



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

Form with fields for: 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

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.

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. _____