

PRIVATE EMPLOYMENT AGENCY BOND  
(Majority Shareholder and Corporation)

BOND NUMBER \_\_\_\_\_

KNOW ALL MEN BY THESE PRESENTS:

THAT WE \_\_\_\_\_  
authorized to transact business within the State of Oregon as principals and  
\_\_\_\_\_ a corporation duly organized and existing under and  
by virtue of the laws of the State of \_\_\_\_\_ and authorized to transact a surety business within the  
State of Oregon, as surety, are held and firmly bound unto the people of the State of Oregon in the penal  
sum of \_\_\_\_\_ Dollars ( \_\_\_\_\_ ), lawful money of the United States  
of America, for the payment of which well and truly to be made, we hereby bind ourselves, our heirs,  
executors, administrators, successors and assigns jointly and severally, firmly by these presents.

This bond shall remain in full force and effect from the date of its issuance until June 30, \_\_\_\_\_.

The conditions of this obligation are such that if the said principals, and each of them, shall:

- (1) Comply with ORS 658.005 to 658.245;
- (2) Pay all sums legally owing to any person when the employment agency or its agents have received such sums;
- (3) Pay all damages occasioned to any person by reason of any willful misrepresentation, fraud, deceit or other unlawful act or omission by the employment agency, or its agents or employees acting within the scope of their employment; and
- (4) Pay all sums legally owing to any employee of the employment agency; then this obligation is to be void; otherwise the obligation is to remain in full force and effect.

Dated and issued this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

CORPORATE SURETY

CORPORATION

By \_\_\_\_\_  
(Signature of Attorney-in-Fact)

\_\_\_\_\_  
(Name of Corporation and Assumed Business Name, If Any)

\_\_\_\_\_  
(Printed name of Attorney-in-Fact)

By \_\_\_\_\_  
(Signature of Corporate Officer)

\_\_\_\_\_  
(Business Address)

By \_\_\_\_\_  
(Signature of Majority Shareholder)

DIRECTIONS FOR COMPLETION OF PRIVATE EMPLOYMENT AGENCY BOND  
FORM BY MAJORITY SHAREHOLDER OF CORPORATION

- Blank (1) This blank should contain the bond number assigned by the corporate surety.
- Blank (2) This blank should contain the full name of the majority shareholder and the name of the applicant corporation and its state of charter as verified by the Oregon Corporation Commissioner's office. If the corporation proposes to use an assumed business name, that fact should be reflected as well. For example:
- Susan Maria Smith, and Able Personnel Inc., an Oregon Corporation dba Able Personnel Agency.
- Blank (3) This blank should contain the full legal name of the corporate surety as verified by the Oregon Corporation Commissioner's office.
- Blank (4) This blank should contain the name of the state which chartered the corporate surety.
- Blank (5) This blank should contain the year during which the license applied for will expire.
- Blank (6) These blanks should contain the date upon which the bond is dated and issued by the corporate surety.
- Blank (7) These blanks should contain the signature of the authorized representative of the corporate surety, his or her printed or typed name, and the business address to which correspondence relative to the surety bond is to be directed.
- Blank (8) These blanks should contain the printed or typed name of the corporation and its assumed business name, if any, and the signatures of an authorized corporate officer and the majority shareholder. In some instances, the corporate officer and majority shareholder may be the same person.

If a private employment agency business is to be operated by a corporation, each majority shareholder must submit with his or her application a separate private employment agency bond.

Bureau of Labor and Industries  
Wage and Hour Division, License Unit  
1400 S.W. 5th Avenue, Rm. 306  
Portland, Oregon 97201  
Telephone (503) 229-5750