

Application for Examination as a Employment Agency General Manager

FEE: \$150

Make check or money order payable to State Treasurer.
Send this application with your payment to:
 Department of Licensing
 PO Box 9034
 Olympia, WA 98507-9034

FOR VALIDATION ONLY

001-070-231-0003

Please type or print clearly

A Applicant information			
Applicant name <i>(Last, First, Middle)</i>			
Mailing address <i>(Street or route, PO Box)</i>			
City	State	ZIP code	County
Telephone number <i>(During normal business hours)</i> ()		Social Security number	
Gender <input type="checkbox"/> Male <input type="checkbox"/> Female		Birth date <i>(mm/dd/yy)</i>	
B Employment information Agency or agencies for which you will act as general manager			
Primary agency <i>(DBA)</i>			
Address <i>(Street or route, City, State, ZIP code)</i>			
Second agency <i>(DBA)</i>			
Address <i>(Street or route, City, State, ZIP code)</i>			
Third agency <i>(DBA)</i>			
Address <i>(Street or route, City, State, ZIP code)</i>			
1. Have you ever been licensed in Washington as an Employment Agency General Manager? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, under what name (if different than above) <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div>			
2. Have you been employed as an Employment Agency General Manager within the past year?..... <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, name and address of agency <i>Street or route, city, state, zip code</i> <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div>			
Applicant signature			

For Office Use Only	
Comments _____ _____ _____	<div style="border: 2px solid black; padding: 5px;"> Certification date _____ Certification number _____ </div>

Employment Agency General Manager Exam Resources

This list includes some of the laws that may be covered in the examination, and is not intended to be all inclusive.

Agency	Reference Name (RCW, WAC, Title, etc.)	Internet Website Address or Title
Department of Licensing Business and Occupations Unit 405 Black Lake Blvd. SW PO Box 9034 Olympia, WA 98507-9034 (360) 664-1389	<ul style="list-style-type: none"> • Employment Agency Act Chapter 19.31 RCW Chapter 308-33 WAC 	www.leg.wa.gov/rcw www.leg.wa.gov/wac
Washington State Human Rights Commission 711 S Capitol Way #402 Olympia, WA 98504 (360) 753-6770 Also offices in Bellingham, Pasco, Seattle, Spokane, Tacoma, Vancouver, and Yakima	<ul style="list-style-type: none"> • Law Against Discrimination Chapter 49.60 RCW • Employment Regulations Chapter 162-12, -16, -22, and -30 WAC Volume II 	www.leg.wa.gov/rcw www.leg.wa.gov/wac
Code Reviser's Office Legislative Bldg. Olympia, WA 98504 (360) 753-6804	<ul style="list-style-type: none"> • Retail Installment Sales Act Chapter 63.14 RCW 	www.leg.wa.gov/rcw
U.S. Department of Labor Wage and Hour Division 111 Third Ave. #755 Seattle, WA 98101-3212 (206) 553-4482	<ul style="list-style-type: none"> • The Federal Wage Garnishment Law US Code - Title 15, Chapter 41, Subchapter II • Handy Reference Guide to the Fair Labor Standards Act • Employer's Guide to Compliance with Federal Wage - Hour Laws 	www.dol.gov/asp/programs/ guide.htm www.dol.gov/esa/regs/ compliance/whd/hrg.htm
Federal Trade Commission (FTC) 915 Second Ave. Seattle, WA 98174-1009 (206) 220-6350	<ul style="list-style-type: none"> • Regulation Z, Truth in Lending 12 CFR 226 	www.gpoaccess.gov/cfr/ index.html
U.S. Equal Employment Opportunity Commission (EEOC) 2815 Second Ave. Seattle, WA 98121-3209 (206) 220-6883 1-800-669-3362 (to request publications)	<ul style="list-style-type: none"> • Civil Rights Act of 1964 US Code - Title 42, Chapter 21, Subchapter VI • Equal Pay Act of 1963 • Age Discrimination in Employment Act of 1967 US Code - Title 29, Chapter 14 • Rehabilitation Act of 1973 Sections 501 and 505 • Americans with Disabilities Act of 1990 US code - Title 42, Chapter 126 • Civil Rights Act of 1991 	http://assembler.law.cornell.edu/ uscode/ http://assembler.law.cornell.edu/ uscode/ http://assembler.law.cornell.edu/ uscode/

Other Resource Documents For Your Information (Not Needed For The Examination)

Code Revisers Office Legislative Bldg. Olympia, WA 98504 (360) 753-6804	<ul style="list-style-type: none"> • Relating to the Rights and Obligations of Minors Chapter 26.28 RCW 	www.leg.wa.gov/rcw
U.S. Department of Labor Wage and Hour Division 111 Third Ave. #755 Seattle, WA 98101-3212 (206) 552-4482	<ul style="list-style-type: none"> • Restriction of Garnishment Title 29, Part 870 • Executive, Administrative, Professional and Outside Sales Exemptions Under the Fair Labor Standards Act • Overtime Compensation Under the Fair Labor Standards Acts 	WH Publication 1333 (August 1979) WH Publication 1363 WH Publication 1325
U.S. Equal Employment Opportunity Commission (EEOC) 2815 Second Ave. #500 Seattle, WA 98121-3200 (206) 220-6883	<ul style="list-style-type: none"> • The Americans with Disabilities Act • The Americans with Disabilities Act 	Your Employment Rights as an Individual with a Disability Your Responsibilities as an Employer