

50 Corriveau Avenue
St. Albert, Alberta T8N 3T5

Phone: 780-447-8600
Toll Free: 1-800-272-8876

Email: gaming.registrations@aglc.ca
Website: aglc.ca

Application must be submitted at least four (4) weeks prior to registration expiry or commencement of employment

POSITION(S) APPLIED FOR	Please Check (✓)	APPLICATION STATUS Please Check (✓)
<input type="checkbox"/> Caller	<input type="checkbox"/> Satellite Games Controller	<input type="checkbox"/> First-time application
<input type="checkbox"/> Cashier	<input type="checkbox"/> Security Guard	<input type="checkbox"/> Re-applying for Registration No. _____
<input type="checkbox"/> Seller/Checker	<input type="checkbox"/> Bookkeeper	<input type="checkbox"/> Amend Registration No. _____
<input type="checkbox"/> Pull Ticket Seller	<input type="checkbox"/> Hall Advisor	
<input type="checkbox"/> Coordinator	<input type="checkbox"/> Assistant Hall Advisor	
	<input type="checkbox"/> Hall Manager	
	<input type="checkbox"/> Assistant Hall Manager	
	<input type="checkbox"/> Pull Ticket Manager	
	<input type="checkbox"/> EMS Administrator	

POSITION(S) TO BE DELETED FROM CURRENT REGISTRATION. Please check (✓) the appropriate box and sign.

<input type="checkbox"/> Caller	<input type="checkbox"/> Satellite Games Controller	<input type="checkbox"/> Hall Manager Assistant
<input type="checkbox"/> Cashier	<input type="checkbox"/> Security Guard	<input type="checkbox"/> Hall Manager Pull Ticket
<input type="checkbox"/> Seller/Checker	<input type="checkbox"/> Bookkeeper	<input type="checkbox"/> Manager
<input type="checkbox"/> Pull Ticket Seller	<input type="checkbox"/> Hall Advisor	<input type="checkbox"/> EMS Administrator
<input type="checkbox"/> Coordinator	<input type="checkbox"/> Assistant Hall Advisor	

Applicant signature to confirm deletion of position(s)

PLEASE PRINT CLEARLY

Full Name _____ <i>Last Name</i>	Mailing Address _____ <i>Apt # Street Address or PO Box</i>
_____ <i>First and Middle Names</i>	_____ <i>City Province Postal Code</i>
Maiden name and/or any aliases: _____	Tel. No. (Cell) _____
	Tel. No. (Res) _____
	Email Address _____
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female <i>A Registered Gaming Worker must be a Canadian Citizen or landed immigrant or a citizen of a foreign country who has received a work/study permit from Federal authorities.</i>	Home Address <input type="checkbox"/> Same as mailing address OR
Date of Birth _____ <i>yy mm dd</i>	_____ <i>Apt # Street Address or PO Box</i>
Place of Birth _____ <i>City/Town Province, Country</i>	_____ <i>City Province Postal Code</i>
Citizenship Status: <input type="checkbox"/> Canadian Citizen <input type="checkbox"/> Landed Immigrant <input type="checkbox"/> Other (<i>describe</i>) _____	Previous Addresses for Last Two Years _____

ATTACH:

- For first-time applicants born in Canada, attach copy of birth certificate, Canadian Passport or Indian Status Card.
- For first-time applicants born outside of Canada, attach copy of Certificate of Canadian citizenship or immigration document (i.e. permanent resident card; landed immigration document; current work/study permit) or Canadian passport.
- One current clear colour photograph with full front view of head without head covering 4 x 6 cm (passport size). Picture must be taken within the last three months. Failure to comply will result in the application being denied until the photograph requirements are met.
- Current criminal records check (original) from local city police or local RCMP detachment (dated within the last three months).

CONTINUED

ATTACH a current criminal records check (original) from local city police or local RCMP detachment (dated within the last three months)

ARE YOU CURRENTLY OR HAVE YOU EVER BEEN CHARGED WITH A CRIMINAL OFFENCE?

No **Yes**, provide details:

<i>Date of Charge or Conviction</i>	<i>Place of Charge or Conviction</i>	<i>Offence</i>	<i>Outcome</i>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

1. Answer **"Yes"** even if:
 - i. The charges were dismissed or subsequently downgraded to a lesser charge.
 - ii. You completed an alternative measures or other similar program.
 - iii. You were charged but not convicted.
 - iv. You did not serve any time in prison.
 - v. The investigation, charges or offences happened in another jurisdiction.
2. Answer **"No"** if:
 - i. You received a pardon under the provisions of the Criminal Records Act (Canada) or similar legislation, or if any records relating to a charge or conviction have been expunged or otherwise officially sealed by a court or government agency.
 - ii. You were charged under the provisions of the Young Offenders Act (Canada) or other similar legislation.
 - iii. You have never been charged with a criminal offence.

CALLER / CASHIER / SELLER – CHECKER / SATELLITE GAME CONTROLLER / COORDINATOR / PULL TICKET SELLER / SECURITY GUARD / EMS ADMINISTRATOR (For new or expired applicants or addition of position(s) to current registration)

For all applicants other than a currently registered Hall Manager, the information below must be completed by the facility Hall Manager. For currently registered Hall Managers seeking approval to become registered for positions noted below, the information must be completed by the Bingo Association President (**please check and initial each position being certified**)

I certify, that in my opinion, the applicant has the knowledge and skills necessary to perform the duties, as specified in the Commercial Bingo Handbook, of **EACH AND EVERY ONE OF THE FOLLOWING POSITIONS THAT I HAVE CHECK-MARKED AND INITIALED.**

	<u>Check</u>	<u>Initial</u>		<u>Check</u>	<u>Initial</u>
Caller	<input type="checkbox"/>	_____	Coordinator	<input type="checkbox"/>	_____
Cashier	<input type="checkbox"/>	_____	Pull Ticket Seller	<input type="checkbox"/>	_____
Seller-Checker	<input type="checkbox"/>	_____	Security Guard	<input type="checkbox"/>	_____
Satellite Game Controller	<input type="checkbox"/>	_____	EMS Administrator	<input type="checkbox"/>	_____

Signature _____

Facility Name _____

Print Name _____

Telephone _____

Registration # _____

Date _____

For New, Expired Applicants or Addition of Position(s) to Current Registration

HALL ADVISOR / HALL MANAGER / BOOKKEEPER / PULL TICKET MANAGER / ASSISTANT HALL MANAGER / ASSISTANT HALL ADVISOR

This area is to be completed by the Bingo Association President.

I certify, that in my opinion, the applicant has the knowledge and skills necessary to perform the duties, as specified in the Commercial Bingo Handbook, of **EACH AND EVERY ONE OF THE FOLLOWING POSITIONS THAT I HAVE CHECK-MARKED AND INITIALED.**

	<u>Check</u>	<u>Initial</u>		<u>Check</u>	<u>Initial</u>
Hall Advisor	<input type="checkbox"/>	_____	Bookkeeper	<input type="checkbox"/>	_____
Hall Manager	<input type="checkbox"/>	_____	Pull Ticket Manager	<input type="checkbox"/>	_____
Assistant Hall Advisor	<input type="checkbox"/>	_____	Assistant Hall Manager	<input type="checkbox"/>	_____

President Signature _____

Facility Name _____

Print Name _____

Telephone _____

Date _____

CONTINUED

PRESENT OCCUPATION	
Occupation _____	Employer's Name _____
Business Tel. _____	Address _____

I CERTIFY THAT:

- All information provided as part of the application is truthful and complete.
- Any criminal charges or convictions will be reported to AGLC immediately.
- I authorize AGLC to undertake a criminal records check or inquire with any police agency to determine my eligibility to be registered as a gaming worker.
- I understand that a false statement or failure to meet AGLC conditions may result in my registration being refused or cancelled.
- I have read and understand the conditions of registration as outlined on page four of this application.

Applicant's signature *Date*

ENSURE THE FOLLOWING IS ATTACHED TO THIS APPLICATION:

FIRST-TIME APPLICANTS:

- Copy of birth certificate, Canadian Passport, Indian Status Card, Canadian citizenship or immigration document (i.e. permanent resident card; landed immigration document or current work/study permit).

ALL APPLICANTS:

- Attach a current criminal records check (original) from local city police or local RCMP detachment (**dated within the last three months**).
- Attach one current colour photograph (**taken within the last three months as outlined on page one**).

ALL HALL MANAGERS, ASSISTANT HALL MANAGERS AND/OR PULL TICKET MANAGER APPLICANTS:

- Attach Consent to Records Check (Form 5594). Please note: criminal records check is not required if completing Consent to Records Check form.

NEW ASSISTANT HALL MANAGERS, ASSISTANT HALL ADVISORS AND/OR BOOKKEEPER APPLICANTS:

- Attach a current detailed job description for approval.

Attach Colour Photo here.

NOTE: Please fasten for easy removal -- do not glue.

INDUSTRY TRAINING

AGLC policy requires licensees to ensure their staff have and maintain the SMART certifications required for their position(s). For help or more information, visit <https://smartprograms.aglc.ca/requirements.aspx>, call 1-877-436-6336 or send an email to info@smartprograms.aglc.ca

Protection of Privacy – The personal information requested on this form is collected under the authority of Section 33(c) of the *Freedom of Information and Protection of Privacy Act* and will be protected under Part 2 of that Act. The information will be used to determine eligibility for employment for registered gaming workers. Direct any questions about this collection to: AGLC FOIP Coordinator, 50 Corriveau Avenue, St. Albert, AB T8N 3T5, 780-447-8600 or toll free at 1-800-272-8876.

REGISTRATION CONDITIONS

The *Gaming, Liquor and Cannabis Regulation* states:

- ◆ “Background check” means an inquiry or investigation conducted by AGLC to enable AGLC to determine the eligibility of an applicant to be registered or to continue to be registered, and includes but is not limited to an inquiry or investigation relating to the honesty and integrity, financial history and competence of the applicant or the registrant, or any person with connections to the applicant or registrant.
- ◆ AGLC may conduct any background check that it considers necessary or appropriate.
- ◆ The Board may refuse to register an applicant if the applicant, or any of the applicant’s associates, fail to pass a records check.
- ◆ A person does not pass a records check if the person:
 - a) has within the 5 years prior to the submission of the application been charged with or convicted of:
 - i. an offence under the *Criminal Code* (Canada), the *Excise Act* (Canada), the *Food and Drugs Act* (Canada) or the *Controlled Drugs and Substances Act* (Canada), or
 - ii. an offence under a foreign Act or regulation that, in the Board’s opinion, is substantially similar to an offence referred to in subclause i).
 - b) has at any time been charged with or convicted of:
 - i. an offence under the *Criminal Code* (Canada), the *Excise Act* (Canada), the *Food and Drugs Act* (Canada) or the *Controlled Drugs and Substances Act* (Canada), or
 - ii. an offence under a foreign Act or regulation that, in the Board’s opinion, is substantially similar to an offence referred to in subclause (i):

If in the Board’s opinion the offence is sufficiently serious that it may detract from the integrity with which gaming activities or provincial lotteries are to be conducted in Alberta or may be detrimental to the orderly or lawful conduct of activities authorized by a liquor licence or a registration relating to liquor, or
 - c) has, within the five years prior to the submission of the application, been serving a term of imprisonment of three years or more.
- ◆ The Board may refuse to register an applicant if the Board is satisfied that the applicant has within the five years prior to the submission of the application contravened:
 - a) the *Gaming, Liquor and Cannabis Act* or *Regulation*,
 - b) a predecessor of the *Gaming, Liquor and Cannabis Act* or *Regulation*, or
 - c) a condition imposed on a licence or registration issued or made under the *Gaming, Liquor and Cannabis Act* or a predecessor of the Act.

- ◆ The Board may refuse to issue a licence to an applicant or to register an applicant if the Board is satisfied that the applicant, any of the applicant’s employees or associates or any other person with connections to the applicant:
 - a) is a person who has not acted or may not act in accordance with the law, with honesty and integrity or in the public interest, having regard to the past conduct of the person,
 - b) would be a detriment to the integrity or lawful conduct of gaming activities or provincial lotteries, or
 - c) is a person whose background, reputation and associations may result in adverse publicity for the gaming industry in Alberta.

Commercial Bingo Handbook

- ◆ A registered gaming worker must notify AGLC and the bingo facility licensee immediately when charged with or convicted of an offence under:
 - a) the *Criminal Code* (Canada);
 - b) the *Excise Act* (Canada);
 - c) the *Food and Drugs Act* (Canada);
 - d) the *Controlled Drugs and Substances Act*;
 - e) a foreign Act or Regulation that is substantially similar to an offence referred to in a), b), c) or d) above;
 - f) the *Gaming, Liquor and Cannabis Act* (Alberta); or
 - g) the *Gaming, Liquor and Regulation* (Alberta).
- ◆ If a registered gaming worker is charged or convicted, as described above, the Board may take disciplinary action including, but not limited to, suspension or cancellation of the registration.
- ◆ If a registered gaming worker has misled the Board, failed to provide information or provided inaccurate information, the Board may take disciplinary action including, but not limited to, suspension or cancellation of the registration.
- ◆ Any changes to personal information, i.e. address or surname, provided to AGLC must be reported immediately, by:
 - email to gaming.registrations@aglc.ca
 - call AGLC Registrations Unit at 1-800-272-8876

NOTICE TO APPLICANTS

Registration is subject to all information provided on this Application being truthful and complete.

AGLC will review the registration if an individual fails to comply with the above; or is charged with, or convicted of, a criminal offence. This review could lead to the registration being suspended or cancelled.

RE-APPLYING

Registration can only be renewed by re-applying. When re-applying, you will NOT be required to provide identification.