

Conflict of interest declaration form - for selection panels

This form is to be used by all Department of Education employees and school bodies to declare and manage any actual, perceived, or potential conflict of interest for a recruitment or employment selection process, or to confirm that no conflict of interest exists.

A conflict of interest occurs when the private interests of a public sector employee interfere, or appear to interfere, with official duties. Selection panel members must discuss actual, perceived and potential conflict of interest before any shortlisting takes place and may be required to remove themselves if an actual conflict of interest exists.

Please read the Conflict of interest declaration policy and procedure documents before completing this form.

When completing the declaration, you are required to take into consideration not only your but also the private interests and associations of your immediate family.

Where immediate family members or other relevant persons do not wish to provide detail or verify the information for inclusion on the form, you are nevertheless required to disclose any details of which you are aware and follow the directions to propose a plan to manage your involvement.

The Department of Education recognises that the information you provide in this document is personal and sensitive and will therefore be held in confidence subject to the *Information Act 2002* and Information Privacy Principles.

Once completed, this form must be attached to the selection report, provided to the delegate for their consideration and uploaded to the RTF before shortlisting. For school bodies this form is to be kept within the school on a restricted file.

Conflict of interest declaration form - for selection panels

Vacancy details					
Agency:				Division or school:	
Job title:				Designation:	
Job type:				Duration:	
Position number:		RTF:		Location:	

Panel details				
	Panel chair	Panel member 1	Panel member 2	Panel member 3 - optional
Name:				
Position:				
Division or school:				
Telephone and email:				
I have read and understood the Department of Education's Conflict of interest declaration policy and procedures documents	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
I have a conflict of interest to declare for this selection process	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Signature:				

If you selected YES to the question "I have a conflict of interest to declare for this **recruitment** process" above, please provide the details of the conflict of interest below:

Report: Please provide details of the type of interest/s identified above for each panel member. All interests can be included on one statement. Please clearly identify where an interest belongs to a family member or other relevant person, and the relationship of that person to you:

Panel chair	Panel member 1	Panel member 2	Panel member 3 - optional
Please describe how the above identified interests may result in a situation that might affect, or be seen to potentially affect, you and or the department or school.			

Manage: Discuss the conflict of interests declared above with the panel and describe the agreed action you will undertake to manage or eliminate the conflict of interest:

Panel chair	Panel member 1	Panel member 2	Panel member 3 - optional

Endorsement – recruitment or employment delegate

Name: _____

Date: _____

Position: _____

Signature: _____

Provide comment about the proposed strategy and plan to monitor the conflict

If the employee's preferred strategy for managing the conflict is not supported, the employee will be provided where possible a right of reply prior to any decision being made direction alternative action.

An employee if aggrieved by the outcome of a decision regarding their conflict of interest may elect to access the Disputes resolution provisions of their relevant certified agreement to progress their concern.

Collection notice

The information collected in this form will only be used for the purpose for which it is being collected. All data will be treated confidentially, stored in a secure location, and destroyed in line with legislated retention and disposal schedules to ensure that everyone's right to privacy is maintained. For more information, go to the Department of Education's Privacy Policy, located on the Policy and Advisory Library.