**STATEMENT OF CONFIDENTIALITY AND DECLARATION OF INTEREST**

*All members of the selection panel must sign this document on or before the date they receive any documentation pertaining to applicants.*

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| **SECTION A: STATEMENT OF APPROVAL** |
| Position Number:  | Job Reference Number:  |
| School / Centre:  | Business Unit:  |
| Panel members agree that the proceedings of the selection panel are for the information of members only and must be regarded as confidential. In practice, this means that accesses to all papers, including applications, are to be limited to members of the selection panel. Deliberations and recommendations are not to be discussed with persons outside the panel without specific authority of the chairperson. Decisions reached by the panel are also confidential until announced formally through appropriate channels |

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|  **SECTION B: DECLARATION OF INTEREST** |
| Panel members are also reminded that the Recruitment, Selection and Appointment Policy requires selection methods and their application to be free from bias, patronage and nepotism. Therefore, the University expects:* Each panel member is required to declare if they have been asked to be a referee for an applicant. It would be reasonable for you to either decline on this instance or provide the reference prior to the commencement of assessment activities.
* Each panel member is required to declare if he or she has a conflict of interest (refer Conflicts of Interest Policy) in this selection process that may compromise the panel member’s ability to undertake this role.
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| **SECTION C: CHAIR SIGNATURE** |
| Name:  | Title:  |
| School / Centre:  | Business Unit:  |
| Completed “Recruiting Staff at ECU” training? (delete as required) Yes / No Completed “Managing Unconscious Bias in the Workplace” training Yes / No |
| Signature:  | Date:  |

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| **SECTION D: PANEL MEMBER’S SIGNATURES** |
| **NAME** | **SCHOOL / CENTRE** | **SIGNATURE** | **DATE** | **Completed “Recruiting staff at ECU” training? Y/N** | **Completed “Managing Unconscious Bias” training Y/N** |
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**Return form to HRSC by email:** **hr@ecu.edu.au**