

Application for a Licence
under
The Worker Recruitment and Protection Act

The Worker Recruitment and Protection Act requires the following persons to hold a licence issued by Employment Standards. **It is an offence to engage in these activities without a valid licence.**

Employment Agency Business means the activities of finding individuals – other than child performers or foreign workers – for employment, or finding employment for such individuals

Foreign Worker Recruitment means the following activities, whether or not they are provided for a fee: finding one or more foreign workers for employment in Manitoba; finding employment in Manitoba for one or more foreign workers.

Child Talent Agency Business means the following activities that are carried out for a fee: promoting a child performer; finding or offering or promising to find, work for a child performer

Child Performer Recruitment means the activities of auditioning, scouting or recruiting a child under the age of 17 for the purpose of referring the child to a person engaged in a child talent agency business

Employment Standards must determine whether the applicant meets the requirements of licensing. In order to do so, Employment Standards may conduct any investigation necessary into the character and history of the applicant and its key business relationships to evaluate eligibility.

Section 6 - The Worker Recruitment and Protection Act

Completion of Forms

- You must answer every question on the application. If a particular question does not apply, state N/A. If there is not enough space for an answer, complete your answer on a separate sheet, sign and date the sheet, and attach it to this form.
- All consent areas and authorizations on the application must be signed and dated
- Make a copy of the completed application form and attachments for your records
- Faxed copies are not acceptable. Mail or deliver the package to:

Employment Standards Branch
604 - 401 York Avenue
Winnipeg, Manitoba R3C 0P8

Warning

It is a serious offence to knowingly provide false information on this application and any attachments. Do not misrepresent or omit any material fact(s) as every statement made is subject to verification. The provision of false, incomplete or misleading information or the omission of information on this application or any attachments, or the failure to notify Employment Standards of any material changes to this information that occur following the application being filed may result in the refusal, suspension, or revocation of the licence.

The Worker Recruitment and Protection Act strictly prohibits charging fees to people seeking or finding work

Employment Standards Branch
604—401 York Avenue
Winnipeg Manitoba R3C 0P8
Phone: (204) 945-3352
Toll free: 1-800-821-4307
Fax: (204) 948-3046
manitoba.ca/labour/standards

Form 4
Application
for a Licence to engage in
Child Performer Recruitment



Internal use only:

You will be obligated to provide Employment Standards with information about any event that will be held in Manitoba, as specified in the Regulation, and to provide each parent or guardian with specific Employment Standards information, as directed by the terms and conditions of the licence.

I, _____ of _____
Name of Applicant Home Address of Applicant

Name of city, town or village Province Postal code

Daytime Phone number Email address

hereby apply for a licence to engage in child performer recruitment, and find work for a child performer under the name: _____
Name or proposed name of company

Business Mailing Address Name of city, town or village Province Postal code

physical address of agency if different from mailing address

This company is a: Corporation Sole Proprietorship Partnership
 Joint Venture Limited Partnership Association of Persons

Provide a description of the business (types of performance and employers, recruitment methods etc):

List all website addresses associated with your recruiting work:

Signature of Applicant

Date

Application for Licensing of Child Performer Recruitment
The Worker Recruitment and Protection Act C.C.S.M. c.W197

1. The annual fee for a licence is \$100. Please make cheques payable to *The Minister of Finance*. Send the fee with the application to the address that appears in the top left corner of this page
2. Where a licence is refused, the applicant will be returned the fee
3. Every licence issued under the Act, unless sooner suspended or cancelled is valid for one year from the day it is issued

Notes

1. A child must not directly or indirectly be charged a fee for seeking or finding work as a child performer.
2. A decision to refuse a licence may be appealed to the Court of Queen's Bench by filing an application with the court within 14 days after a copy of the decision is served.
3. The names of all child performer recruiters holding a valid licence under this Act will be made public on the following website: www.manitoba.ca/labour/standards

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Consent for Release of Information

This information is collected under *The Worker Recruitment and Protection Act* in compliance with *The Freedom of Information and Protection of Privacy Act* (FIPPA). The personal information that you provide will be used only for the purpose(s) for which it is collected, and not in any other way without your consent.

1. In order to comply with the requirements set forth in *The Worker Recruitment and Protection Act* to verify information provided in the licence application, and investigate the character, financial history and competence of an applicant, Employment Standards may be required to collect and/or receive additional information from:
 - federal, provincial, municipal or state licensing bodies and police services
 - other law enforcement agencies or sheriff's offices
 - the Registrar of Bankruptcy
 - credit bureaus
 - financial institutions
 - industry associations
 - former and current employers
 - government Ministries or agencies
 - any person or agency that can provide information or material relevant to the inquiries or investigations
2. The information collected in the licence application may be used and disclosed as follows:
 - to evaluate the applicant's financial, business and criminal history
 - information on the applicant and on individuals and enterprises identified in connection with the applicant may be shared with Manitoba government officials who are assisting Employment Standards in the evaluation of the applicant for licensing
 - for the purpose of administering and enforcing *The Worker Recruitment and Protection Act*, Employment Standards may provide information collected or obtained, including personal information, to:
 - a department of the government, department or agency of the Government of Canada or of another province
 - a law enforcement agency
 - For applications to engage in foreign worker recruitment:
 - * The Law Society of Manitoba or the law society of another province
 - * The Canadian Society of Immigration Consultants
 - * any other person or body that governs or regulates the conduct of individuals who recruit or assist foreign workers entering Canada
3. The applicant consents to any person providing to Employment Standards information for the aforementioned purposes, and consents to Employment Standards releasing information contained in the licence application and obtained through the application and investigation process to law enforcement agencies and other regulators for the aforementioned purposes.

Date

Signature of Applicant

Print Applicant Name

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Declaration Form

Each of the following key persons associated with the application for a licence must submit a signed declaration:

1. All officers and directors
2. All partners, whether general limited or otherwise
3. All individual shareholders having 5% or more shares
4. In the case of an association of persons, the persons who direct the affairs of the association

I, _____ in the position of (check all that apply) of the company or
Full Name of Subject association applying to engage in child performer recruitment.

officer or director of the company

shareholder having 5% or more shares

partner (general, limited or otherwise)

person directing the affairs

DO SOLEMNLY DECLARE that:

- The statements contained in all parts of this application to engage in child performer recruitment, and in any added pages, are complete and true in every respect
- I have presented two pieces of identification to a Notary Public or Commissioner of Oaths who has witnessed my signature and verified my identification
- I will comply with *The Worker Recruitment and Protection Act* and any other applicable acts and regulations in the Province of Manitoba
- I will comply with the "Code of Conduct for Working With Child Performers"
- I am not listed on any Child Abuse Registry
- I am not and have never been the subject of any complaint, charge, conviction or investigation involving a child under the age of 18 in any jurisdiction
- I have never been convicted or found liable as a result of breach of trust, fraud, perjury, immorality, dishonorable conduct, misrepresentation, dishonesty, or undue influence in any civil, criminal or administrative proceeding
- I have never been denied or had revoked any licence, permit or registration that required proof of good character
- I will maintain a high standard of conduct, act only in the best interest of the child and take seriously my obligation to protect the child from abuse and misconduct
- I will not accept, hold, transfer or in any other manner solicit a benefit from a child or a family member for auditioning, scouting, or recruiting a child, or for referring a child to a person engaged in a child talent agency business
- I will notify the Director of the Employment Standards Branch of Manitoba Labour and Immigration immediately if there is a material change to the information I have provided in any part of the application
- I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath

Declared before me at

_____, _____, this _____ day of _____ in _____
City Country date month year

Signature of Notary Public or Commissioner of Oaths

Signature of subject

Print full legal name of subject

Subject's mailing address

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