

EMPLOYMENT OF RELATIVES DISCLOSURE STATEMENT

In order to prevent preferential treatment in the employment practices of CareerSource Pinellas as well as to avoid creating situations when favoritism may be alleged to be associated with operational decisions with CareerSource Pinellas, employees and prospective candidates for employment must disclose and report if any of their family members as defined below and/or non-related members of the same household are employed by CareerSource Pinellas.

Family member/relative shall include the following relationships: spouse, child, step-child, mother, step-mother, mother-in-law, father, step-father, father-in-law, brother, step-brother, brother-in-law, sister, step-sister, sister-in-law, son-in-law, daughter-in-law, grandparent, grandchildren, first cousin, aunt, uncle, niece and nephew.

To be completed by employee or prospective candidate:

- 1. Name: _____
- 2. Department (if current employee): _____
- 3. Job Title (if current employee): _____
- 4. Mailing address if prospective candidate: _____
- 5. Phone number if prospective candidate: _____

Check one of these two boxes:

- I am currently employed and work at CareerSource Pinellas. I am a prospective
- candidate for a job

Check one of these two boxes:

- I certify that I do *not* have a family member, as defined above, or a non-related member of my household employed by CareerSource Pinellas.
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I certify and disclose that the following family member, as defined above, or a non-related member of my household, is employed by CareerSource Pinellas.

Name	Department within CareerSource	Relationship

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I have read and understand the provisions of this employment of relatives policy and acknowledge that:

Failure to disclose family members or non-related members of my household that work at CareerSource Pinellas shall be a violation of this policy and may result in disciplinary action up to and including termination.

It is my responsibility to keep the disclosure of all family relationships and non-related members of my household that work at CareerSource Pinellas current by completing and submitting this Employment of Relatives Disclosure Statement to my Director as soon as I become aware a family member or a non-related member of my household has accepted a position with CareerSource Pinellas or if circumstances change that create such a relationship between me and another employee.

Signature

Date

Printed Name

To be completed by the HR Department

Having reviewed the employee's position within the organization and the information disclosed in this Statement, it is my opinion that a conflict:

- Does not exist Does exist May exist

I recommend that this statement be:

- Accepted, no further action is needed, or
 Referred for further action, or investigation by HR Business Partner

Director's signature: _____ Date: _____

To be completed by the HR Business Partner

A conflict: Does not exist Does exist and the following actions must be initiated immediately:

Signature: _____ Date: _____