

50 Corriveau Avenue
St. Albert, Alberta T8N 3T5

Phone: 780-447-8600 Fax: 780-447-8912
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"/> Hall Manager	<input type="checkbox"/> First-time application
<input type="checkbox"/> Cashier	<input type="checkbox"/> Hall Advisor	<input type="checkbox"/> Re-applying for Registration No. _____
<input type="checkbox"/> Bookkeeper	<input type="checkbox"/> Seller/Checker	<input type="checkbox"/> Amend Registration No. _____
<input type="checkbox"/> Bingo Coordinator	<input type="checkbox"/> Assistant Hall Manager	
<input type="checkbox"/> Satellite Games Controller	<input type="checkbox"/> Pull Ticket Manager	
	<input type="checkbox"/> Pull Ticket Seller	
	<input type="checkbox"/> Security Guard	
	<input type="checkbox"/> Games Manager	
	<input type="checkbox"/> Assistant Hall Advisor	

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

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

Applicant Signature to confirm deletion of position(s)

PLEASE PRINT CLEARLY (Additional space available on page 5)

<p>Full Name _____ <i>Last Name</i></p> <p>_____ <i>Given Names</i></p> <p>Maiden name and/or any aliases: _____</p> <p>Country of Birth _____</p> <p><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 visa from Federal authorities.</i></p> <p>Date of Birth <u>yy</u> <u>mm</u> <u>dd</u></p> <p>Place of Birth _____ <i>City/Town Province/Territory</i></p> <p>Citizen of: _____ <i>Country</i></p> <p>Citizenship Status: <input type="checkbox"/> Canadian Citizen <input type="checkbox"/> Landed Immigrant <input type="checkbox"/> Other (describe) _____</p> <p>Date you became a Canadian Citizen: _____</p>	<p>Residence Address _____ <i>Apt # Street Address</i></p> <p>_____ <i>City Province Postal Code</i></p> <p>Tel. No. (Res) _____</p> <p>Tel. No. (Cell) _____</p> <p>Fax No. _____</p> <p>Email Address _____</p> <p>Mailing Address _____ <i>Postal Box</i></p> <p>_____ <i>Apt # Street Address</i></p> <p>_____ <i>City Province Postal Code</i></p> <p>Previous Addresses for Last Two Years _____</p> <p>_____</p> <p>_____</p> <p>Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female</p> <p>_____ <i>Height Weight Hair Colour Eye Colour</i></p>
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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 documents (i.e., permanent resident card; landed immigrant documents or current work visa).
- One current colour photograph. One full, front view of head without head covering 4 x 6 cm (passport size) clear colour photo. Picture must be taken within the last 3 months. Failure to comply will result in the application being denied until the photograph requirements are met.
- Current security clearance (original) provided by RCMP or local police (dated within the last 3 months).

CONTINUED

**CALLER / CASHIER / SELLER – CHECKER / SATELLITE GAME CONTROLLER / BINGO COORDINATOR / GAMES
MANAGER / SECURITY GUARD / PULL TICKET SELLER (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 for Class A facilities or designated authority for Class B facilities (**please check & 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"/>	_____	Bingo 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"/>	_____	Games Manager (Class B Only)	<input type="checkbox"/>	_____
Signature _____			Facility Name _____		
Print Name _____			Telephone _____		
Registration # _____			Date _____		

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

HALL ADVISOR / HALL MANAGER / BOOKKEEPER / PULL TICKET MANAGER / ASSISTANT HALL MANAGER / ASSISTANT HALL ADVISOR – CLASS A

This area is to be completed by the Bingo Association President of a Class A facility

HALL MANAGER / PULL TICKET MANAGER – CLASS B

This area is to be completed by a designated authority of a Class B facility

HALL ADVISOR (INDEPENDENT) – CLASS B **cannot hold any other related position*

This area is to be completed by the Bingo Society President in a Class B facility

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 (Class A only)	<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"/>	_____

Class A:

President Signature _____	Facility Name _____
Print Name _____	Telephone _____
Date _____	

Class B:

Facility Licensee or Bingo Society	
President Signature _____	Facility Name _____
Print Name _____	Telephone _____
Date _____	

The information you are providing on this application form is collected under the authority of the *Gaming, Liquor and Cannabis Act*, Gaming, Liquor and Cannabis Regulation, and the *Freedom of Information and Protection of Privacy (FOIP) Act*, section 33(c). The information is strictly for the use of the AAlberta Gaming, Liquor and Cannabis Commission in assessing your eligibility.

Your personal information is protected by Alberta's FOIP Act and can be reviewed upon request.

To ensure confidentiality and protection of personnel information, it is suggested that the above sections of this form be completed prior to the employee providing the Registration Background information in the following sections.

If you have any questions about the collection or use of the information, please contact:

Alberta Gaming, Liquor and Cannabis Commission
50 Corriveau Avenue
St. Albert, Alberta T8N 3T5
Telephone: 780-447-8600
Toll-free: 1-800-272-8876

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ATTACH a current records check/security clearance (original) provided by the RCMP or Local Police (dated within the last 3 months)

HAVE YOU EVER BEEN CHARGED WITH A CRIMINAL OFFENCE?

No **Yes**, provide details (continue on page 5 if necessary)

<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.

TO THE BEST OF YOUR KNOWLEDGE, ARE YOU CURRENTLY BEING INVESTIGATED FOR A CRIMINAL OFFENCE?

No **Yes**, provide details (continue on page 5 if necessary)

<i>Investigating Agency(s)</i>	<i>Details</i>
_____	_____
_____	_____

PRESENT OCCUPATION

Occupation _____	Employer's Name _____
Business Tel. _____	Address _____
Fax Number _____	_____

I CERTIFY THAT:

- I HAVE READ AND UNDERSTAND THE CONDITIONS OF REGISTRATION ON PAGE 4; AND
- ALL INFORMATION PROVIDED AS PART OF THE APPLICATION IS TRUTHFUL AND COMPLETE.

I UNDERSTAND THAT ANY FALSE STATEMENT MAY RESULT IN MY REGISTRATION BEING REFUSED.

Applicant's Signature _____
Date

ENSURE THE FOLLOWING IS ATTACHED TO THIS APPLICATION:

FOR FIRST-TIME APPLICANTS:

- Copy of birth certificate, Canadian Passport, Indian Status Card, Canadian citizenship or Immigration documents (i.e., permanent residence card; landed immigrant documents or current work visa).

ALL APPLICANTS*:

- Attach current security clearance (original) provided by RCMP or local police (**dated within the last 3 months**).
- One current colour photograph (**taken within the last 3 months, as outlined on page 1**).

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

- Attach Consent to Records Check form (Form REG/GAM 5594). *Security clearance not required with Consent to Records Check form.

FOR NEW ASSISTANT HALL MANAGERS, ASSISTANT HALLADVISOR AND/OR BOOKKEEPER APPLICANTS:

- Attach a current detailed job description.

Attach Colour Photo here.

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

CONTINUED

REGISTRATION CONDITIONS

The *Gaming, Liquor and Cannabis Regulation* states:

- ◆ “Background check” means an inquiry or investigation conducted by the AGLC to enable the 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.
- ◆ The 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).

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

- 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):
- 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 the 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 Cannabis 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 the AGLC must be reported immediately, by:
 - email to gaming.registrations@aglc.ca
 - fax to 780-447-8912
 - call the 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.

The 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 a birth certificate.

INDUSTRY TRAINING

SMART Training Program

- Licensees are responsible for ensuring their staff are certified as required for their respective position(s), and that they maintain valid certification.
- For more information go to <http://smartprograms.aglc.ca> or call 1-877-436-6336 Fax 780-651-7626

