



Employment Agency General Manager Examination Application

Use this form to apply for the employment agency general manager examination. Send this completed form and check or money order for \$150 payable to Department of Licensing to:

**Business and Professions
Department of Licensing
PO Box 35001
Seattle WA 98124-3401**

For validation only

--

001-070-231-0003

Applicant information

PRINT or TYPE Name <i>(Last, First, Middle)</i>			Date of birth
Mailing address			
City	State	ZIP code	County
(Area code) Telephone number <i>(during normal business hours)</i>		Social Security number required*	
Email			Sex <input type="checkbox"/> Male <input type="checkbox"/> Female

*All applicants are required by federal and state law to provide their Social Security number (SSN) for use in child support enforcement programs (42 U.S.C. 666(a)(13) and RCW 74.20A.320). It may also be used for education loan repayment programs and identification of records with similar names. Submission of your SSN is mandatory; failure to submit it will result in denial of your application.

Employment information

Primary agency (DBA)
Address <i>(Street or route, City, State, ZIP code)</i>
Secondary agency (DBA)
Address <i>(Street or route, City, State, ZIP code)</i>
Third agency (DBA)
Address <i>(Street or route, City, State, ZIP code)</i>

<p>Answer the following</p> <p>Have you been licensed in Washington as an employment agency general manager? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, under what name? <i>(if different from above)</i></p>
<p>Have you been licensed in Washington as an employment agency general manager in the past year? . . <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, name and address of agency <i>(Street or route, City, State, ZIP)</i></p>

_____ **X** _____
Date Applicant signature

Office use only	
Comments	Certification date
	Certification number

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 Professions Division 405 Black Lake Blvd SW PO Box 9027 Olympia, WA 98507-9027 (360) 664-1389	Employment Agency Act RCW 19.31 WAC 308-33	http://apps.leg.wa.gov/rcw/default.aspx?cite=19.31 http://apps.leg.wa.gov/wac/default.aspx?cite=308-33
Washington State Human Rights Commission 711 S Capitol Way #402 Olympia, WA 98504 (360) 753-6770 or 1-800-233-3247 Also offices in Bellingham, Pasco, Seattle, Spokane, Tacoma, Vancouver, and Yakima	Law Against Discrimination RCW 49.60 Employment Regulations WAC 162-12, -16, & -30	http://apps.leg.wa.gov/rcw/default.aspx?cite=49.60 http://apps.leg.wa.gov/wac/default.aspx?cite=162-12 http://apps.leg.wa.gov/wac/default.aspx?cite=162-16 http://apps.leg.wa.gov/wac/default.aspx?cite=162-30
Code Reviser's Office Legislative Bldg Olympia, WA 98504 (360) 786-7573	Retail Installment Sales Act RCW 63.14	http://apps.leg.wa.gov/rcw/default.aspx?cite=63.14
U.S. Department of Labor Wage and Hour Division 300 Fifth Ave, Ste 1130 Seattle, WA 98104 (206) 398-8039	The Federal Wage Garnishment Law US Code – Title 15, Chapter 41, Subchapter III Handy Reference Guide to the Fair Labor Standards Act Federal Wage – Hour Laws	www.dol.gov/whd/regs/compliance/whdfs30.pdf www.dol.gov/whd/regs/compliance/wh1282.pdf www.dol.gov/compliance/guide/minwage.htm
Federal Trade Commission (FTC) 915 Second Ave, Rm 2896 Seattle, WA 98174 1-877-382-4357	Regulation Z, Truth in Lending 12 CFR 226	www.fdic.gov/regulations/laws/rules/6500-1400.html
U.S. Equal Employment Opportunity Commission (EEOC) 909 First Ave, Ste 400 Seattle, WA 98104 1-800-669-4000	Civil Rights Act of 1964 US Code – Title 42, Chapter 21, Subchapter VI Age Discrimination in Employment Act of 1967 US Code – Title 29, Chapter 14 Americans with Disabilities Act of 1990 US Code – Title 42, Chapter 126 The ADA: Questions and Answers	www.eeoc.gov/laws/statutes/titlevii.cfm www.eeoc.gov/laws/types/age.cfm www.eeoc.gov/laws/types/disability.cfm www.eeoc.gov/eeoc/publications/adaqa1.cfm
Washington State Department of Labor & Industries 7273 Linderson Way SW Tumwater, WA 98501 360-902-5799	Washington State Minimum Wage Law RCW 49.12 WAC 296-126	http://apps.leg.wa.gov/rcw/default.aspx?cite=49.12 http://apps.leg.wa.gov/wac/default.aspx?cite=296-126