



# Employment Standards Branch EMPLOYMENT AGENCY LICENCE APPLICATION

## OVERVIEW

**Employment agencies must be licensed to operate in British Columbia.** An employment agency is an organization or person who charges a fee to recruit, or offers to recruit, employees for employers. A licence is not required if an employment agency only recruits employees for one employer.

Use this form to apply for an employment agency licence or to renew an existing licence. You can also [apply online for faster processing](#).

If you want to recruit or hire temporary foreign workers in B.C., you must also be licensed as a foreign worker recruiter under the Temporary Foreign Worker Protection Act. You may require both an employment agency licence and a foreign worker recruiter licence to operate in B.C. Visit [Hiring Temporary Foreign Workers](#) for more information.

## BEFORE YOU START

### Provide as much information as possible

Prepare the following details to fill out the application:

#### Part 1 – Employment agency information

- The legal name and BC registry number (if applicable) of the employment agency
- The address and phone number of the employment agency

#### Part 2 – About the contact person

- Information and contact details for the person filling out the application

#### Part 3 – About the agency

- Information and contact details for each director, officer, partner or business owner of the employment agency

#### Part 4 – Locations in British Columbia

- The address of each location where the employment agency will operate or keep records in B.C.

#### Part 5 – Additional details

- The date the employment agency began (or is expected to begin) operating
- Whether the employment agency recruits domestic workers or workers from outside Canada
- The type(s) of work the employment agency recruits for
- Whether the employment agency offers certain services or charges any fees to individuals

#### Part 6 – Questionnaire

- Answer all questions on the questionnaire

## APPLICATION FEE

**A \$100 non-refundable application fee is required for all employment agency licence applications.** You can pay the fee by credit card, cheque or money order (see page 6 for details).

## SUBMIT YOUR APPLICATION

**For faster processing, we recommend submitting an online application found at:**

<https://services.labour.gov.bc.ca/EmploymentAgency>

You will receive an automatic email that confirms your submission.

You can also submit this application package by:

Mail: Employment Standards Branch  
PO Box 9570 Stn Prov Govt  
Victoria, BC V8W 9K1

Toll-free fax: 1-855-490-0476

Email: [EmploymentStandards@esb.gov.bc.ca](mailto:EmploymentStandards@esb.gov.bc.ca)

**Get help completing this application by calling toll-free 1-833-236-3700.** Someone can help you in the language of your choice. Service is available Monday through Friday, 7:30 am to 5 pm Pacific Time.

The personal information on this form is collected by the Province of British Columbia for the purposes of administering and enforcing the Employment Standards Act and/or the Temporary Foreign Worker Protection Act under the authority of s.26(a), (c) of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection of this information, please contact the Employment Standards Branch at PO Box 9570 Stn Prov Govt, Victoria, BC V8W 9K1, by phone: 1-833-236-3700 or by email: [EmploymentStandards@esb.gov.bc.ca](mailto:EmploymentStandards@esb.gov.bc.ca).

## PART 1: EMPLOYMENT AGENCY INFORMATION

Does the employment agency currently have a licence to operate in British Columbia?			
<input type="checkbox"/> Yes (Enter licence number and expiry date below) <input type="checkbox"/> No			
Licence number (appears on the licence – for example, “BA-2022-012345” or “ER-012345”)			Expiry date  yyyy / mm / dd
What type of business is the employment agency? <input type="checkbox"/> Corporation <input type="checkbox"/> Sole proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Society or non-profit <input type="checkbox"/> Other (please describe):			
Legal business or organization name			B.C. registry number (if applicable)
Operating name (if different)			Website address
Email address			Telephone number
Street address			Apartment, suite, unit, floor etc.
City	Province/territory/state	Country	Postal code

## PART 2: ABOUT THE CONTACT PERSON

First name	Middle name	Last name	
Preference for being addressed		Other names they're known by	
Email address		Telephone number	
Street address		Apartment, suite, unit, floor etc.	
City	Province/territory/state	Country	Postal code

## PART 3: ABOUT THE AGENCY

You must provide information about each director, officer, partner or business owner of the employment agency. If you need to include more people, you can print this page multiple times.

First name	Middle name	Last name	
Preference for being addressed		Other names they're known by	
What is this person's relationship with the agency? <input type="checkbox"/> Director <input type="checkbox"/> Officer <input type="checkbox"/> Partner <input type="checkbox"/> Business owner <input type="checkbox"/> Other (please describe):			
Email address		Telephone number	
Street address		Apartment, suite, unit, floor etc.	
City	Province/territory/state	Country	Postal code
Has this person been involved in the operation of another employment agency in B.C.? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, provide the other employment agency's name (or names):	

## PART 4: LOCATIONS IN BRITISH COLUMBIA

You must provide all locations where the employment agency will operate or keep records in B.C. If you need to include more locations, you can print this page multiple times.

Street address		Apartment, suite, unit, floor etc.
City	Postal code	Telephone number

  

Street address		Apartment, suite, unit, floor etc.
City	Postal code	Telephone number



## PART 5: ADDITIONAL INFORMATION

REV 2022-11-15



## ACKNOWLEDGMENT

I hereby certify that the statements and information provided in this application are true and correct, and I understand that they are subject to verification.

I understand that any false or misleading representations in this application will result in the refusal or cancellation of my licence under the *Employment Standards Act*.

I understand this licence may be denied, suspended or cancelled if the agency does not operate in the best interest of employers and persons seeking employment.

I understand that in order to ensure compliance with the *Employment Standards Act* the agency may be subject to an audit at any time.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date (yyyy / mm / dd)

## PAYMENT INFORMATION

You must pay a \$100 non-refundable fee for an employment agency application under the *Employment Standards Regulation*. Choose your payment option (page 6) and follow the instructions to send your application and payment to Employment Standards.



## PAYMENT OPTION ONE

**Pay online** (this option will reduce processing time)

Complete the application online at <https://services.labour.gov.bc.ca/EmploymentAgency> to reduce processing time and pay using a credit card (Visa, MasterCard or American Express)

- Have your credit card number, expiry date and CVV number ready

Credit card statement will show "Employment Standards". Credit card information is not retained.

## PAYMENT OPTION TWO

**Pay by phone**

- Your application will not be considered received until the application fee is processed
- Do not send credit card information by email

**Before you begin:**

Complete this application and email it to [EmploymentStandards@esb.gov.bc.ca](mailto:EmploymentStandards@esb.gov.bc.ca)

- Have your credit card number, expiry date and CVV number ready
- Have a copy of this form on hand

**As soon as your application is sent, phone 1-800-663-3316**

- Follow the prompts to pay using a credit card

Credit card statement will show "Employment Standards". Credit card information is not retained.

## PAYMENT OPTION THREE

**Mail a cheque or money order**

- Make the cheque or money order payable to the Minister of Finance
- Mail your completed application and payment to:

*Regular Mail:*

**Employment Standards Branch**

PO Box 9570 Stn Prov Govt

Victoria, BC V8W 9K1

*Courier:*

**Employment Standards Branch**

200-880 Douglas Street

Victoria, BC V8W 2B7

A delegate will contact you after we receive payment and start processing your application.

**OVERVIEW**

**Employment agencies must be licensed to operate in British Columbia.** An employment agency is an organization or person who charges a fee to recruit, or offers to recruit, employees for employers. A licence is not required if an employment agency only recruits employees for one employer.

If you are applying for an employment agency licence, you must answer this questionnaire and attach it to your application form. If you choose to [apply online for faster processing](#), you will be prompted to upload this questionnaire during the application process.

**PART 1: CONTACT INFORMATION**

Legal business or organization name		Operating name (if different)	
First name	Middle name	Last name	
Email address		Telephone number	

**PART 2: QUESTIONNAIRE****True/False**

1. An employment agency can charge a person seeking employment a fee to find them a position.  
☐ True      ☐ False
2. An employment agency can charge a person seeking employment a fee for providing information about employers who are hiring.  
☐ True      ☐ False
3. An employment agency can charge an employer a fee for placing an employee with them.  
☐ True      ☐ False
4. A newspaper can charge an employer for advertising their positions in the paper.  
☐ True      ☐ False
5. If a person seeking employment was charged a payment for obtaining employment, the charge is considered wages owing and is recoverable under the Employment Standards Act.  
☐ True      ☐ False
6. An employment agency is permitted to pay an employer or a third party to help find employment for someone.  
☐ True      ☐ False

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7. A person must not operate an employment agency unless the person is licensed under the Employment Standards Act.
- ☐ True ☐ False
8. An employment agency is subject to a mandatory penalty (starting at \$500.00) for each contravention of the Employment Standards Act and Regulation.
- ☐ True ☐ False
9. An employment agency involved in immigration services can require a person seeking employment to use and pay for the agency's immigration services.
- ☐ True ☐ False
10. An employment agency can require a person seeking employment to pay fees before they come to Canada.
- ☐ True ☐ False
11. An employment agency can charge fees to a person seeking employment if the person refuses a placement with an employer or doesn't remain there for a certain length of time.
- ☐ True ☐ False

### Multiple Choice

12. An employer must not induce, influence or persuade a person to become an employee, or to work or to be available for work, by misrepresenting:
- ☐ A. The availability of a position
- ☐ B. The type of work
- ☐ C. The wages
- ☐ D. The conditions of employment
- ☐ E. All of the above
13. A person seeking employment is not permitted or required to make a payment to:
- ☐ A. An employer to give them a job
- ☐ B. An employment agency to find them a job
- ☐ C. Anyone for information about employers seeking employees
- ☐ D. All of the above
- ☐ E. None of the above



**Domestic Workers**

14. An employer must provide a domestic worker with a copy of their employment contract.

☐ True ☐ False

15. A domestic worker is entitled to overtime pay if they work more than 8 hours in a day.

☐ True ☐ False

16. A domestic worker must be registered with the Employment Standards Branch.

☐ True ☐ False

17. An employment agency must tell an employer about their obligation to register a domestic worker with the Employment Standards Branch.

☐ True ☐ False

18. When is an employer **not** permitted to charge a domestic worker for room and board?

\_\_\_\_\_

19. When is an employer permitted to charge a domestic worker for room and board?

\_\_\_\_\_

20. When charging for room and board is permissible, what is the maximum amount?

\_\_\_\_\_

21. List 4 things that must be contained in an employment contract for a domestic worker:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_