

**Teacher Development Subsidy for Non-profit-making Kindergartens Joining the
Pre-primary Education Voucher Scheme
Undertaking by Staff Involved in Appointment of Supply Teacher to Relieve the
Workload of Teachers on Training**

File Ref: _____

1. I undertake to hold in strict confidence all application information that I have access to through my involvement in appointment of supply teacher under the Teacher Development Subsidy. Application information includes details of applications received and any other sensitive, restricted or confidential information relating to an application.
2. I undertake not to make any unauthorised disclosure or take advantage of any application information referred to in paragraph 1 above whether or not for personal gain.
3. I undertake to declare any actual or perceived conflict of interest with my duty as a staff involved in appointment of supply teacher immediately when I become aware of such conflict.
4. I undertake to take steps to avoid any conflict of interest with any prospective supply teachers by not putting myself in a position of obligation towards any of them; for example, by not accepting any favour or lavish or excessive entertainment, and not over-socialising with any of them.

Signature : _____

Name (in block letters) : _____

Post : _____

School Name : _____

Date : _____

All staff involved in appointment of supply teacher, including those responsible for preparing documentation, vetting applications, interviewing applicants or approving the selected applicants, etc. must sign an undertaking and declare their interest when conflict of interest arises.

**Teacher Development Subsidy for Non-profit-making Kindergartens Joining the
Pre-primary Education Voucher Scheme**

**Declaration of Interests by Staff Involved in appointment of Supply Teacher
to Relieve the Workload of Teacher on Training**

File Ref: _____

1. I declare that *I / my spouse / my family / my relatives / my close personal friends / the clubs and associations I belong / the persons to whom I am indebted or owe a favour *have/has private interests in relation to the appointment of supply teacher(s) to relieve the workload of teacher(s) on training.
2. I declare the following conflict of interest situation described in 1 above.
(Use separate sheet if the space provided is insufficient)

Signature : _____

Name (in block letters) : _____

Post : _____

School Name : _____

Date : _____

All staff involved in appointment of supply teacher, including those responsible for preparing documentation, vetting applications, interviewing applicants or approving the selected applicants, etc. must sign an undertaking and declare their interest when conflict of interest arises.

** Delete whichever is inappropriate*