Attach this form to eRecruit

This form must be completed by all members of a recruitment selection panel, including the panel Chair prior to commencing shortlisting of applicants, regardless of whether they have a conflict or not.

The responsibilities of ensuring the declaration form is completed, and the endorsed form is filed in eRecruit, is the responsibility of the selection panel Chair of the recruitment activity.

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 and Training 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 eRecruit activity and provided to the recruitment delegate for their consideration and endorsement and uploaded to the RTF before shortlisting. For school bodies this form is to be kept within the school on a restricted file.

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

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Panel details | |  | |  | |  | |
|  | **Panel Chair (member 1)** | | **Panel member 2** | | **Panel member 3** | | **Panel member 4 - optional** |
| Name: |  | |  | |  | |  |
| Position: |  | |  | |  | |  |
| Division or school: |  | |  | |  | |  |
| Telephone and email: |  | |  | |  | |  |
| I have read and understood the Department of Education and Training’s Conflict of interest declaration policy and procedures documents | Yes | | Yes | | Yes | | Yes |
| I have a conflict of interest to declare for this selection process | Yes  No | | Yes  No | | Yes  No | | Yes  No |
| 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 (member 1) | **Panel member 2** | **Panel member 3** | **Panel member 4 - 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. | | | |
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| 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 (member 1) | **Panel member 2** | **Panel member 3** | **Panel member 4 - optional** |
|  |  |  |  |

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| --- | --- | --- | --- | --- |
| **Endorsement – Recruitment delegate** | | | | |
| **Name:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Date:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| **Position:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Signature:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
|  |  |  |  |  |
| **Provide comment about the proposed strategy and plan to monitor the conflict** | | | | |
| An employee if aggrieved by the outcome of a decision regarding their conflict of interest may put their grievance in writing to the recruitment delegate for consideration by the Chief Executive. | | | | |

# 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 and Training’s Privacy Policy, located on the Policy and Advisory Library.