

# **Employment Agency General Manager Examination Application**

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		

### **Applicant information**

<b>TYPE or PRINT</b> Name (Last, First, Middle)	Date of birth (mm/dd/yyyy)		
Mailing address			
City	State	ZIP code	County
(Area code) Phone number (during normal business hours)	Social Security number required*		
Email			<sup>Sex</sup> □ Male □ 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 (Street or route, City, State, ZIP code)
Secondary agency (DBA)
Address (Street or route, City, State, ZIP code)
Third agency (DBA)
Address (Street or route, City, State, ZIP code)
Answer the following Have you been licensed in Washington as an employment agency general manager? If yes, under what name? <i>(if different from above)</i>
Have you been licensed in Washington as an employment agency general manager in the past year?

Х

Applicant signature

Office use only				
Comments	Certification date			
	Certification number			

Date

**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
<b>Department of Licensing</b> Business and Professions Division 405 Black Lake Blvd SW	Employment Agency Act RCW 19.31	https://apps.leg.wa.gov/rcw/ default.aspx?cite=19.31
PO Box 9027 Olympia, WA 98507-9027 (360) 664-1389	WAC 308-33	https://apps.leg.wa.gov/wac/ default.aspx?cite=308-33
Washington State Human Rights Commission 711 S Capitol Way #402	Law Against Discrimination RCW 49.60	https://apps.leg.wa.gov/rcw/ default.aspx?cite=49.60
Olympia, WA 98504 (360) 753-6770 or 1-800-233-3247	Employment Regulations WAC 162-12, -16, & -30	https://apps.leg.wa.gov/wac/ default.aspx?cite=162-12
Also offices in Bellingham, Pasco, Seattle, Spokane, Tacoma, Vancouver, and Yakima		https://apps.leg.wa.gov/wac/ default.aspx?cite=162-16
·		https://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	https://apps.leg.wa.gov/rcw/ default.aspx?cite=63.14
<b>U.S. Department of Labor</b> 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	https://www.dol.gov/whd/regs/ compliance/whdfs30.pdf
	Handy Reference Guide to the Fair Labor Standards Act	https://www.dol.gov/whd/regs/ compliance/hrg.htm
	Federal Wage – Hour Laws	https://webapps.dol.gov/elaws/ elg/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	https://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	<b>Civil Rights Act of 1964</b> US Code – Title 42, Chapter 21, Subchapter VI	https://www.eeoc.gov/laws/ statutes/titlevii.cfm
	Age Discrimination in Employment Act of 1967 US Code – Title 29, Chapter 14	https://www.eeoc.gov/laws/types/ age.cfm
	Americans with Disabilities Act of 1990 US Code – Title 42, Chapter 126	https://www.eeoc.gov/laws/types/ disability.cfm
	The ADA: Questions and Answers	https://www.eeoc.gov/eeoc/ publications/adaqa1.cfm
Washington State Department of Labor & Industries 7273 Linderson Way SW	Washington State Minimum Wage Law RCW 49.12	https://apps.leg.wa.gov/rcw/ default.aspx?cite=49.12
Tumwater, WA 98501 360-902-5799	WAC 296-126	https://apps.leg.wa.gov/wac/ default.aspx?cite=296-126