

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 CGS Office located at gaming facility prior to issuance of a General Employee License.

1. Upon receipt of an application for a General Employee License, personnel of the CGS 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 questions before application will be accepted by CGS.
- 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 CGS 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 revoked 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 CGS Office will route the General Employee Application as follows:

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1. A complete copy of the application and completed application checklist will be received in the CGS Office.

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 CGS will be the date known as the "RECEIPT" date.

2. Review of General Employee Application by the CGS Section

A. CGS will start the review process once the General Employee Application and application checklist are received.

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 the General Employee Application is rejected as the result of missing or incomplete information:

1. 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 CGS.

2. If the applicant fails to supply the additional information within the established timeframes, the application will be rejected.

3. Application process for this application 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.

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 Associates" information of applicant.

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5. Review/Compare all parts of the application for compliance with Amendment 100 and Rules for Casino Gaming.

6. Perform other reviews as deemed necessary.

a. 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 recommended to be approved, a written report from CGS will be prepared.

1. The report will include a recommendation for approval of the application.

B. If the review process indicates that the application cannot be approved, and it is recommended that the application is denied, a written report from CGS will be prepared.

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 CGS will approve or deny the application for General Employee License. If application is denied, the CGS will notify the employer of the denial and the employer 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 addressed in the Arkansas Procedures Act.