



## 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

|  |
|--|
|  |
|--|

001-070-231-0003

### Applicant information

|  |       |                                  |  |  |
|--|-------|----------------------------------|--|--|
| TYPE or PRINT Name ( <i>Last, First, Middle</i> )                |       |                                  | Date of birth ( <i>mm/dd/yyyy</i> )                                  |  |
| Mailing address  |       |                                  |  |  |
| City   | State | ZIP code                         | County   |  |
| (Area code) Phone number ( <i>during normal business hours</i> ) |       | Social Security number required* |  |  |
| Email  |       |                                  | Sex<br><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> ) |

|  |
|--|
| Answer the following<br>Have you been licensed in Washington as an employment agency general manager? . . . . <input type="checkbox"/> Yes <input type="checkbox"/> No<br>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? . . . . <input type="checkbox"/> Yes <input type="checkbox"/> No<br>If yes, name and address of agency ( <i>Street or route, City, State, ZIP</i> ) |

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