certify that the body corporate (company) or partnership has consented to this application.

Signature of nominated licence holder:

Date:

Name of body corporate (company) or partnership:

Name and signature of person(s) authorised by the body corporate (company) or partnership to approve of and consent to this application:

<b>Name:</b>		<b>Signature:</b>	
<b>Name:</b>		<b>Signature:</b>	
<b>Name:</b>		<b>Signature:</b>	
<b>Name:</b>		<b>Signature:</b>	