

Before you complete this form

What this form is for

If you are seeking to apply for a licence as a casino special employee.

Note

The Act states the Independent Liquor & Gaming Authority (the Authority) is not to grant a licence unless satisfied that the applicant is a suitable person to hold a licence.

In deciding whether an applicant is suitable, the Authority is to make an assessment of:

- ▲ the integrity, responsibility, personal background and financial stability of the applicant, and
- ▲ the general reputation of the applicant having regard to character, honesty and integrity.

The information which you provide in this probity form will assist the Authority to determine whether you are a suitable person to hold a special employee licence.

Special instructions

1. Answer every question and use BLOCK letters.
2. If a question does not apply, or if there are no details to disclose in response to a particular question, print N/A (not applicable) in response.
3. This form is to be completed in English. Any documents which are required to be provided and which are in a language other than English, are to have a certified English translation appended.
4. If the space available is insufficient, supply the required information on an attachment page.
5. If you are required to be finger and palm printed, you will be given instructions from your employer on how to arrange this with your local Police force.
6. Additional fees and costs may apply to your application. If you are invoiced for further costs as a result of your application, your licence will not be issued until your fees and costs have been paid in full.
7. All amounts are to be recorded in Australian Dollars. Conversion from foreign currency should be made using current exchange rates.

Need more information?

 liquorandgaming.nsw.gov.au

 [Contact us online](#)

 1300 024 720

Your privacy

We will handle your personal information in accordance with the *Privacy and Personal Information Protection Act 1998*. It is being collected by Liquor & Gaming NSW and will be used for the purpose of processing your application and may be disclosed to other Government agencies for this purpose. You have the right to request access to, and correct details of, your personal information held by us. You can access further information on privacy at liquorandgaming.nsw.gov.au.

Pre-lodgement checklist

The below documents will be required when submitting your application online.

If information is missing, processing this application will be delayed and the application may be withdrawn.

- A credit report issued within the last three months by a national credit reporting body. The name and date of birth must exactly match the applicant's official name as per their birth certificate or any name change documents issued since then such as a Marriage Certificate or Deed Poll. If you arrived in Australia within the past 6 months you must provide a credit report from your main country of residence over the past 12 months.
- Copies of all financial institution statements for all accounts held in your name, on your behalf, or in any joint or trust name for the six (6) calendar months immediately prior to lodging your application, including overseas accounts. This means that you must produce statements or a bank issued transaction history for accounts such as credit cards, personal loans, cheque accounts, mortgage accounts and deposit accounts.
- An overseas police certificate if you have moved to Australia within the past 12 months. This must be dated no more than 6 months prior to the application lodgement date.
- Proof of eligibility to work in Australia. This could include a birth certificate, passport or citizenship certificate for Australian citizens or a valid working visa for non-Australian citizens.
- Photo Identification (such as Passport, Australian Driver's Licence or Australian Government issued photo identification).
- A copy of the last income tax return (or overseas equivalent) which you have lodged and the notice of assessment from the tax office if applicable.
- Proof of change of name documentation (such as marriage certificate or deed poll), if applicable.
- Any court records relating to any present or past civil or criminal court proceedings to which you are or were a part, if applicable.
- Current New South Wales security licence (if applicable).

Explanation of terms

Term	Definition
Applicant	The person qualified to make this application.
Authorised witness	An authorised witness under the <i>Statutory Declarations Act 1959</i> .
Casino special employee	An employee (whether or not of a casino operator) having functions in or in relation to a casino, who holds a casino special employee licence.
Person	Includes a reference to a corporation.
The Authority	The Independent Liquor and Gaming Authority, which is assisted by Liquor & Gaming NSW.

Part 1 Statutory Declaration

Statutory Declarations Act 1959

Applicant Declaration

I	
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FIRST NAME, LAST NAME, ADDRESS, OCCUPATION

make the following declaration under the *Statutory Declarations Act 1959*: (please check the option that applies to you)

I have personally completed this form

OR

I have not personally completed this form but I have supplied all the information indicated herein and have confirmed its accuracy in the completed form.

- ▲ I am the person identified in this document and I am 18 years or older.
- ▲ I certify that all material, information and documents included in this probity form (including any annexures or attachments) is true and accurate, that I have fully disclosed all matters relevant to this probity form and I have made all reasonable enquiries to obtain the information required to complete this probity form.
- ▲ I undertake to notify Liquor & Gaming NSW on behalf of the Authority as soon as possible of any change to the information in this probity form if the information changes before the application is determined.
- ▲ I acknowledge that failure to provide all required information will result in the application being rejected.
- ▲ I understand that the purpose of this probity form is to assess whether I am a suitable person to be granted the licence or approval for which I have applied, and therefore:
 1. I give consent for the Authority to undertake such investigations to determine whether I am a suitable person to be granted the licence or approval for which I have applied.
 2. I give consent for the Authority to inspect, request and obtain copies of any documents and/or information (including by answering verbal enquiries) about me held by any other agency or body in any jurisdiction, if the inspection of those documents and/or information is related to my suitability to be granted the licence or approval for which I have applied.
 3. I hereby indemnify any person or body (including the Authority and his/her delegates) in respect of the supply or publication of any documents and/or information to the Authority (and his/her delegates) against all liability for actions, suits, proceedings, claims, demands, costs and expenses.
- ▲ I agree (if requested) to undertake further probity examinations, including but not limited to:
 1. the taking of my biometric data (such as fingerprints) and checking with biometric data held by police and law enforcement agencies of any jurisdiction;
 2. the attendance at such interview(s) as may be required;
 3. the provision of such further information and/or documents as might be required.
- ▲ I acknowledge that under the *Gaming and Liquor Administration Act 2007* and the *Crimes Act 1900* it is an offence to provide false, misleading or incomplete information in this application.
- ▲ I acknowledge that any person who intentionally makes a false statement in a statutory declaration is guilty of an offence, the punishment for which is imprisonment for a maximum term of 4 years — see *Statutory Declarations Act 1959*.
- ▲ I acknowledge that the Criminal Code applies to all offences against the *Statutory Declarations Act 1959*.

I believe that the statements in this declaration are true in every particular.

Declared at place

Date

Signature of Declarant

In the presence of an authorised witness, who states:

I

NAME, QUALIFICATION AND ADDRESS OF AUTHORISED WITNESS

certify the following matters concerning the making of this statutory declaration by the person who made it:

(please tick the option that applies to you)

▲ I saw the face of the person

OR

I did not see the face of the person because the person was wearing a face covering, but I am satisfied that the person had a special justification for not removing the covering,

AND

▲ I have known the person for at least 12 months

OR

I have confirmed the person's identity using an identification document and the document I relied on was

identification document relied on

Signature of authorised witness

Date

Part 2 Applicant information

Application type

New

OR

Renewal Licence No.

C A S L

Proposed employer

Proposed employment position

If you have been out of the country for more than 6 months in the last year please advise your last date of entry into Australia.

DD / MM / YYYY

Mr Ms Mrs Miss Other

Given name

Middle name

Last name

Any alias, maiden name, other names (legal or otherwise)

Gender

Date of birth

DD / MM / YYYY

City / town and country of birth

Email if approved, the licence will be sent to this address

Home phone

Mobile phone

Daytime phone

Residential street address

Suburb/town/city

State

Postcode

Postal address as above

If postal address is the same as above, please check, otherwise complete below.

Postal address

Suburb/town/city

State

Postcode

2.1 Employment history over the past 3 years (attach additional pages if necessary, gaps in your employment history should also be included)

Start date	End date	Employer / Employment status	Position	F/T, P/T or casual?
DD / MM / YYYY	DD / MM / YYYY			
DD / MM / YYYY	DD / MM / YYYY			
DD / MM / YYYY	DD / MM / YYYY			
DD / MM / YYYY	DD / MM / YYYY			
DD / MM / YYYY	DD / MM / YYYY			
DD / MM / YYYY	DD / MM / YYYY			

2.2 Residential address history over the past 3 years (attach additional pages if necessary)

Start date	End date	Address
DD / MM / YYYY	DD / MM / YYYY	
DD / MM / YYYY	DD / MM / YYYY	
DD / MM / YYYY	DD / MM / YYYY	
DD / MM / YYYY	DD / MM / YYYY	
DD / MM / YYYY	DD / MM / YYYY	

Part 3 Legal action

Criminal charges and findings of guilt are important matters that must be disclosed. Criminal convictions and findings of guilt do not automatically disqualify applicants from seeking approval or being issued with a licence; instead these are handled on a risk assessment basis.

You must disclose (on an attachment page if necessary) any situations where you have been involved in a diversion program (such as drug diversion), issued a good behaviour bond or suspended sentence, or found guilty with or without a conviction being recorded. Juvenile convictions and/or traffic offences resulting in a court outcome must also be disclosed.

3.1 Court outcomes (attach supporting documentation)

Nature of event	Court date	Offence	Court outcome
	DD / MM / YYYY		
	DD / MM / YYYY		
	DD / MM / YYYY		
	DD / MM / YYYY		
	DD / MM / YYYY		

3.2 Are any criminal charges currently pending against you?

Yes No

3.3 Have you ever been disqualified from acting as an office holder of a company or are any like proceedings pending in any jurisdiction?

Yes No

3.4 During the last ten (10) years, have you been a party to any finalised legal action as a defendant or respondent, either personally or via a business in which you were a director or office holder at the time that the legal action was taken against the company or partnership?

Yes No

If **Yes**, a copy of documentation providing the court outcome or, if settled out of court, a copy of the settlement agreement must be provided (regardless of whether any terms of the agreement are confidential).

3.5 Are you currently or have you ever been under investigation by a Police force, regulatory body or employer in any jurisdiction?

Yes No

3.6 Are you currently a party to any legal action, either personally or via a business in which you were or are a director or office holder at the time that the legal action was filed?

Yes No

If **Yes**, a copy of the originating application, summons, claim or court file must be provided (regardless of whether any terms of the agreement are confidential).

3.7 Have you ever been arrested, charged or detained by a Police force or regulatory body?

Yes No

3.8 Have you ever been the subject of a cancelled or suspended driver's licence?

Yes No

3.9 Have you ever been the subject of an Apprehended Violence Order (AVO)?

Yes No

Note

If you answer **Yes** to any of the questions on this page you **must** provide further information and/or documentation.

Part 4 Gaming industry experience

4.1 Complete the below table if you have ever been engaged (whether under a contract for services or a contract of employment) in any gaming industry in any jurisdiction.

Employer	Employer location	Start Date	End Date	Last Position	Licence No.
		DD / MM / YYYY	DD / MM / YYYY		
		DD / MM / YYYY	DD / MM / YYYY		
		DD / MM / YYYY	DD / MM / YYYY		
		DD / MM / YYYY	DD / MM / YYYY		
		DD / MM / YYYY	DD / MM / YYYY		
		DD / MM / YYYY	DD / MM / YYYY		

4.2 Has any gaming industry licence, casino industry licence, liquor industry licence, concession, approval, authorisation or registration you have held (in any capacity, including as office holder for a company) been suspended, cancelled, amended, revoked or been the subject of any disciplinary action?

Yes No

4.3 Has any casino industry application you have submitted ever been withdrawn or refused?

Yes No

4.4 Are there any other matters you wish to disclose in relation to this application which have not otherwise been covered by questions above, and which may be relevant to determine your suitability to be issued with a casino special employee licence?

Yes No

Part 5 Financial interests

5.1 Have you ever lodged a tax return? If not, why not.

Yes No

5.2 Are you currently or have you ever been involved in insolvency or debt-related proceedings in any jurisdiction, either in a personal capacity or as an office holder in a corporation? (If you have ever been declared bankrupt or had to enter into a debt repayment plan you must provide further information)

Yes No

5.3 Have you ever had any article repossessed (e.g. by a finance company)?

Yes No

5.4 Have you ever been refused credit?

Yes No

Note

If you answer **Yes** to any of the questions on this page you **must** provide further information and/or documentation.

5.5 List any defaulted debt occurrences over the past 5 years (in a personal capacity or as an office holder in a corporation)

Name of Lender	Original Debt Amount	Outstanding Debt Amount	Days Overdue	Payment plan in place	% of default owned
ANZ	\$1,675	\$5,332	112	Yes	100%

5.6 Accounts held

List all financial accounts held over the last 6 months, including overseas accounts. This must include any mortgage, saving, credit cards, personal loan, trust etc. Refer to the Pre-Lodgement checklist on Page ii if unsure. (attach additional pages if necessary)

Name of bank	Name of account holder(s)	Account number	Date opened	Date closed	Type of account	Current balance
ANZ	John Smith	1234-5678	DD / MM / YYYY	DD / MM / YYYY	Netbank Saver	+\$20,582
			DD / MM / YYYY	DD / MM / YYYY		
			DD / MM / YYYY	DD / MM / YYYY		
			DD / MM / YYYY	DD / MM / YYYY		
			DD / MM / YYYY	DD / MM / YYYY		
			DD / MM / YYYY	DD / MM / YYYY		
			DD / MM / YYYY	DD / MM / YYYY		
			DD / MM / YYYY	DD / MM / YYYY		
			DD / MM / YYYY	DD / MM / YYYY		
			DD / MM / YYYY	DD / MM / YYYY		
			DD / MM / YYYY	DD / MM / YYYY		
			DD / MM / YYYY	DD / MM / YYYY		
			DD / MM / YYYY	DD / MM / YYYY		

5.7 Significant transactions (any deposit/withdrawal over \$5,000 over the past 6 months) (attach additional pages if necessary)

Date	Amount	Reason	Account Number
DD / MM / YYYY	\$6,000	Purchased Car	1234-5678
DD / MM / YYYY			
DD / MM / YYYY			
DD / MM / YYYY			
DD / MM / YYYY			
DD / MM / YYYY			
DD / MM / YYYY			
DD / MM / YYYY			

5.8 Shares, bond & business investments (attach additional pages if necessary)

Entity Name	Entity Type	Purchase Price	Estimated Value
Telstra Corporation Ltd	Shares	\$3.87	\$1,069

5.9 Current financial standing (your share only)

Assets	Current Value
Cash on Hand	
Cash at Financial Institutions (e.g. savings account)	
Accounts Receivable (e.g. accounts owing to you)	
Shares, Bonds & Business Investments	
Real Estate	
Motor Vehicle	
Other	
Total Assets	\$0.00

Liabilities	Current Balance
Credit Card	
Loan	
Mortgage	
Other	
Total liabilities	\$0.00

Net worth (total assets minus total liabilities)	\$0.00
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Contingent liabilities (e.g. HECS-HELP)	
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5.10 Source of funds over the past 3 financial years

Year 1 – Tax year ending June 20

(Last Income Tax Return and Notice of Assessment to be provided)

Salary (gross)	
Social Security Benefits	
Interest/Dividends	
Trust/Partnership Distributions	
Other Income (including family support)	

Year 2 – Tax year ending June 20

Salary (gross)	
Social Security Benefits	
Interest/Dividends	
Trust/Partnership Distributions	
Other Income (including family support)	

Year 3 – Tax year ending June 20

Salary (gross)	
Social Security Benefits	
Interest/Dividends	
Trust/Partnership Distributions	
Other Income (including family support)	

5.11 Taxable Income

Taxable income in last tax return