

# CHARACTER REFERENCE SCHEDULE 1

*Employment Agents Registration Act 1993*  
*Employment Agents Registration Regulations 2010*

This reference relates to an application for a licence as an employment agent under the *Employment Agents Registration Act 1993*.

Name of person to whom this reference relates ("the applicant"):

Please describe how you know the applicant and your relationship to him/her (if any):

Do you consider the applicant to be a fit and proper person to hold an employment agent's licence? Please explain what you know about his/her conduct and character:

What do you know of the applicant in terms of his/her knowledge, experience and ability to operate or manage the business of an employment agent?

Do you have any additional comments relevant to the application?

Please provide some information about yourself:

Name:

Address:

PostCode

Occupation:

Signature: ..... Date: ...../...../.....

**Note:**

The following persons are disqualified from providing a character reference for an applicant for a licence:

- a) A person who has, within the previous five years, been convicted of an offence:
  - (i) In connection with the promotion, operation or management of a business, or
  - (ii) Involving fraud or dishonesty, or
- b) A person who is associated with the applicant in any of the following circumstances:
  - (i) Partners
  - (ii) Involved in the same business
  - (iii) Directors of the same company
  - (iv) Beneficiaries or trustees of the same trust
  - (v) Relative.