

Who Must Complete This Application?

A gaming employee is defined in *The Alcohol and Gaming Regulations Act, 1997* and *The Gaming Regulations, 2007* and includes a person employed by:

- a supplier;
- a charitable gaming licensee;
- a bingo hall or bingo association;
- the Saskatchewan Gaming Corporation (Sask Gaming);
- the Saskatchewan Indian Gaming Authority (SIGA);
- an exhibition casino operator; or
- the Western Canada Lottery Corporation (WCLC) Saskatchewan office.

If you are seeking employment in the gaming industry, you must complete this form to apply for a gaming employee certificate of registration. You must have an offer or a conditional offer of employment before the Saskatchewan Liquor and Gaming Authority (SLGA) will consider your application.

General Information

1. Print or type your responses. You must answer every question in this application. Incomplete applications may be returned.
2. A passport-type photo is to be attached to this application. You can also email a photo of yourself (jpg format only) to registration@slga.gov.sk.ca. The photo should be head and shoulders only.
3. If SLGA identifies areas of concern in the review of your application, it will initiate an interview or investigation to establish your suitability to be registered as a gaming employee. Through the interview or investigation process, SLGA will gather any information it considers necessary and may request additional information from you, including character references, employment history, etc. By signing the attached consent, you are agreeing that SLGA may collect and use this information.
4. All personal information you provide to SLGA is confidential. SLGA is required under *The Freedom of Information and Protection of Privacy Act* to protect the confidentiality of personal information in its possession and control, and to use the information only for the purpose for which it is collected.
5. You are required to inform SLGA 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 address, new charges, convictions, findings of guilt and civil or bankruptcy proceedings.
6. If your application is approved, SLGA will mail your registration tag (containing your photo, name, job category and registration number) and approval letter to the gaming location identified in Part 2 of your application. The tag will be valid for three years, unless an earlier date is indicated. If you lose your tag, you will be charged a \$10 fee to have it replaced.
7. The fee to register is [available here](#). You or your employer will be notified for future annual fee payments. Failure to remit the annual fee may result in cancellation of the registration.
8. If you have any questions regarding the registration process or any of the information found in this form, please contact the Gaming Integrity Branch - Saskatchewan Liquor and Gaming Authority at phone: (306) 787-1897, fax: (306) 798-0052 or by email at: registration@slga.gov.sk.ca.
9. Send your completed form, passport-type photo and fee to:
Gaming Integrity Branch, Registration
Saskatchewan Liquor and Gaming Authority
P.O. Box 5054, S4P 3M3 (mailing address)
2500 Victoria Ave, S4P 3X2 (courier address)
Regina, Saskatchewan

Qualifying For Registration

To qualify for and retain a registration as a gaming employee, an applicant must be of good character and have suitable training and experience. SLGA determines if an applicant is of good character by reviewing aspects of his/her personal, financial and criminal history. To determine if an applicant has suitable training and experience, SLGA relies on the applicant's prospective employer to ensure that suitable training necessary to perform the job has been or will be provided. SLGA may also request additional information or, if necessary, interview the applicant, in order to verify that the qualification requirements are being met. SLGA may verify a person's qualifications at any time.

Suitability Factors

SLGA considers a number of factors in order to determine an applicant's suitability to be a gaming employee. The main factors that SLGA considers are the existence of a criminal history, disclosed relevant information, failing to disclose relevant information, outstanding charges or warrants, and civil and bankruptcy claims. In all cases, SLGA will consider these factors in conjunction with the nature of the job they applied for.

Criminal History

The assessment of an applicant's criminal history is one of a number of critical factors 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 charges were dismissed or stayed, the charges still form part of an individual's criminal history. A criminal history also includes charges that were dealt with through an Alternative Measures Program or resulted in a suspended sentence, conditional or absolute discharge. A criminal history by itself does not disqualify someone from being registered. If an applicant has a criminal history, SLGA 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.

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

Failure to Disclose

Failing to disclose reflects negatively on a person's character, as it brings into question his/her honesty. SLGA may deny or cancel a registration if a person fails to disclose information relevant to the application or registration.

SLGA will conduct reviews of all registered gaming employees as required. The review may include a new criminal record check. Therefore, it is important for gaming employees to disclose any changes to their initial application that may impact their registration as soon as the changes occur. Although the circumstances of a new charge may not affect a gaming employee's suitability, failure to disclose the information would be considered a breach of the terms and conditions and the gaming employee could be subject to disciplinary action including, but not limited to, suspension or cancellation of the registration.

Civil and Bankruptcy Claims

SLGA must determine if the reason for the civil claim or bankruptcy may put the employer's assets and the integrity of gaming at risk.

Other Considerations

SLGA will also consider if an applicant or employee 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 license in another jurisdiction; or has been found to be under the influence of alcohol or an illicit drug while working.

Part 1 – Personal Information

Legal first, middle and surname:			Name to appear on your tag:		
List any other names you have used (maiden name, birth name, etc.):					
Mailing address:					
Home street address (if different from mailing address):					
City:		Province:		Country:	
				Postal code:	
Home phone:		Work/business phone:		Cell phone:	
Email address:			Place of birth (City, Province/State, Country) & citizenship:		
Gender:	Date of birth:		Height:	Weight:	Eye colour:
<input type="checkbox"/> Female	YY	MM	DD		
<input type="checkbox"/> Male					

Part 2 – Employer and Category Information

Name of employer:	
Site of employment:	Job title:
Employment category:	
<input type="checkbox"/> Bingo Event Manager (manager, assistant manager and/or session supervisor)	
<input type="checkbox"/> Charitable Gaming Employee (bingo caller, floor runner, cashier, administration and finance)	
<input type="checkbox"/> Western Canada Lottery Corporation (WCLC)	
<input type="checkbox"/> Casino	
<input type="checkbox"/> Other (description of position): _____	

Part 3 – Employment

1. Have you ever been terminated from a job due to misconduct (such as theft, fraud, etc.)?

- No – proceed to Part 4
- Yes – provide the information requested in the area provided (attach as an appendix if necessary)

Position	Name and address of employer	Date of termination (mmm/yyyy)	Reason

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 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 licence	Name and address of jurisdiction	Date of approval	Conditions/stipulations

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

- No – proceed to the next question
- Yes – provide the information requested below (attach as an appendix if necessary)

Type of licence	Name and address of jurisdiction	Date	Reason

3. 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

4. Do any of your relatives currently work at the same gaming location for which you have applied for employment? (Refer to 1(f) 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	Location	Position(s) they hold

Part 5 – Criminal History

The following questions relate 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 through a criminal record check by SLGA.

Answer 'yes' to the questions if:

- i) you were charged and convicted of a criminal offence, including drinking and driving offences;
- ii) you were charged under *The Young Criminal Justice Act* *;
- iii) the charges were dismissed or subsequently downgraded to a lesser charge;
- iv) the charges were stayed;
- v) you received a conditional discharge;
- vi) you completed an alternative measures or other similar program;
- vii) you were charged but not convicted; or
- viii) the investigation, charges or offence happened in another jurisdiction/province/country.

* Disclosure of **Young Offender** information is required pursuant to clause 119(1)(o) of *The Youth Criminal Justice Act*.

Answer 'no' to the questions 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.

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 details (eg. date and place of investigation, detention, arrest, charge or conviction, the description/ circumstances of the offence(s), the disposition of sentence and the name of investigating police agency or 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 6

If 'yes', provide the details (eg. date of charge/offence(s), description/circumstances of the offence(s), and the name of investigating police agency or enforcement body). Attach as an appendix if necessary.

Part 6 – 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 7

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

Part 7 – 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 8

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

Part 8 – Counselling or Treatment

Have you taken some type of counselling or treatment recently that might reflect favourably on your application for a certificate of registration, such as drug or alcohol treatment, anger management, marriage or family and/or financial counseling?

Yes – provide the information requested below Do not wish to disclose No – proceed to Part 9

If 'yes', provide the type of counselling or treatment and the name and address of the agency the counselor is employed by.

Part 9 – Certificate of Training and Experience

To be completed by your employer:

Please print

I _____ hereby certify that _____
Name and position of employer Name of applicant

has been provided with an offer or a conditional offer of employment by _____ as a
Name of employer

Position to be held by the applicant

I further certify that I have confirmed the identity of the applicant and that the applicant has or will be provided with the necessary training to do the job for which the applicant has applied for registration. The applicant will not work in any capacity requiring registration until they are registered by SLGA.

Signature _____ Date _____

SUBMIT APPLICATION

This application must be submitted to SLGA for further processing. This can be done by either clicking the "Submit to SLGA" button or by manually attaching this completed form to an email and sending it to Registration@slga.gov.sk.ca. If you have additional supporting documents that need to be sent along with your application then choose the manual email option and attach all of the required supporting documentation.

Before submitting your application you acknowledge that you must submit:

- A passport-type photo,
- The original signed [consent form](#),
- Certification of Employment, and
- Application Fee (if applicable, contact SLGA or your employer for more information)

Terms and Conditions

The terms and conditions herein are established by the Saskatchewan Liquor and Gaming Authority (SLGA) pursuant to *The Alcohol and Gaming Regulation Act, 1997* and *The Gaming Regulations, 2007*.

1. DEFINITIONS

- (a) “**Act**” means *The Alcohol and Gaming Regulation Act, 1997*.
- (b) “**Applicant**” means, for the purpose of these terms and conditions, a person who has applied for a certificate of registration as a gaming employee or a renewal of a certificate of registration as a gaming employee.
- (c) “**Certificate of Registration**” means a certificate of registration granted pursuant to section 146 of *The Alcohol and Gaming Regulation Act, 1997*.
- (d) “**Investigation**” means an inquiry or review conducted by SLGA to determine the eligibility of an applicant to be registered or of a gaming employee to continue to be registered; and includes but is not limited to, an inquiry or review relating to the honesty and integrity and financial history of an applicant or gaming director.
- (e) “**Regulations**” means *The Gaming Regulations, 2007*.
- (f) “**Relatives**” include both immediate and extended family such as spouse (including common law), brother, sister, parent, child, grandparent, grandchild, great grandparents, son-in-law, daughter-in-law, mother-in-law, father-in-law, aunt, uncle, niece, nephew, first cousin, brother-in-law, sister-in-law, spouse’s grandparents, family relationships resulting from First Nations’ customary adoptions, and person in the household for long periods of time and who the gaming employee supports.
- (g) “**SLGA**” means the Saskatchewan Liquor and Gaming Authority.

2. NOTICE

- (a) An applicant or gaming employee must provide SLGA with any information it considers necessary to determine whether a certificate of registration should be granted or denied. This includes giving SLGA access to any records it considers necessary, such as the applicant or gaming employee’s personal, business, financial information and criminal record information.
- (b) An applicant or gaming employee is responsible for complying with and understanding the provisions of *The Alcohol and Gaming Regulation Act, 2007*, *The Gaming Regulations, 2007* and the terms and conditions.
- (c) An applicant or gaming employee must comply with applicable legislation, lawful policies, orders and directions of the province and its agents and conditions set out in policy established by SLGA.
- (d) An applicant or gaming employee who operates in breach of any term or condition herein may be subject to an immediate suspension or cancellation of the certificate of registration to which the breach relates.
- (e) Subsection 146(8) of *The Alcohol and Gaming Regulation Act, 1997* authorizes SLGA to amend, vary, repeal, substitute or add any terms and conditions when a certificate of registration is issued, renewed or at anytime during the period of registration.

3. GENERAL CONDITIONS

- (a) An applicant or gaming employee must complete any forms SLGA considers necessary.
- (b) The information provided to SLGA must be accurate and complete.
- (c) An applicant or gaming employee must provide SLGA with permission to obtain any information from any person or any source it considers necessary to determine whether they are of good character. SLGA may request this information at any time during a period of registration.

- (d) An applicant or gaming employee must provide SLGA with any information it considers necessary to determine whether they are suitably trained or qualified for their position. SLGA may request this information at any time during a period of registration.
- (e) A gaming employee must provide SLGA with verification of their criminal history within 7 days of a request.
- (f) A certificate of registration is valid:
 - i) for three years unless an earlier date is indicated;
 - ii) if the registration fee is paid on annual basis no later than the deadline provided by SLGA; and
 - iii) as long as the gaming employee remains employed or holds a position at the gaming location to which they are registered. If a gaming employee's employment or position term ends prior to the expiry of their registration, their registration immediately becomes null and void.
- (g) A gaming employee may only possess one SLGA-issued certificate of registration at a time.
- (h) A gaming employee may only work in the category or categories specified on their certificate of registration.
- (i) A gaming employee must notify SLGA if they change positions in the same category for which they are registered.
- (j) A gaming employee must obtain prior approval from SLGA before transferring to a different category or position that also requires registration.
- (k) A gaming employee must continue to be of good character and maintain their suitability during their period of registration.
- (l) A gaming employee must wear their certificate of registration and ensure the certificate can be viewed by the public at all times.
- (m) The minimum age to work in a casino is 19 years of age.
 - i) the minimum age to work in the gaming area of a casino or in any area in which casino gaming can be seen is 19 years of age.
- (n) The minimum age to work in a bingo hall is 16 years of age.
 - i) the minimum age to work in non-gaming area of a casino is 16 years of age, subject to section 3 (m)(i) and the approval of SLGA.
- (o) An applicant or gaming employee must disclose to their employer and SLGA the names of all relatives who work at the same gaming location. This includes relationships entered into during a period of registration.
- (p) A gaming employee must not, by their actions, cause their employer to violate any SLGA terms and conditions or standards by which the employer is licensed or registered.
- (q) A gaming employee must comply with applicable legislation, lawful policies, orders and directions of the province and its agents and conditions set out in policy established by SLGA for the gaming employee.
- (r) SLGA may conduct any background check, interview or investigation that it considers necessary or appropriate.
- (s) If an applicant or gaming employee has misled SLGA, failed to provide information or provided inaccurate information, SLGA may take disciplinary action or impose sanctions including, but not limited to, the denial, suspension or cancellation of a registration.
- (t) Annual fees are non-refundable.

4. CONFLICT OF INTEREST

- (a) A conflict of interest is any situation in which a gaming employee, either for himself or herself or another person(s), promotes or attempts to promote a private or personal interest which results or appears to result in the following:
- (i) a conflict or interference with the exercise of his/her duties; or
 - (ii) a gain or advantage by his/her position.
- (b) A gaming employee must, at all times, seek to eliminate actual or perceived conflicts of interest while working with relatives in the same gaming area or at the same gaming location.

5. NOTIFICATION OF CHANGES

- (a) A gaming employee must notify SLGA within 7 days of any matter, action or conduct that may be of importance to SLGA, including but not limited to:
- i) behaviour which relates to the gaming employee's honesty and integrity,
 - ii) disciplinary action by the employer which relates to gaming employee's honesty and integrity,
 - iii) instances of non-compliance with the employer's policies which call into question the gaming employee's honesty and integrity;
 - iv) being investigated in connection with, or detained, arrested, charged or convicted of any criminal, drug, gaming, customs, income tax offence, or any offence related to a government financial assistance program;
 - v) being sued in a civil proceeding;
 - vi) being the subject of a bankruptcy proceeding;
 - vii) being the subject of a gaming investigation by a regulatory agency, other than as an applicant;
 - viii) a change of address; or
 - ix) a change of name.