

**Venue**

|                                 |                    |
|---------------------------------|--------------------|
| <i>Premises name and suburb</i> | <i>Licence No.</i> |
|---------------------------------|--------------------|

**Employee key details**

|                                 |                               |
|---------------------------------|-------------------------------|
| <i>Full name</i>                | <i>Birthdate</i>              |
| <i>BOEN Username (if known)</i> | <i>Photo ID document ref.</i> |

- A. Unless otherwise indicated, the last name will be captured as the *Employee's* family name and the first name will be captured as the person's preferred given name.
- B. If otherwise, print the family name in CAPITALS and/or underline the preferred given name and/or write it in brackets at the end—eg, Keith Rupert Murdoch, CHAN Kong-sang (Jackie).
- C. Photo ID (drivers licence, proof of age card, passport) must be imaged and loaded to BOEN with this form.

**Declarations and consents**

- The *Employee* consents to the licensee of the *Venue* entering the *Employee's* first and family names, and date of birth, into the Barring and Online Employee Notification System (BOEN) to ascertain whether the *Employee*—
  - is prohibited from carrying out duties as a gaming manager or gaming employee;
  - is already recorded in any capacity on BOEN.
- The *Employee* declares that, as at the date of signing—
  - the *Employee* is the person described in the Employee key details and Additional Employee details boxes (above and below); and
  - the *Employee* is not aware of being prohibited or of any step being taken by the Liquor and Gambling Commissioner to prohibit the *Employee* from carrying out duties as a gaming manager or gaming employee.
- The *Employee* acknowledges that, if appointed by the licensee of the *Venue* as a gaming manager or gaming employee, the licensee will be obliged to notify the Liquor and Gambling Commissioner of that appointment and, further, that personal details of the *Employee* captured on BOEN (including a photograph) will become accessible to certain employees of the licensee of the *Venue* and to officers of the State employed in the administration of laws with respect to liquor, gambling, law enforcement and related matters.
- The *Employee* acknowledges that the *Employee* will also be issued with a username and password (or will have an existing username and password amended) to enable the *Employee* to access BOEN to view and alter records in respect of the *Venue* and declares that the *Employee* will do so in accordance with the BOEN conditions of access and in particular—
  - that the *Employee* will only access BOEN using the username and password and will not disclose the password to any other person; and
  - that the *Employee* will only access BOEN for legitimate work purposes will respect the privacy of all individuals recorded on BOEN, using information only for, and only to the extent required for, those purposes.

**Execution**

|                           |                          |
|---------------------------|--------------------------|
| <i>Employee signature</i> | <i>Witness signature</i> |
| <i>Date signed</i>        | <i>Witness name</i>      |

**Additional employee details—to be completed by employees new to BOEN**

|                       |                      |                          |
|-----------------------|----------------------|--------------------------|
| <i>Street address</i> | <i>CBS Badge No.</i> |                          |
| <i>Suburb</i>         | <i>Postcode</i>      | <i>Contact telephone</i> |
| <i>Email</i>          |                      |                          |

**Venue administration use**

|                |                   |                     |                 |
|----------------|-------------------|---------------------|-----------------|
| <i>User ID</i> | <i>Created by</i> | <i>Date created</i> | <i>Initials</i> |
|----------------|-------------------|---------------------|-----------------|