

THE INDUSTRIAL COMMISSION OF ARIZONA
LABOR DEPARTMENT

INSTRUCTIONS FOR COMPLETING AN EMPLOYMENT AGENCY LICENSE APPLICATION

1. Before completing the Application, you should review the Employment Agency Statutes and Rules particularly R20-5-303, 304 and 305 which prescribes the license application procedure.
2. All questions on the Application and Supplemental Application are necessary and should be answered completely and accurately. The Application(s) and other required items should be submitted to the Labor Department AS SOON AS they are completed. Upon submission of an Application, the Department will begin its investigation pursuant to R20-5-308.
3. All Applications for an employment agency license must be considered by the Employment Agency Advisory Council and approved by The Industrial Commission of Arizona before a license is issued.
4. Once your application and other required items are received, your application and other required items will be reviewed by the Department within fifteen (15) days. You will be notified whether or not the application and other required items are complete. Within 120 days after your application is deemed complete, the Employment Advisory Council will consider your application and the Commission will issue an order granting or denying the license. The Department will deem the application withdrawn if, after forty-five (45) days of being notified, the candidate fails to file a complete application. A candidate can request an extension of time to file a complete application by filing a written request with the Department before the Department deems the application withdrawn.
5. Either a surety bond in the amount of \$5,000.00, executed on a form provided by this Department, or a cash Deposit of \$1,000.00 must be submitted prior to the consideration of an Application by the Advisory Council.

The surety bond must identify as principal the name of the candidate for a License as well as the corporate name and/or trade name under which business will be conducted.

If a cash deposit of \$1,000.00 is posted, this must be increased to \$5,000.00 or replaced by a surety bond in that amount before the license is issued.

6. After submitting your Application, you may contact the Labor Department at (602) 542-4515 to determine who must take the test and to make an appointment for them to do so.

All persons determined by the Commission to be involved in the management and supervision of the proposed agency and any of its branches or divisions, must pass a written examination. The test is given regularly, both in Phoenix and Tucson. The test is designed to demonstrate your knowledge of the Employment Agency Statutes and Rules, the State Civil Rights Act, Unemployment Insurance Laws and Workers' Compensation Laws.

7. A copy of all receipts, contracts and other forms related to fees to which an applicant may become a party must be submitted to this Department for review.
8. If the candidate for a license is an individual who proposes to do business as a sole proprietorship, the following are required:
 - (1) The application must include the complete employment history of the applicant **TOGETHER WITH NAMES AND COMPLETE STREET AND NUMBER ADDRESSES INCLUDING ZIP CODES** of former employers to be contacted by this Department and education records and/or military discharge records.
 - (2) A current notarized financial statement (form enclosed).
 - (3) Proof of registration of trade name from the Secretary of State's Office. (Information regarding this may be obtained by writing or visiting that office at 1700 W. Washington, Capital Tower, West Wing, 7th Floor, Phoenix Arizona 85007; or by calling 542-4285.)

continued:

- (4) If any other person in addition to the candidate is to be involved in the management and supervision of the proposed agency or any of its branches or divisions, such person(s) must complete a Supplemental Application.

9. If the application is submitted to do business as a partnership, the following are required:

- (1) Completion of the Supplemental Application by ALL PARTNERS.
- (2) A copy of the Partnership Agreement which must also include an authorization for one of the parties to act on behalf of the partnership in the license application.
- (3) Items (1) through (4) indicated in No. 8 above as they relate to all partners.

10. If the application is submitted to do business as a corporation, the following are required:

- (1) The candidate must submit a certified resolution of the corporation authorizing the application for a license and naming the individual(s) authorized to act on behalf of the corporation.
- (2) A copy of the Articles of Incorporation filed with the Arizona Corporation Commission. (Information regarding incorporation may be obtained from the Corporation Commission's Incorporation Division, 1200 W. Washington, Phoenix, AZ 85007. Telephone: 542-4146)
- (3) The application must include the complete employment history of the candidate **TOGETHER WITH NAMES AND COMPLETE STREET AND NUMBER ADDRESSES INCLUDING ZIP CODES** of former employers to be contacted by this Department and copies of education records and/or military discharge records.
- (4) A current notarized financial statement (see personal and business forms enclosed).
- (5) If any other person in addition to the candidate is to be involved in the management and supervision of the proposed agency or any of its branches or divisions, such person(s) must complete a Supplemental Application.

11. If the proposed business is a franchise, a copy of the franchise agreement must be submitted.

12. If the candidate for a license is purchasing an existing employment agency, a copy of the sale / purchase agreement must be submitted. (LICENSES ARE NOT TRANSFERABLE. A NEW LICENSE MUST BE ISSUED TO A CANDIDATE BEFORE HE/SHE MAY OPERATE THE BUSINESS).

Employment Agency license fee will be payable, as stipulated in A.R.S. §23-528 upon ISSUANCE of the license.

Return the completed Supplemental Application to:

STATE LABOR DEPARTMENT
P. O. BOX 19070
PHOENIX, ARIZONA 85005

Labor Department Locations: 800 West Washington, Suite 403, Phoenix, Az 85007
2675 East Broadway, Tucson, Az 85716

Telephone No.: (602) 542-4515
FAX No.: (602) 542-8097

THE INDUSTRIAL COMMISSION COMPLIES WITH THE AMERICANS WITH DISABILITIES ACT OF 1990. IF YOU NEED ANY OF OUR DOCUMENTS IN ALTERNATIVE FORMAT, CONTACT THE LABOR DEPARTMENT AT (602) 542-4515.