

FOREST COUNTY POTAWATOMI GAMING COMMISSION

LICENSING DIVISION

POTAWATOMI GAMING COMMISSION
1721 W CANAL ST, MILWAUKEE, WI 53233
P: (414) 847-8061 – E: GCBACKGROUND@PAYSBIG.COM – F: 414-847-8058

Occupational License Application FAQs

The Potawatomi Gaming Commission is required by law to regulate the Tribe's gaming operations. This includes the requirement to investigate and license all gaming license applicants and licensees. In order to be employed by Potawatomi Hotel Casino (PHC) or the Forest County Potawatomi Gaming Commission (FCPGC) you must apply for, obtain, and maintain a valid gaming license, including providing all appropriate documents within the timeframe specified by the Licensing Division. An individual may apply for a license by completing the Gaming License Application and going through an interview with a Background Investigator.

The FCPGC and PHC hold its licensees and employees to a high ethical standard. It is the responsibility of the applicant to demonstrate honesty and integrity. An applicant must be found eligible, suitable and qualified for licensure before starting employment at PHC or with the FCPGC.

An application for a license under these provisions is a request by the applicant seeking a revocable privilege. A person who holds a license does not acquire, and shall not be deemed to acquire, a vested property right or other right to the license. An applicant for a license shall, at all times, have the burden of demonstrating to the Gaming Commission, by clear and convincing evidence, that the applicant is eligible, qualified and suitable to be granted and to retain the license for which application is made.

Any misrepresentation of fact or omission in the application is cause for denial, suspension, restriction, or revocation of a license.

For clarification purposes, the Licensing Division answers some questions listed below.

An applicant is defined as a person who, representing himself/herself or his/her company, formally requests the Gaming Commission issue a license to him/her for the purpose of conducting business on gaming facility property or doing work on gaming facility property.

A licensee is defined as a person holding a Potawatomi Gaming Commission license allowing such person to work or conduct business on gaming enterprise property.

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Frequently Asked Questions

General

1. Please be honest when filling out your gaming license application and interviewing.
2. Make sure your license application is completely filled out before reporting to your Background Investigations appointment. Please use blue or black ink.
3. Make sure that each page is initialed on the lower right hand corner even if there is no information listed on that page.
4. Make sure that you don't leave any questions blank. If a question does not pertain to you mark it N/A (Not Applicable).
5. When the application states STOP HERE, do not fill out the following pages. The pages listed after STOP HERE are to be completed in the presence of a Background Investigator.
6. If you don't have enough space to answer a question or list information, use a separate sheet of paper.

Occupational License Application

1. Is the Gaming license application mandatory?

Yes. If you wish to be employed by the Potawatomi Gaming Commission or PHC, then you must apply for a license.

2. Why do I have to disclose this personal information to the Potawatomi Gaming Commission?

The primary role of the Potawatomi Gaming Commission and the Licensing Division is to regulate and protect the integrity of gaming for the Tribe. You have the burden of demonstrating to the Gaming Commission, by clear and convincing evidence, that you are eligible, qualified, and suitable to be granted a license. Failing to disclose the information requested or omission of information in the application is cause for denial of the license.

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3. I just filled out a Human Resources Application. Isn't that the same thing?

No. Applying for employment and applying for a gaming license are two separate events.

4. What if I don't remember certain information, like arrests or dates?

You are responsible for the information that you disclose on the license application. Approximate dates are fine if you can't remember exact dates. However, if you cannot remember arrests, you must do your best in locating and obtaining your arrest record history from the appropriate jurisdiction.

Documents

1. Which documents are mandatory for me to include in my license application?

The following documents are mandatory when reporting to your Background Investigations appointment:

- A. State ID, Driver's License, Passport, or Tribal ID.

You may also bring other documents listed in the license application document checklist if you desire or if requested by a Background Investigator.

2. What if I don't have a copy of my military DD-214?

You may obtain a copy of your DD-214 through the National Archives website listed below:

<http://www.archives.gov/veterans/military-service-records/>

Residence

1. How far back do I have to list where I lived?

You must the last five years where you have lived. You must also list if you have ever lived outside the State of Wisconsin and the United States.

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2. What if I don't remember the exact address or dates of the places where I have lived?

You may attempt to remember where you have lived by reviewing old personal records such as taxes or bills or old phone books. You may use approximate dates if necessary.

3. What if I was on active duty in the military?

You may list where they physically were stationed or the city and country where they lived while on active duty.

Criminal History

1. What is an "arrest"?

The Potawatomi Gaming License Application defines an "arrest" as any/all of the following: Detaining, holding, taking into custody by any law enforcement agent of a village, city, state or federal government, to answer a "charge" for any "offense" involving any village, city, county, state, or federal ordinance, law, statute, or code. The word "charge" includes but is not limited to indictment, complaint, summons, or notice of an alleged commission of an "offense" to include all juvenile violations, municipal violations, misdemeanors, or felonies, alleged to have been committed both inside or outside of the United States of America.

2. What type of offenses do I have to disclose? Do I have to disclose speeding tickets as well?

A person holding a gaming license must fully disclose to the Gaming Commission any time they are arrested for a felony, misdemeanor, municipal violation.

3. Will you find out if I didn't report an arrest?

Yes. Upon license renewal criminal history checks are done again. If an offense is not disclosed it will be reported to the gaming Commission as a violation of the Criminal History Disclosure Policy.

4. What if I don't remember if I was arrested?

You are responsible to obey and follow municipal, county, state, federal, and tribal laws. You are also responsible to follow the regulations and ordinances governing the gaming enterprise. If you can't remember or are uncertain of an arrest, you can do a background check on yourself.

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5. Where can I do a background check on myself?

You are able to access public records through many sources. They include courthouses, police stations, and the internet. For local records, you may conduct a free record search on themselves at the following websites:

The Milwaukee Municipal Court

<http://query.municourt.milwaukee.gov/>

The Wisconsin Circuit Court

<http://wcca.wicourts.gov/index.xsl>

You may obtain their State of Wisconsin Criminal record through the website listed below, but there may be a fee involved.

<http://wi-recordcheck.org/index.html>

If an arrest occurred outside of Wisconsin, you must contact the appropriate jurisdiction to inquire about obtaining your record.

Please note: Bringing in criminal record documents to your Background Investigations interview does not substitute for filling out the gaming license application criminal history section.

6. Do I need to disclose if I was arrested outside the State of Wisconsin or outside the United States of America?

Yes. You must disclose any and all arrests that occur inside or outside the United States of America.

7. Do I still have to disclose an arrest if the following has occurred: Case dismissed, not guilty finding, review resulting in no prosecution, acquittal finding, expungement, or pardon?

Yes. You must disclose any arrest and information regarding the above.

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Employment

1. How far back do I have to list my former places of employment?

You must disclose the last five years where you have been employed. Again, you may use approximate dates of employment if you are not certain. You must list their former employer's full address. Furthermore, even if the employer no longer exists, you still have to list them on their application.

2. What if I worked for a staffing or temporary placement agency? Do I have to list all these places where I was sent to work?

Yes. If you worked for a staffing or temporary placement agency, you should list the agency they worked for and the other places they were sent to work.

3. If I left for personal reasons, is it O.K. to list the reason for leaving as “personal reasons”?

No. You must be specific when citing the reason for leaving a place of employment. If quit a job, quit a job without giving proper notice, or if you were terminated, fired, or asked to leave, you must list the reason for leaving.

References

1. Can I list relatives or employment supervisors as references?

No. You must give references who are not related to you by blood or marriage. You must also list your references' daytime telephone number along with their address.

Personal Finances

1. Why do I have to list my personal debts? Will my debts stop me from obtaining a license?

In some cases, serious debts problems may be cause for further review by the Licensing Division and/or Gaming Commission and may prevent you from obtaining certain job positions or from obtaining a license.

2. For civil cases, do I have to list a case even if they are closed?

Yes. You should list all civil cases open or closed.

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3. For civil cases, do I have to list a civil case even if I was the plaintiff?

Yes. You should list all civil cases in which they are identified.

4. Where can I obtain a copy of my bankruptcy papers?

You may contact your attorney that assisted them with filing for bankruptcy to obtain copies or contact the court where the bankruptcy was filed. You may also go on websites listed below to obtain a copy, but there may be fees involved.

<https://www.oldbankruptcypapers.com/index.html>

<http://pacer.psc.uscourts.gov/index.html>

Education

1. How far back to I have to go when listing my schooling?

You must list all high schools and colleges attended.

2. If I only attended a school for a short amount of time, do I still have to list it?

Yes.

Further Questions

1. What if I have further questions about the license application? Who do I contact?

A person may contact the Licensing Division:

Licensing Division
Potawatomi Casino
1721 W Canal St.
Milwaukee, WI. 53233
Phone: # 414-847-8061
E-Mail: GCBackground@paysbig.com