

State of Arkansas
Arkansas Racing Commission

Process for
Receipt and Approval of General Employee Application

1. Submission of Application for General Employee License

- A. Completed General Employee Application, along with all required attachments, will be submitted to the Arkansas Racing Commission Office located at each facility prior to issuance of a General Employee License.
 - 1. Upon receipt of an application for a General Employee License, personnel of the Arkansas Racing Commission Office will perform the following steps in the application process:
 - a. Complete the General Employee Application checklist. Any unanswered questions will be brought to the attention of the applicant and the applicant will have to complete all question before application will be accepted by the Arkansas Racing Commission.
 - b. Fingerprint the applicant
 - c. Obtain written permission from applicant to conduct a criminal and financial background check by having the applicant read and sign a Permission Statement. The applicant's signature on this statement will reinforce that the applicant has been made aware that these checks will be conducted and that he/she grants permission for the EGS Section to conduct both a criminal and financial background check.
 - d. Inform the applicant that if after undergoing a thorough background check his/her application contains anything that would disqualify the applicant from working at the gaming facility, that his/her General Employee License will be revoke immediately and their employment will be terminated.
 - e. Prepare the General Employee License
 - 1. Take the applicant's picture
 - 2. Prepare the appropriate badge
 - f. Issue the "Temporary" General Employee License
- B. Personnel from the Arkansas Racing Commission Office will route the General Employee Application as follows:
 - 1. One complete copy of the General Employee Application will be maintained by the Arkansas Racing Commission and,
 - 2. A complete copy of the application and completed application checklist will be sent to the Electronic Games of Skill Section (EGSS) within 24 hours of the initial Receipt date.

- C. The License Fee and the Application Fee for the “General Employee License” will be submitted in the form of a check, cashier’s check or money order and will accompany the General Employee Application that is presented to the Arkansas Racing Commission.
- D. The date that application is received in the office of the Arkansas Racing Commission will be the date known as the “RECEIPT” date.

2. Review of General Employee Application by the EGS Section

- A. The Electronic Games of Skill Section will start the review process once the General Employee Application and application checklist are received from the Arkansas Racing Commission Office.
- B. A review of the General Employee Application Checklist will be completed to ensure that all questions have been answered and that all attachments are included as required.
 - 1. Missing or incomplete information will be noted and will be just cause for rejection of the General Employee Application.
 - a. If General Employee Application is rejected as the result of missing or incomplete information:
 - 1. Report to Arkansas Racing Commission stating reason(s) for rejection.
 - 2. Report to applicant stating reason(s) for rejection
 - b. Applicant will have five (5) days to supply needed information as outlined in the Applicant Rejection Letter.
 - 1. One copy of the additional information is to be submitted to the Electronic Games of Skill Section.
 - 2. If the applicant fails to supply the additional information within the established timeframes, the application will be rejected.
 - 3. Application process for this applicant will start over from beginning.
 - 4. Additional application fee will be required.
- C. Once all initial information from the applicant is received, the General Employee Application review process shall include but shall not be limited to the following steps:
 - 1. Order required financial background checks on the applicant, if determined to be needed.
 - 2. Order required criminal background checks on the applicant.

3. Review/compare all information obtained from the criminal background check and the financial background check with information submitted in the General Employee Application.
4. Review “Known Associate” information of applicant when applicable.
5. Review/Compare all parts of the application for compliance with Act 1151 of 2005 and the Regulations for Electronic Games of Skills.
6. Perform other reviews as deemed necessary.
 1. Complete all reviews and document any areas of question.

3. Recommendation – Approval or Rejection of Application

- A. Once the review is complete and if the application is approved, a written report from the Electronic Gaming Section will be prepared and submitted to the Arkansas Racing Commission Office.
 1. The report will include a recommendation for approval of the application.
- B. If the review process indicates that the application can not be approved and the application is denied, a written report from the Electronic Gaming Section will be prepared and submitted to the Arkansas Racing Commission Office.
 1. The report will include a recommendation for denial of the General Employee License.

4. Granting/Denial of License

After giving due consideration to information supplied by all parties, the Arkansas Racing Commission will approve or deny the application for General Employee License.

If application is denied, the Arkansas Racing Commission will notify the applicant of the denial and the franchise holder will immediately revoke the General Employee License and the employee must be terminated.

5. Hearings and Appeal of Commission’s Decision

- A. Applicants that have been denied a General Employee License will have rights of appeal as stated in the Arkansas Procedures Act.

