

THE INDUSTRIAL COMMISSION OF ARIZONA

LABOR DEPARTMENT

INSTRUCTIONS FOR COMPLETING AN EMPLOYMENT AGENCY LICENSE

SUPPLEMENTAL APPLICATION

(For Responsible Managing Agents)

1. Before completing the Supplemental Application you should review the Employment Agency Statutes and Rules particularly R20-5-303 and 304 which prescribes the application procedure.
2. All questions on the Supplemental Application are necessary and should be answered completely and accurately. The application should be submitted to the Labor Department AS SOON AS it is completed. Upon submission of an applicaiton, the Department will begin its investigation pursuant to R4-13-308. The application must include the complete employment histroy of the applicant together with names and complete addresses (including zip codes) of former employers to be contacted by this Department and education records and/or military discharge records.
3. After submitting the Supplemental Application, you may contact the Labor Department (542-4515) to make an appointment for taking the written test. 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 Civil Rights Act, Unemployment Insurance Laws, and Worker's Compensation laws.
4. Upon completion of the Department's investigation, you and the Licensee will be notified, in writing, of your qualification to act as a responsible managing agent in accordance with the Rules and Regulations Governing Private Employment Agencies.

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.