

HR205a	SELECTION COMMITTEES DECLARATION OF CONFIDENTIALITY AND CONFLICT OF INTEREST (EXTERNAL PARTIES ONLY)	 UNIVERSITY OF CAPE TOWN IYUNIVESITHI YASEKAPA • UNIVERSITEIT VAN KAAPSTAD
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NOTES

- Forms must be downloaded/accessed from the UCT website: <https://forms.uct.ac.za/forms.htm>.
- Confidentiality is essential in all selection committee recruitment and appointment processes, and all members of selection committees must observe the confidentiality of the process.
- This relates not only to documents received and their contents but also to all disclosures and communications in and related to the selection process.
- It is also important to disclose any potential conflict of interest and, if these exist, for applicable parties to act accordingly to ensure impartiality in the decision-making process.
 - Internal parties** (UCT employees, students and third-parties) serving on recruitment and selection committees will be required to complete the [HR205](#) form annually and this declaration is binding for all processes that they are involved in during this period
 - External parties** must complete this HR205a form for each process they participate in.
- This is a fillable PDF form with form fields which **must** be **opened** and **completed** in **Adobe Acrobat Reader**. **Do not use Fill & Sign to add fields** as this will disable **all** the existing fields. Any remaining, incomplete fields will become **unusable**. When signing, click in the *Signature* field to insert your digital signature (see: [Digital IDs FAQ](#)).
- If you have any queries about this form, please contact the Recruitment Manager ([Lily Nombombo](#))

PRIVACY NOTICE

- When you participate in a recruitment process, you are required to complete a Declaration of Confidentiality and Conflict of Interest.
- The university requires limited personal information in the form of your name and surname in order to store your declaration. We will only share your personal information with others if necessary to manage our relationship with you or ensure that the University runs smoothly.

SECTION A2 - EXTERNAL GUESTS OR OBSERVERS

Note: Please complete **all** fields.

Full names		Surname	
Vacant Position Title		UCT Faculty / PASS Department	
Year		Month	

SECTION B – DECLARATION

Note: Please complete **all** fields.

Read and confirm each statement below:			
	a) I will not disclose any confidential information regarding applicants and selection committee discussions and outcomes related to selection processes to any parties outside the selection committee process.		
	b) I have read the guidelines for Staff Recruitment documents and consent that any breach of confidentiality could lead to disciplinary action / a labour dispute.		
	c) I will disclose any personal, business or familial relationship with an applicant and will declare this to the Chair of the selection committee as soon as I am aware of the potential conflict of interest.		
	d) Should a conflict of interest exist then I will refrain from any involvement in the decision-making in that process and may be asked to recuse myself from that selection committee.		
	e) I declare this form was completed by the person named above.		
Signature		Date signed	