

Oklahoma Department of Labor



Mark Costello
COMMISSIONER OF LABOR

**APPLICATION FOR PRIVATE EMPLOYMENT AGENCY LICENSE
CORPORATE**

IMPORTANT: Attach copy of Articles of Incorporation and minutes of the Corporation Meeting showing election of officers and designation of the General Manager.

Name of Agency	Business Phone () -	
Location		
City	State	Zip

CORPORATE APPLICANTS - At least one of the incorporators and one of the principal officers, together with the person who is to be responsible for the general management must have one (1) year's experience as a placement counselor in a licensed Private Employment Agency within or without of the State of Oklahoma.

General Manager	Residential Phone () -	
Home Address		
City	State	Zip
Social Security Number	Date of Birth	

- ▶ Have you ever been convicted of a felony _____ (Yes or No). If yes, where and what year _____

 Were you ever pardoned? _____ (Yes or No). If yes, where and by whom? _____
- ▶ Are you financially interested in any other business? _____ (Yes or No). If yes, list the nature and address of the business _____
- ▶ Are you presently engaged in or have you previously been engaged or financially interested in any employment agency in Oklahoma or any other State? _____ (Yes or No). If yes, list name and address of such agency or agencies and the dates you were so engaged or interested: _____

- ▶ Are you now or have you previously been employed in an employment agency? _____ (Yes or No). If yes, list name and address of such agency _____
 The name of the person(s) conducting the agency _____
 Dates Employed _____ In what capacity _____
- ▶ Were you ever cited for cause? _____ (Yes or No) If yes, give the final disposition of said breach of law or regulation. _

ONE INCORPORATOR OF CORPORATION

Name	Social Security Number	Date of Birth
Address	Residential Phone Number () -	
City	State	Zip

- ▶ Have you ever been convicted of a felony _____ (Yes or No). If yes, where and what year _____

- Were you ever pardoned? _____ (Yes or No). If yes, where and by whom? _____
- ▶ Are you financially interested in any other business? _____ (Yes or No). If yes, list the nature and address of the business _____
- ▶ Are you presently engaged in or have you previously been engaged or financially interested in any employment agency in Oklahoma or any other State? _____ (Yes or No). If yes, list name and address of such agency or agencies and the dates you were so engaged or interested: _____

- ▶ Are you now or have you previously been employed in an employment agency? _____ (Yes or No). If yes, list name and address of such agency _____
The name of the person(s) conducting the agency _____
- ▶ Dates Employed _____ In what capacity _____
- ▶ Were you ever cited for cause? _____ (Yes or No) If yes, give the final disposition of said breach of law or regulation. __

PRESIDENT, VICE PRESIDENT OR SECRETARY-TREASURER

Name	Social Security Number	Date of Birth
Address	Residential Phone Number () -	
City	State	Zip

- ▶ Have you ever been convicted of a felony _____ (Yes or No). If yes, where and what year _____

- Were you ever pardoned? _____ (Yes or No). If yes, where and by whom? _____
- ▶ Are you financially interested in any other business? _____ (Yes or No). If yes, list the nature and address of the business _____
- ▶ Are you presently engaged in or have you previously been engaged or financially interested in any employment agency in Oklahoma or any other State? _____ (Yes or No). If yes, list name and address of such agency or agencies and the dates you were so engaged or interested: _____

- ▶ Are you now or have you previously been employed in an employment agency? _____ (Yes or No). If yes, list name and address of such agency _____
The name of the person(s) conducting the agency _____
- ▶ Dates Employed _____ In what capacity _____

NOTE: Attach affidavit from your former employer stating you were a placement counselor and indicating your inclusive dates of employment. Affidavit must be signed and notarized.

- ▶ Were you ever cited for cause? _____ (Yes or No) If yes, give the final disposition of said breach of law or regulation. __

NOTE: You are required to list three personal references. You may submit notarized reference letters with your application, or we will request the reference letters by mail upon receipt of your application.

GENERAL MANAGER - LIST THREE (3) REFERENCES:

Name		Telephone Number () -	
Business Address			
City		State	Zip
Business or Profession			
Name		Telephone Number () -	
Business Address			
City		State	Zip
Business or Profession			
Name		Telephone Number () -	
Business Address			
City		State	Zip
Business or Profession			

**PRESIDENT OR VICE-PRESIDENT
LIST THREE (3) REFERENCES:**

Name		Telephone Number () -	
Business Address			
City		State	Zip
Business or Profession			
Name		Telephone Number () -	
Business Address			
City		State	Zip
Business or Profession			
Name		Telephone Number () -	
Business Address			
City		State	Zip
Business or Profession			

**ONE INCORPORATOR OF CORPORATION
LIST THREE (3) REFERENCES:**

Name		Telephone Number () -	
Business Address			
City		State	Zip
Business or Profession			
Name		Telephone Number () -	
Business Address			
City		State	Zip
Business or Profession			
Name		Telephone Number () -	
Business Address			
City		State	Zip
Business or Profession			

