



Indigenous Gaming Regulators Inc.

Application for On-reserve Charitable Gaming Employee Certificate of Registration

Information provided in this application is confidential, and may not be copied by the employer prior to submission to IGR.

Who Must Complete This Application?

In order to work as an on-reserve charitable gaming employee, as described herein, you must obtain a Gaming Employee Certificate of Registration from Indigenous Gaming Regulators (IGR).

On-reserve charitable gaming employees are registered in the following categories:

- * Event Manager: - includes managers or supervisors of bingo halls or other charitable gaming sites.
- * Charitable Gaming: - includes bingo callers, cashiers, administration and finance personnel, and other charitable gaming employees, excluding supervisors and managers.
- * Table Games: - includes dealers, and table games supervisors and managers.

If you are seeking employment in either the Event Manager category or the Charitable Gaming category, complete this application form.

If you are seeking employment in the Table Games category, Human Resources personnel at the casino at which you intend to work will assist you with your application for registration.

You must have an offer or a conditional offer of employment before your application will be considered.

General Information

1. Print or type your responses. You must answer every question in Parts 1 through 9 and Part 11 of this application.
2. Submit the form to your prospective gaming employer, who will then complete Part 10, and then submit the form along with a photo of you to IGR.
3. A current photo of you, with the following specifications, must be provided with your application. A passport-type photo {maximum size 4.5 cm x 5 cm (1.75 inches x 2 inches)}, signed on the back by your employer is acceptable. Alternatively, your employer may email a digital photo of you (jpg format only) to registration@igr.ca, using IGR's *Registration of Gaming Employee Applicant Digital Photo and Identification Submission Form # 9111*. Gaming employers may obtain digital photo submission forms, from IGR. Specifications for photo submissions are as follows: light background, head and shoulders only, front view, without glasses, clear and in colour.
4. Your prospective employer is required to complete Part 9 of this application, which indicates that you are suitably experienced or will be suitably trained in the gaming position for which you are seeking registration, and that you have received an offer or conditional offer of employment.
5. Your completed form should be submitted by your prospective employer to:
Registration Department
Indigenous Gaming Regulators Inc
Suite 400 – 203 Packham Avenue
Saskatoon, Saskatchewan S7N 4K5 Phone contact: (306)477-5700 or 1-877-477-4114
6. If areas of concern are identified in the review of your application, IGR will initiate an interview and/or investigation in order to establish your suitability to be registered as a gaming employee. Through the interview and/or investigation, IGR will gather any information it considers necessary and may request additional information from you, including character references,

employment history, etc. When you sign the consent portion of this form, you are agreeing that IGR may collect this information.

7. All personal information you provide to IGR is confidential. In accordance with *The Freedom of Information and Protection of Privacy Act*, IGR will protect the confidentiality of such information in its possession and control, and use the information only for the purpose for which it is collected.
8. You are required to inform IGR within 7 days of any changes to the information you supplied that might affect your registration. Changes you must report include, but are not limited to, a change of personal information such as name, address, contact number or citizenship, and the occurrence of criminal or civil matters such as new charges, convictions, findings of guilt, and civil or bankruptcy proceedings, and if you are banned from a casino.
9. If your application is approved, IGR will mail your Certificate of Registration (tag) containing your photo, name, job category and registration number to your employer. The tag will be valid for one to three years unless an earlier date is indicated, your registration is suspended or cancelled, or you are no longer a gaming employee of the employer endorsing this application. If you lose your tag, you will be charged a \$10 fee to have it replaced. You will not be permitted to work in gaming without being in possession of a valid tag.
10. There is no fee to register within the Event Manager category or Charitable Gaming category.
11. If you have any questions regarding the registration process or about any information contained in this form, please contact the Registration Officer, Indigenous Gaming Regulators by phone: (306) 477-5700 or 1-877-477-4114 (toll free), fax: (306) 477-5718, or by email at: registration@igr.ca.

Qualifying For Registration

To qualify for registration as a gaming employee, an applicant must be of good character and have suitable training or experience. IGR determines if an applicant is of good character by reviewing aspects of their personal, financial and criminal history. To determine if an applicant has suitable training or experience, IGR relies on the applicant's prospective employer to confirm that the applicant is suitably experienced to do the job, or that suitable training will be provided. You must be permitted to work in Canada in order to qualify for registration as a gaming employee. IGR may also request information or, if necessary, interview the applicant in order to verify that all qualification requirements are being met. IGR may verify a person's qualifications at any time.

Suitability of Character Factors

IGR considers a number of factors in determining an applicant's suitability to be a gaming employee. The main factors that IGR considers are the existence of a criminal history, disclosure of relevant information, outstanding charges or warrants, and civil and bankruptcy claims. In all cases, IGR will consider these factors in conjunction with the nature of the job indicated in this application.

Criminal History

The assessment of an applicant's criminal history is the most critical factor in determining suitability. A criminal history is not the same as a criminal record. A criminal history includes criminal investigations, interviews, detentions, arrests as well as charges that may or may not have resulted in a conviction. Even if a person was found not guilty, or if their charges were Dismissed or Stayed, the charges still form part of their criminal history. A criminal history also includes charges that were dealt with through Alternative Measures or resulted in a Suspended Sentence, or a Conditional or Absolute Discharge. A criminal history by itself does not disqualify someone from being registered. If an applicant has a criminal history, IGR will consider the nature of the charge(s) or conviction(s), the circumstances of the offences, sentences imposed by the court, length of time since the last offence and evidence of rehabilitation or treatment in determining suitability for registration.

IGR may not process an application if the applicant has an outstanding warrant or charge that will potentially result in a denial of a registration. Warrants or charges may need to be cleared (fully resolved through the courts) before IGR will make a determination of suitability. IGR may also initiate an investigation and/or personal interview to determine the applicant's suitability following the resolution in court.

Civil and Bankruptcy Claims

IGR must determine if the reason for the civil claim or bankruptcy may put the employer's assets and/or the integrity of gaming at risk in determining suitability for registration.

Failure to Disclose

Applicants are required to fully disclose all information requested within this application form, and to immediately disclose to IGR any changes of information that occur following submission of the form.

Failing to disclose reflects negatively on a person's character, as it questions his/her honesty. IGR may deny a registration if a person fails to disclose information.

The requirement for immediate disclosure of information that may affect registration continues upon an applicant becoming a gaming employee registrant.

Although the circumstances of a change of information, such as a new charge, may not affect a person's suitability for registration, his/her failure to disclose the information could result in disciplinary action including, but not limited to, suspension or cancellation of the registration or the imposition of monetary penalty.

Other Considerations

IGR will consider several other factors in determining an applicant's suitability for registration, such as if the individual has displayed conduct that suggests a lack of good character; has provided false or misleading information; has a history of problem gambling, alcohol or drug abuse; has recently been denied a similar registration in another jurisdiction; or has been found to be under the influence of alcohol or an illicit drug while working.



Indigenous Gaming Regulators Inc.

Application for On-reserve Charitable Gaming Employee Registration

Part 1 – Personal Information

Legal first, middle and surname:		Name to appear on your tag: (Will be inserted in brackets after your legal first name)			
List any other names you have used (maiden name, birth name, etc.):					
Telephone: (home)		(work/business):		(cell):	
Email address:					
Mailing address:					
Home street address (if different from mailing address):					
City:		Province:		Country:	Postal code:
Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male	Date of Birth: YY MM DD		Place of birth (City, Province/State, Country) & Citizenship:		
Driver's license #:	Height:	Weight:	Eye colour:	Hair colour:	

Part 2 – Employer and Category Information

Name of employer (bingo hall, charitable gaming organization):		
Category and Position Applied for: (Check one.)		
<u>Category (Check one.)</u>	<u>Positions Within the Category</u>	<u>List Position</u>
<input type="checkbox"/> Event Manager:	(<u>manager</u> or <u>supervisor</u> of a bingo hall or other charitable gaming site – other than a SIGA casino) - - - - -	_____
<input type="checkbox"/> Charitable Gaming:	(<u>bingo callers</u> , <u>cashiers</u> , <u>administration and finance personnel</u> , and <u>other</u> charitable gaming employees, excluding supervisors and managers) (If “other”, please list name of position.) - - -	_____
<input type="checkbox"/> Table Games:	(<u>dealers</u> , <u>table games supervisors and managers</u>) - - - - -	_____

Part 3 – Employment

1. Have you ever been terminated from a job due to misconduct?

- No – Proceed to Part 4.
 Yes – Provide the information requested in the area provided. (Attach as an appendix if necessary.)

Name of former employer	Address of employer	Reason for termination	Date of termination (mm/yyyy)

Part 4 – Gaming History

1. Have you ever applied to a gaming agency in Saskatchewan or any other province, state or country for a gaming permit, licence, certificate of registration or other similar qualification?

- No – Proceed to the next question.
 Yes – Provide the information requested in the area provided. (Attach as an appendix if necessary.)

Type of qualification	Name and address of jurisdiction	Date of approval	Conditions/stipulations

2. Have you ever had a gaming permit, licence, certificate of registration or similar qualification refused, suspended, revoked or withdrawn in any jurisdiction?

- No – Proceed to Part 5.
 Yes – Provide the information requested below. (Attach as an appendix if necessary.)

Type of qualification	Name and address of jurisdiction	Date	Reason

Part 5 – Conflict of Interest

1. Do you or any of your relatives have a financial or ownership interest in any gaming activity or enterprise? (Refer to 1(f) of the attached terms and conditions for the definition of *Relatives*.)

- No – Proceed to the next question.
 Yes – Provide the information requested below. (Attach as an appendix if necessary.)

Name	Relationship to you	Type of financial or ownership interest

2. Do any of your relatives currently work at the same gaming location for which you have applied for employment? (Refer to 1(g) of the attached Terms and Conditions for the definition of *Relatives*).

- No – Proceed to Part 5.
- Yes – Provide the information requested below. (Attach as an appendix if necessary.)

Name	Relationship to you	Position(s) they hold

Part 6 – Criminal History

The following question relates to the existence of a criminal history. A criminal history may include criminal investigations, detentions, arrests and charges that may or may not have resulted in a conviction. Any statements regarding a criminal history will be verified by IGR through a criminal record check.

Answer ‘yes’ to the Criminal History question if:

- i) you were ever investigated, interviewed, detained, arrested or charged in any jurisdiction, province or country;
- ii) you were charged and convicted of a criminal offence, including drinking and driving offences;
- iii) you were charged under *The Youth Criminal Justice Act* (Disclosure of this information is requested pursuant to clause 119(1)(o) of *The Youth Criminal Justice Act*);
- iv) the charges were dismissed or subsequently downgraded to a lesser charge;
- v) the charges were stayed;
- vi) you received a conditional discharge;
- vii) you completed an alternative measures or other similar program; or
- viii) you were charged but not convicted.

Answer ‘no’ to the Criminal History question if:

- i) you received a pardon under *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, or
- ii) you have never been investigated, arrested, detained, interviewed, charged or convicted of an offence.

Criminal History Question:

Have you ever been investigated, arrested, detained, charged or convicted of an offence (such as criminal, drug, gaming, customs, income tax or any offence related to any government assistance program) in any jurisdiction?

- Yes – Provide the information requested below.
- No – Proceed to the next question.

If ‘yes’, provide the date and place of investigation, detention, charge or conviction, the description of the offence(s), the circumstances surrounding each incident, the disposition of sentence and the name of investigating police agency or law enforcement body. Attach as an appendix if necessary.

To your knowledge, do you have any charges or warrants outstanding or pending in any jurisdiction?

Yes – Provide the information requested below.

No – Proceed to Part 7.

If 'yes', provide the date and place of the investigation, charge, the description of the offence(s), the circumstances surrounding the incident, and the name of investigating police agency or law enforcement body. Attach as an appendix if necessary.

Part 7 – Civil Proceedings

Have you ever been a defendant in a civil suit based in whole or in part on fraud, deceit, misrepresentation, breach of trust or similar conduct?

Yes – Provide the information requested below.

No – Proceed to Part 8.

If 'yes', provide a description of the lawsuit, date of lawsuit, outcome of lawsuit, name and address of court, court file number and the names of other parties named in the lawsuit. Attach as an appendix if necessary.

Part 8 – Bankruptcy

Have you ever made an assignment into bankruptcy, been petitioned into bankruptcy or filed a proposal under the *Bankruptcy and Insolvency Act*?

Yes – Provide the information requested below.

No – Proceed to Part 9.

If 'yes', provide the date file, reason for bankruptcy, details and date of discharge and the name of the trustee. Attach as an appendix if necessary.

Part 9– Rehabilitation/Recovery

You may wish to disclose any type of counselling, treatment or provisions you have taken recently that might reflect favourably on your application for a certificate of registration. Examples include drug or alcohol treatment, anger management, personal and/or financial counselling, and self-ban from a gaming establishment.

- Yes – Provide the information requested below.
- No – Proceed to Part 11.
- Do not wish to disclose – Proceed to next question.

If 'yes', provide the type of counselling, treatment, or provision and the name and address of the agency that provided the service.

Part 10 – Employer Certification

To be completed by your prospective employer:

I, _____ on behalf of _____
Name and Position of Prospective Employer Representative (Please print) Name of Prospective Employer (Please print)

hereby confirm:

1. that _____ has been provided with an offer of employment or conditional
Name of Applicant (Please print)
offer of employment by the Prospective Employer to provide gaming services in the Position entered in Part 2 of this application;
2. that the Applicant is suitably experienced to fulfill job requirements in the Position entered in Part 2 of this application, and if not suitably experienced that the Applicant will receive necessary training to fulfil the job requirements;
3. that the Applicant will not work in any capacity requiring registration until he/she is duly registered; and
4. the photo I have endorsed or will email IGR, as checked below, is a true likeness of the applicant. (Check one)

- I have entered the following on the back of the enclosed photo of the Applicant:
- Name of applicant (Printed)
 - My Name (Printed)
 - My Signature
 - Date of signing photo (Printed)

OR

- I will submit a digital photo of the Applicant to IGR by email using IGR Form # 9111: Registration of Gaming Employee Applicant Digital Photo and Identification Submission.

Signature of Employer Representative

Date

Part 11 – Consent to Obtain and Release Information and Declaration of Honesty and Agreement to Abide by the Terms and Conditions of Registration

The Indigenous Gaming Regulators, Inc. (IGR) is required to conduct investigations for the purpose of registering prospective and current gaming employees. This information is collected under *The Alcohol and Gaming Regulation Act, 1997*, as amended (the Act). In order to comply with requirements set forth in the Act and *The Gaming Regulations, 2007*, as amended, (the Regulations) the following consent form allows IGR representatives to verify or investigate the information provided in this registration application. In accordance with *The Freedom of Information and Protection of Privacy Act*, IGR will protect the confidentiality of such information in its possession and control, and use the information only for the purpose for which it is collected. IGR will retain the personal information on this form only as long as it is necessary to fulfill the purposes for which it was collected.

As a gaming Registrant, you will be required to abide by the terms and conditions of gaming employee registration in order to retain your certificate of registration. A copy of the terms and conditions is enclosed with this application form. Please ensure that you have read and understand the terms and conditions before signing this application form.

I THE APPLICANT HEREBY:

- (a) consent to the direct and indirect collection from any source and to the use by Indigenous Gaming Regulators Inc. (IGR) of all personal, financial, business, general, or criminal information or documents that IGR may reasonably require to determine the prerequisites under *The Alcohol and Gaming Regulation Act, 1997* and *The Gaming Regulations, 2007* to grant and maintain a gaming employee certificate of registration to the applicant, namely whether the applicant:
 - (i) is of good character; and
 - (ii) has suitable training or experience.
- (b) consent to the release by IGR of any information authorized to be collected pursuant to clause (a), to any law enforcement agency, other gaming jurisdiction or agency with which IGR has a formal arrangement or agreement;
- (c) consent to the release to IGR by all persons, including but not limited to all federal, provincial, or municipal licensing bodies and departments, police services, law enforcement agencies, the registrar in bankruptcy, Canada Revenue Agency, credit bureaus, financial institutions, professional and industry associations, former and current employers, of all personal, financial, business, general or criminal information or documents that IGR reasonably determines it requires respecting this application;
- (d) release all persons referred to in paragraph (c) including their officers, agents and employees, from all liability respecting the release of information to IGR pursuant to paragraph (c);
- (e) acknowledge and understand that a photocopy of this document will have the same force and effect as the original;
- (f) understand that the consent is in effect for as long as I hold a certificate of registration and for any registration renewals;
- (g) certify that the information provided in this application is accurate, correct and true. I understand that if any of the information provided in this application is not accurate, correct and true, IGR may deny my application or may subsequently revoke my gaming registration. I further understand that if any of the information provided in this application is fraudulent, I may be subject to prosecution under the *Criminal Code of Canada*;
- (h) agree to abide by the terms and conditions of registration; and
- (i) confirm that I have read and understand the above statements.

First and last name (Please print)

Date

Signature