

Agreement Requirements Employment Agency

Employment agency agreements must conform to the requirements set out in section 10 of the Employment Agency Businesses Licensing Regulation, a portion of section 10 is provided below for your reference.

- 10(3)** An employment agency business operator shall ensure that any agreement entered into by the employment agency business operator in accordance with subsection (1) or (2)
- (a) is in writing and is signed by the parties to the agreement,
 - (b) sets out the services that are to be provided by the employment agency business operator under the agreement,
 - (c) sets out the respective responsibilities under the agreement of the employment agency business operator and the other parties to the agreement,
 - (d) includes a phone number and postal address, and e mail address, if any, for the employment agency business operator and any agent that may act on behalf of the employment agency business operator under the agreement, and
 - (e) contains the statement set out in the Schedule respecting prohibited fees, in not less than 12 point bold face type.
- 10(4)** If the statement respecting prohibited fees referred to in subsection (3)(e) is not printed on the front of the agreement, the employment agency business operator shall ensure that a notice is printed on the front of the agreement, in not less than 12 point bold face type, indicating where in the agreement the statement respecting prohibited fees is printed.
- 10(5)** An employment agency business operator shall give a copy of an agreement entered into with an individual referred to in subsection (1) to the individual when the individual signs the agreement.

Schedule - Fee Prohibition

Section 12 of the Employment Agency Business Licensing Regulation prohibits an employment agency business operator from directly or indirectly demanding or collecting a fee, reward or other compensation

- (a) from an individual who is seeking employment or from another person on that individual's behalf,
- (b) from an individual who is seeking information respecting employers seeking employees or from another person on that individual's behalf,
- (c) from an individual for securing or attempting to secure employment for the individual or providing the individual with information respecting any employer seeking employees or from another person on that individual's behalf, or
- (d) from an individual for evaluating or testing the individual, or arranging for the individual to be evaluated or tested, for skills or knowledge required for employment, where the individual or employment is in Alberta, or from another person on that individual's behalf.