

## REGISTRATION APPLICATION FOR GAMING WORKER – LICENSED BINGO FACILITY

50 Corriveau Avenue  
St. Albert, Alberta T8N 3T5

Phone: (780) 447-8600 Fax: (780) 447-8912  
Toll Free : 1-800-272-8876

Website: www.aglc.gov.ab.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 Game Controller	<input type="checkbox"/> Pull Ticket Manager
<input type="checkbox"/> Cashier	<input type="checkbox"/> Hall Manager	<input type="checkbox"/> Pull Ticket Seller
<input type="checkbox"/> Bookkeeper	<input type="checkbox"/> Hall Advisor	<input type="checkbox"/> Security Guard
<input type="checkbox"/> Bingo Coordinator	<input type="checkbox"/> Seller/Checker	<input type="checkbox"/> Games Manager
		<input type="checkbox"/> First-time application
		<input type="checkbox"/> Re-applying for Registration No. _____
		<input type="checkbox"/> Addition to Registration No. _____

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

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

\_\_\_\_\_

**Applicant Signature to confirm deletion of position(s)**

**PLEASE PRINT CLEARLY (Additional space available on page 6)**

Full Name _____ <div style="text-align: center;"><i>Surname</i></div> _____ <div style="text-align: center;"><i>Given Names</i></div> Maiden name, or any other former names: _____ _____  Country of Birth _____ <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>	Residence Address _____ <div style="text-align: center;"><i>Street</i></div> _____ <div style="display: flex; justify-content: space-between;"><span><i>City</i></span><span><i>Province</i></span><span><i>Postal Code</i></span></div> Tel. No. (Res) _____ Tel. No. (Cell) _____ Fax No. _____  Mailing Address _____ _____ <div style="text-align: center;"><i>Street</i></div> _____ <div style="display: flex; justify-content: space-between;"><span><i>City</i></span><span><i>Province</i></span><span><i>Postal Code</i></span></div>
Date of Birth _____ <div style="display: flex; justify-content: space-around;"><span><i>Date</i></span><span><i>Month</i></span><span><i>Year</i></span></div> Place of Birth _____ <div style="display: flex; justify-content: space-around;"><span><i>City/Town</i></span><span><i>Province/Territory</i></span></div> Citizen of: _____ <div style="text-align: center;"><i>Country</i></div> Citizenship Status: <input type="checkbox"/> Canadian Citizen <input type="checkbox"/> Landed Immigrant <input type="checkbox"/> Other ( <i>describe</i> ) _____ Date you became a Canadian Citizen: _____	Previous Addresses for Last Two Years _____ _____ _____ _____  <div style="display: flex; justify-content: space-around;"><span><i>Height</i></span><span><i>Weight</i></span><span><i>Hair Color</i></span><span><i>Eye Color</i></span></div>

**ATTACH:**

- For first-time applicants born in Canada, attach original birth certificate or original Certificate of Indian Status Card. For first-time applicants born outside of Canada, attach original Certificate of Canadian Citizenship or Immigration documents (i.e., permanent resident card; landed immigrant documents or current work visa). True copies, properly sworn to, may be provided. (Note: Original Documents will be returned by certified mail).
- One current color photograph. One full, front view of head without head covering 1.5" x 1.5" (passport size) clear color 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).

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**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 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 Bingo Terms & Conditions and Operating Guidelines, 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"/>	_____	Games Manager	<input type="checkbox"/>	_____
Seller-Checker	<input type="checkbox"/>	_____	Security Guard	<input type="checkbox"/>	_____
Satellite Game Controller	<input type="checkbox"/>	_____	Pull Ticket Seller	<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**

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

**HALL MANAGER/PULL TICKET MANAGER**

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

**HALL ADVISOR – Class B**

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 Bingo Terms & Conditions and Operating Guidelines, 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"/>	_____

**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 and Liquor Act*, Gaming and Liquor Regulation, and the *Freedom of Information and Protection of Privacy (FOIP) Act*, section 33(c). The information is strictly for the use of the Alberta Gaming and Liquor 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 and Liquor 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 6 if necessary)

<i>Date and 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 6 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:**

- Original birth certificate, Certificate of Indian Status Card, Canadian citizenship or Immigration documents (i.e., permanent residence card; landed immigrant documents or current work visa). To protect your documents, we recommend you forward them by registered mail. These will be returned to you by certified mail.
- True copies, properly sworn to, may be provided.

**ALL APPLICANTS:**

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

Attach Color Photo here.  
  
NOTE: Please fasten for easy removal -- do not glue.

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## REGISTRATION CONDITIONS

The *Gaming and Liquor Regulation* states:

- ◆ “Background check” means an inquiry or investigation conducted by the Commission to enable the Commission 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 Commission 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 and Liquor Act* or *Regulation*,
  - b) a predecessor of the *Gaming and Liquor Act* or *Regulation*, or
  - c) a condition imposed on a licence or registration issued or made under the *Gaming and Liquor 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.

### Bingo Terms & Conditions and Operating Guidelines

- ◆ A registered gaming worker must notify the Commission 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 and Liquor Act* (Alberta); or
  - g) the *Gaming and Liquor 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 Commission must be reported immediately in writing, by fax (780) 447-8911 or by telephoning the Commission Registration Clerk at (780) 447-8835.

### 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.



