#### Appendix 5: CONFLICT OF INTEREST DISCLOSURE FORM

**SELECTION BOARD COMMITTEE MEMBERS**

**Conflict of Interest:**

There are times when a member of a Selection Board has a family relationship, well-known friendship, business relationship or other form of relationship, positive or negative with one or more of the applicants for a position. In these circumstances, if a member of a Selection Board feels that he/she has a conflict of interest they should notify the employer on this form. Especially if the member feels the relationship may;-

1. Make it difficult for her/him to apply the merit principle, or
2. Feels that her/his participation may compromise application of the merit principle.

**Position: Post Reference Number:**

**Board/Committee Member:**

**Print Name**

*I confirm that I have received a copy of all details pertaining to candidates being considered, and I hereby declare that* ***I have no*** *conflict of interest.*

*OR*

*I confirm that I have received a copy of all details pertaining to candidates being considered, and I hereby declare that* ***I have*** *a conflict of interest therefore I cannot act as a member of the shortlisting/selection board/committee.*

**Signed: Date:**