

Conflicts of interest in recruitment

Declarations form

All relevant persons involved in recruitment and selection activities (e.g. panel members or hiring managers) are to complete this form to declare:

- knowledge or relationships that are not a conflict (if relevant), and
- conflicts of interest (actual, potential or perceived), or that no conflicts of interest exist.

This form is to be completed:

- for all recruitment and selection processes conducted in accordance with the recruitment and selection directive, including where a chief executive direct appoints or limits advertising to a specific group
- at a minimum, when applications are received and prior to shortlisting commencing and at any other relevant time by notifying the decision maker and seeking guidance on appropriate next steps.

For more information, refer to the fact sheets about Identifying conflicts of interest and Resolution and mitigation strategies available on the [Identify and manage a conflict of interest in recruitment](#) page on forgov.qld.gov.au.

Privacy

Queensland Government agencies handle personal information in compliance with the *Information Privacy Act 2009 (Qld)*. Personal information is being collected on this form for the purposes of promoting integrity and managing conflicts of interest in recruitment and selection processes in accordance with the *Public Sector Act 2022*.

For details on how your employer handles personal information, or how you can access or correct personal information held by your employer, please refer to the [Queensland Privacy Principles](#) and your agency's policy.

How to use this form

- Open the form in Adobe Acrobat or Acrobat Reader (not web browser) to enable full functionality
- Hover or click your cursor on the 'More Information' and 'Examples' for each section to view additional guidance when completing the form
- Use the arrow next to each panel member or decision maker's name below to navigate directly to that section.

Vacancy details

Position title:

Agency:

Work unit/area/team:

Vacancy reference number:

Panel member and decision maker details

Panel member 1:

Panel member 4:

Panel member 2:

Decision maker's approval:

Panel member 3:

Decision maker's declaration:

Panel member 1

| **Section A: Declare knowledge and relationships with no conflict of interest**

This section can be used to declare personal and/or professional knowledge and relationships that **do not** amount to a conflict of interest. If you do not have any knowledge or relationships to declare, proceed to Section B.

If you are unable to fit your content above you can upload it as an attachment.

| **Section B: Declare conflicts of interest**

Declare any actual, perceived or potential conflicts of interest.

No conflicts of interest to declare

If you are unable to fit your content above you can upload it as an attachment.

| Section C: Propose resolution or mitigation strategies

Detail how any conflict of interest listed above will be minimised and managed in the public interest during the recruitment and selection process.

If you are unable to fit your content above you can upload it as an attachment.

| Section D: Declaration and signing

I, _____, _____ declare that:
Full name , Position title [where applicable]

I understand what constitutes a conflict of interest in a recruitment and selection process

I have considered and, where relevant, identified any knowledge or relationship/s that do not amount to a conflict of interest

and (select one option below)

I have **identified** any actual, perceived or potential conflicts of interest relevant to my involvement with the recruitment and selection process.

OR

I have **no** conflict of interest to declare relevant to my involvement with the recruitment and selection process.

Signature:

Date:

Stop here: Declarations must be approved by the decision maker before continuing with the selection process.

Panel member 2

Section A: Declare knowledge and relationships with no conflict of interest

This section can be used to declare personal and/or professional knowledge and relationships that **do not** amount to a conflict of interest. If you do not have any knowledge or relationships to declare, proceed to Section B.

If you are unable to fit your content above you can upload it as an attachment.

Section B: Declare conflicts of interest

Declare any actual, perceived or potential conflicts of interest.

No conflicts of interest to declare

If you are unable to fit your content above you can upload it as an attachment.

| Section C: Propose resolution or mitigation strategies

Detail how any conflict of interest listed above will be minimised and managed in the public interest during the recruitment and selection process.

If you are unable to fit your content above you can upload it as an attachment.

| Section D: Declaration and signing

I, _____, _____ declare that:
Full name Position title [where applicable]

I understand what constitutes a conflict of interest in a recruitment and selection process

I have considered and, where relevant, identified any knowledge or relationship/s that do not amount to a conflict of interest

and (select one option below)

I have **identified** any actual, perceived or potential conflicts of interest relevant to my involvement with the recruitment and selection process.

OR

I have **no** conflict of interest to declare relevant to my involvement with the recruitment and selection process.

Signature:

Date:

Stop here: Declarations must be approved by the decision maker before continuing with the selection process.

Panel member 3

Section A: Declare knowledge and relationships with no conflict of interest

This section can be used to declare personal and/or professional knowledge and relationships that **do not** amount to a conflict of interest. If you do not have any knowledge or relationships to declare, proceed to Section B.

If you are unable to fit your content above you can upload it as an attachment.

Section B: Declare conflicts of interest

Declare any actual, perceived or potential conflicts of interest.

No conflicts of interest to declare

If you are unable to fit your content above you can upload it as an attachment.

| Section C: Propose resolution or mitigation strategies

Detail how any conflict of interest listed above will be minimised and managed in the public interest during the recruitment and selection process.

If you are unable to fit your content above you can upload it as an attachment.

| Section D: Declaration and signing

I, _____, _____ declare that:
Full name Position title [where applicable]

I understand what constitutes a conflict of interest in a recruitment and selection process

I have considered and, where relevant, identified any knowledge or relationship/s that do not amount to a conflict of interest

and (select one option below)

I have **identified** any actual, perceived or potential conflicts of interest relevant to my involvement with the recruitment and selection process.

OR

I have **no** conflict of interest to declare relevant to my involvement with the recruitment and selection process.

Signature:

Date:

Stop here: Declarations must be approved by the decision maker before continuing with the selection process.

Panel member 4

Section A: Declare knowledge and relationships with no conflict of interest

This section can be used to declare personal and/or professional knowledge and relationships that **do not** amount to a conflict of interest. If you do not have any knowledge or relationships to declare, proceed to Section B.

If you are unable to fit your content above you can upload it as an attachment.

Section B: Declare conflicts of interest

Declare any actual, perceived or potential conflicts of interest.

No conflicts of interest to declare

If you are unable to fit your content above you can upload it as an attachment.

| Section C: Propose resolution or mitigation strategies

Detail how any conflict of interest listed above will be minimised and managed in the public interest during the recruitment and selection process.

If you are unable to fit your content above you can upload it as an attachment.

| Section D: Declaration and signing

I, _____, _____ declare that:
Full name Position title [where applicable]

I understand what constitutes a conflict of interest in a recruitment and selection process

I have considered and, where relevant, identified any knowledge or relationship/s that do not amount to a conflict of interest

and (select one option below)

I have **identified** any actual, perceived or potential conflicts of interest relevant to my involvement with the recruitment and selection process.

OR

I have **no** conflict of interest to declare relevant to my involvement with the recruitment and selection process.

Signature:

Date:

Stop here: Declarations must be approved by the decision maker before continuing with the selection process.

Decision maker approval

Click to view additional attachments provided by panel members.

The Conflicts of interest in recruitment declarations form must be signed by the appropriate decision maker to confirm how the conflict of interest will be managed, or that no conflict of interest exists.

Reminder: Decision makers are required to declare whether they have any conflicts of interest. It is recommended that this occurs after advertising closes and before shortlisting commences, consistent with the requirements for panel members. Refer to the relevant form below and consider completion prior to approving panel members' declarations.

I, _____, _____ declare that:
Full name Position title

I have authority or delegated authority to manage a conflict of interest declaration in the public interest, **and**

I have considered all the information provided to me and have determined that a conflict of interest

does

does not exist for this process

In cases where a conflict of interest does exist,

I am **satisfied**

I am **not satisfied**

that the resolution and mitigation strategies identified are an appropriate course of action to maintain the integrity of the recruitment process in the public interest, and I have communicated this information to the panel chair or relevant person.

Additional comments and/or instructions to the panel or relevant person

Signature:

Date:

Note:

- please return approved form back to panel chair or relevant person to action comments and to include with selection documentation at the finalisation of the recruitment process.

Conflicts of interest in recruitment

Decision maker's declarations form

This form may be used by a decision maker in a recruitment and selection process to declare knowledge or relationships that is not a conflict (if relevant), conflicts of interest (actual, potential or perceived) or confirm there are no conflicts of interest.

A declaration must be completed by decision makers:

- for all recruitment and selection processes conducted in accordance with the recruitment and selection directive, including where a chief executive decides to direct appoint or limits advertising to a specific group
- at any relevant time in the recruitment and selection process, but at a minimum, at the time of reviewing and approving the selection documentation. It is recommended that decision makers also complete their declaration at the time applications are received, but prior to shortlisting commencing.

For more information, refer to the fact sheets about Identifying conflicts of interest, Resolution and mitigation strategies and Decision maker responsibilities on the [Identify and manage a conflict of interest in recruitment](#) page on forgov.qld.gov.au.

Section A: Declare knowledge and relationships with no conflict of interest

This section can be used to declare personal and/or professional knowledge and relationships that **do not** amount to a conflict of interest. If you do not have any knowledge or relationships to declare, proceed to Section B.

If you are unable to fit your content above you can upload it as an attachment.

| Section B: Declare conflicts of interest

Declare any actual, perceived or potential conflicts of interest.

No conflicts of interest to declare

If you are unable to fit your content above you can upload it as an attachment.

| Section C: Propose resolution or mitigation strategies

Detail how any conflict of interest listed above will be minimised and managed in the public interest during the recruitment and selection process.

If you are unable to fit your content above you can upload it as an attachment.

Section D: Declaration and signing

I, _____, _____ declare that:
Full name Position title

I understand what constitutes a conflict of interest in a recruitment and selection process

I have considered and, where relevant, identified any knowledge or relationship/s that do not amount to a conflict of interest

and (select one option below)

I have **identified** any actual, perceived or potential conflicts of interest relevant to my involvement with the recruitment and selection process.

OR

I have **no** conflict of interest to declare relevant to my involvement with the recruitment and selection process.

Signature:

Date:

Notes:

- ensure this declaration is included in the approved selection documentation for the recruitment and selection process.
- where a decision maker has identified a conflict of interest, this should be escalated to the appropriate authority to determine the required action, including whether another decision maker is required for the process.