



## Employment Authorization Form

*In compliance with the Salesperson Licensing Regulation of the Motor Dealer Act*

### SECTION A

**Salesperson Information** - please print clearly

Last name \_\_\_\_\_ Given names \_\_\_\_\_

Date of birth \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ VSA licence# \_\_\_\_\_ Email address \_\_\_\_\_  
mm / dd / yyyy (not a dealer email address)

The following sections need to be completed and signed by an authorized official of the dealership that you are or will be employed at.

### SECTION B

**Motor Dealer Business Information** - please print clearly

Dealership name(s) \_\_\_\_\_ VSA dealer #(s) \_\_\_\_\_

Phone number \_\_\_\_\_ Email address \_\_\_\_\_

### SECTION C

**Designated Employment Authorization** - please print clearly

Primary role of Licensee: ☐ Salesperson ☐ Lease Office ☐ Business Office ☐ Internet Sales ☐ Management ☐ Dealer Principal

Employment start date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
mm / dd / yyyy

\_\_\_\_\_  
Print name - Authorized Official

\_\_\_\_\_  
Signature - Authorized Official

**Dealer:** Please complete Section D and return it to the VSA when employment is terminated.

### SECTION D

**Cancellation of Employment** - please print clearly

The salesperson identified in Section A above is no longer employed and is no longer an authorized designated salesperson of the business effective as of the date below.

Employment end date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
mm / dd / yyyy

\_\_\_\_\_  
Print name - Authorized Official

\_\_\_\_\_  
Signature - Authorized Official

# Application for Registration as a Licensed Salesperson

A

## SECTION A

Personal Information - please print clearly

Last name \_\_\_\_\_ Given names \_\_\_\_\_

Known as \_\_\_\_\_ Email address \_\_\_\_\_  
(alias or preferred name) (personal email, not dealer email)

Home phone ( ) Cell phone ( ) DOB \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
mm / dd / yyyy  
(minimum age, 19 years)

Home address \_\_\_\_\_  
(Suite/Apt#) (Street address)

City \_\_\_\_\_ Prov \_\_\_\_\_ Postal Code \_\_\_\_\_

Have you taken the VSA Salesperson Course? ☐ Yes \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
☐ No mm / dd / yyyy

## SECTION B

Additional Licences - Previous or Current

If you answer "Yes" to any question, please provide details in the space provided. **If no details are provided, the application will not be processed.**

1. Have you previously applied for or been granted any licence, registration, exemption or certificate of any kind by the Registrar, Motor Dealer Act or other regulated industries ie. Real estate, in any jurisdiction? ☐ Yes ☐ No

\_\_\_\_\_  
\_\_\_\_\_

2. Are you now or have you ever been licensed or registered as a motor dealer or salesperson in the motor dealer industry in any jurisdiction outside of British Columbia? ☐ Yes ☐ No

\_\_\_\_\_  
\_\_\_\_\_

3. Have you ever been found by an authority to have violated the *Motor Dealer Act* or the *Business Practices and Consumer Protection Act*? ☐ Yes ☐ No

\_\_\_\_\_  
\_\_\_\_\_

4. Have you ever had a motor dealer licence, or a salesperson licence in the motor vehicle industry, or a licence in another regulated industry (ie. real estate) suspended or revoked in Canada or elsewhere under your current name or any other legal name or alias? ☐ Yes ☐ No

\_\_\_\_\_  
\_\_\_\_\_

## Application for Registration as a Licensed Salesperson

### SECTION C

#### Employment or Other Activities - for the last five (5) years

Please provide us with your employment history for the five (5) years preceding this application. This should include any leaves during your employment (including medical), periods of unemployment or dealership employment.

If you are entering the industry after attending school, please indicate the schools attended and the dates attended. Attach additional sheets if required.

**Note: This section must be completed in full (leave no gaps within the five (5) year timeframe) or the application will not be processed.**

Employer/School	Title	Dates
		mm / dd / yyyy to mm / dd / yyyy
		mm / dd / yyyy to mm / dd / yyyy
		mm / dd / yyyy to mm / dd / yyyy
		mm / dd / yyyy to mm / dd / yyyy
		mm / dd / yyyy to mm / dd / yyyy
		mm / dd / yyyy to mm / dd / yyyy

Please explain any gaps:

### SECTION D

#### Criminal Record History

An application containing false information may result in the refusal, suspension or cancellation of a salesperson's licence and disciplinary action against the employer(s)/dealer(s) of record.

I confirm the following statements/information (#1, 2, 3)

- Have you been convicted of an offence under any criminal or other law in Canada or elsewhere for which a pardon has not been granted? ☐ Yes ☐ No
- Are you currently under investigation and/or prosecution (charged) for violation of any criminal or other law, or have a warrant(s) for your arrest in Canada or elsewhere? ☐ Yes ☐ No
- Have you been convicted of an offence under any criminal or other law in Canada or elsewhere under another legal name or alias? ☐ Yes ☐ No

If you answered YES to questions 1, 2 or 3, you must submit a detailed explanation.

## Application for Registration as a Licensed Salesperson

C

## SECTION E

## Consent & Undertaking

initials

By initializing this box, you understand that you have read and agree to the course policies found on the VSA website. You also agree that as a condition of your licence you will register for, and pass the Salesperson Certification Course with a minimum grade of 75% or higher within 45 days of your conditional licence being granted.

I consent to the collection of this information as authorized under The Motor Dealer Act ("the Act"). I understand that this information will be used to determine whether I am and remain qualified for licensing. I further consent to the sharing of any information gathered in the course of processing this application with others as may be considered necessary in the course of determining whether I am and remain qualified for licensing.

I understand that I may not buy or sell vehicles to retail consumers for a motor dealer unless I am licensed under the Act as a salesperson to that dealer. I acknowledge that "buying or selling" refers to any form of negotiation concerning the purchase, sales, lease or consignment of a motor vehicle and is not limited to the signing of contracts. I know that this also includes attendance at auctions or the positions commonly referred to as Dealer Principal, Business Office, Lease Office or Management. I confirm that I will not buy or sell vehicles to retail consumers for any dealer until I receive confirmation from the VSA that I am licensed as a salesperson.

I confirm that I am legally entitled to work in retail motor vehicle sales within Canada and I am of the legal age of nineteen years as required under provincial legislation to negotiate and execute a contract.

An application containing false information may result in the suspension or cancellation of a salesperson's licence and disciplinary action against the employer(s)/dealer(s) of record.

The Vehicle Sales Authority of British Columbia (VSA) is defined as a public body under the *Freedom of Information and Protection of Privacy Act*. Personal information is collected, used and disclosed in accordance with the provisions of that *Act* and the *Motor Dealer Act*.

Print name - Applicant

Signature - Applicant

Date:                 /                 /  
mm                 /                 dd                 /                /yyyy

## SECTION F

**Payment Information - Fees** \*(see page 4, section G for fee information)

**\*\*NOTE: Licensing fees are non-refundable.\*\***

Credit Card #       /      /      /             /      /      /             /      /      /             /      /      /       Expiry               /                
mm yy

PRINT Name—Cardholder

Signature—Cardholder

**\*\*Applications submitted by fax and incomplete applications will not be processed.\*\***

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# Salesperson Application Check List

D

## SECTION G

## Check List

This application package includes the following documents:

Use the check boxes as a reminder before submitting the materials by mail, email, or courier to the VSA

**\*\*Do Not Fax. Please read carefully\*\***

Complete in full all sections of the application

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Include the payment of \$672 (if you have taken the Salesperson Certification Course in the past three (3) years, include only the application fee of \$213)

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Include color photo, submitted by mail or email to [licensing@vsabc.ca](mailto:licensing@vsabc.ca)

☐

- 2" x 2" photo or selfie/headshot (in .jpeg format and no larger than 200kb)

Include a signed by dealer Employment Authorization form with sections A, B & C completed, if you are employed as a salesperson

☐

Provide a copy of your ID and proof of eligibility to work in Canada

☐

<u>Canadian Citizen Requirements</u>	<u>Non-Canadian Citizen Requirements</u>
2 Valid IDs, 1 must be a photo ID	2 Valid IDs, 1 must be a photo ID
<ul style="list-style-type: none"> <li>• Canadian Passport</li> <li>• Health Card</li> <li>• SIN</li> <li>• Native Status Card</li> <li>• Nexus Card</li> </ul>	<ul style="list-style-type: none"> <li>• Driver's Licence</li> <li>• BC ID</li> <li>• Canadian Birth Certificate</li> <li>• Citizenship Card</li> </ul>
	<ul style="list-style-type: none"> <li>• Permanent Resident Card</li> <li>• Work Permit</li> <li>• Study Permit</li> <li>• BC ID</li> <li>• Passport</li> <li>• Driver's Licence</li> </ul>

You must include a Police Information Check (PIC) obtained within the last 30 days from your local RCMP or municipal police department where you live.

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**NOTE:** Police Information Checks MAY NOT be accepted from online or any other sources.

### Requirement

- Must attend your local police jurisdiction in person
- Two pieces of government-issued identification are required.
- The PIC is required by the Vehicle Sales Authority of BC, Registrar of Motor Dealers, Ken Affleck

Submit the complete application package by mail, email, or courier- **DO NOT FAX**  
**Vehicle Sales Authority of BC | 280 - 8029 199 Street | Langley, BC V2Y 0E2**