

## CONFLICT OF INTEREST DECLARATION MEMBER OF THE SELECTION PANEL

**ROLE:** (Insert Position Title)

**ROLE TYPE:** (Insert Appointment type – Permanent, Fixed term or Casual)

**Panel member's details**

<b>Organisation</b>	Panel Member Name	<b>Designation</b>	Position Title of Panel member
<b>Organisation*</b>			

*\*the organisation the panel member works for or represents*

**This form is to be completed once panel members have viewed the applications received for the vacancy and before short-listing starts.**

- I agree the panel must be able to demonstrate impartiality in the consideration of all applicants and the selection of an approved applicant.
- I understand that as a panel member I have obligations to treat all applicants with respect and that I will not discriminate on grounds such as marital status, religious belief, colour, race, political opinion, family status, age, gender, or ethnicity.

3. Tick **either** A or B as applicable

**A** Detailed below are all the factors which I feel could be seen as a conflict of interest with regard to my involvement in the selection process and that could be perceived to affect my impartiality

Applicant's Name	Conflict of Interest *

*\* indicate whether a personal, work and/or professional relationship and briefly describe why it could be perceived as a conflict of interest*

**B** I believe there are no factors that could be seen as a conflict of interest with regards to my involvement in the selection process and therefore I believe I can carry out my duties as an impartial panel member.

- I understand that failure to declare any potential conflict of interest would be in breach of my responsibilities as a panel member and could be grounds for an appeal of the consequential appointment and/or this selection process.
- I understand the requirement for confidentiality during and after the selection process and will, to the best of my ability, protect 'Organisation Name' Resources and information.

Signature:	Date:
Name (print): (Panel member)	

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MEMBER OF SELECTION PANEL**

**GROUNDINGS FOR A PERCEIVED CONFLICT OF INTEREST**

Panel members, including the Recruitment Manager, must disclose any potential conflicts of interest with any of the applicants. They will do this by disclosing any personal / work / professional relationship that may impact or be perceived to impact on their ability to be objective. All panel members will be required to complete a 'Panel Conflict of Interest' form if there is a potential conflict of interest.

If there is a potential conflict of interest, a decision must be made between the Head of Agency and the Panel Recruitment Manager as to whether the person should remain on the panel. In the case of the conflict of interest involving the Recruitment Manager, the Head of Agency will decide on the appropriate action.

With regard to a work or professional relationship, it can be expected that members of a panel will have a personal relationship with one or more applicants.

Personal Relationship

A personal relationship is defined as a relationship by:

- Blood (e.g. immediate family such as parent, grandparent, brother, sister); and/or
- Marriage or domestic partnership; and/or
- Adoption; and/or
- Other personal relationship (e.g. emotional or long-term friend of the family) in which objectivity may be impaired.

The Public Service has a limited pool of candidates to recruit locally, particularly in the Pa Enea (Outer Islands) and there will be situations where personal relationships including family, whether it be immediate or distant relatives, will be potential candidates for employment. Employers must follow the standard recruitment process for all vacancies.

The mere fact a panel member has previously worked with and/or supervised an applicant does not of itself create a conflict of interest unless the working relationship was demonstrably difficult (e.g. resulted in an industrial action such as a personal grievance) or a demonstrably close friendship that existed outside of work occasions and events.