■ PRIVATE EMPLOYMENT AGENCY LAW

TERMS: It is unlawful for anyone to charge a fee for providing job information to workers, or for assisting employers in finding workers, without first obtaining a letter of approval from the state labor department, which authorizes the state tax department to issue a business license. A state business license issued to an employment agent must be posted in plain sight at all times where the agent conducts business.

The licensing provision does not apply to employers who are making placements for individuals on their own payroll.

Among other prohibited acts, it is illegal for an employment agent to knowingly make any false statement to a job-seeker, or to withhold any pertinent information furnished by an employer, regarding the availability, nature, location, duration, pay rate, or other conditions of employment or work.

ENFORCEMENT: *Wage and Hour Section, Division of Labor, West Virginia Department of Commerce, Charleston, West Virginia 25305 (304-558-7890).* Aside from issuing letters of approval, the Division of Labor supervises the business activities of licensed agents.

The agency responsible for issuing business licenses to private employment agencies is the *West Virginia State Tax Department, Charleston, West Virginia 25301 (304-558-3333).*