

Sample Form for Declaration of Interest

(For specific duties such as procurement and recruitment)

Extracted from Best Practice Checklist: Governance and Internal Control in Schools

Part A – Declaration *(To be completed by Declaring Staff)*

To : *(Approving Authority) via (supervisor of the Declaring Staff)*

I would like to report the following existing/potential* conflict of interest situation arising during the discharge of my official duties :-

Persons/companies with whom/which I have official dealings
My relationship with the persons/companies (e.g. relative)
Relationship of the persons/companies with our school (e.g. supplier, job applicant)
Brief description of my duties which involved the persons/companies (e.g. handling of tender or recruitment exercise)

(Date)

(Name of Declaring Staff)

(Title/Department)

Part B – Acknowledgement *(To be completed by Approving Authority)*

To : *(Declaring Staff) via (supervisor of the Declaring Staff)*

Acknowledgement of Declaration

The information contained in your declaration form of (Date) is noted. It has been decided that :-

- You should refrain from performing or getting involved in performing the work, as described in Part A, which may give rise to a conflict.
- You may continue to handle the work as described in Part A, provided that there is no change in the information declared above, and you must uphold the Company's interest without being influenced by your private interest.
- Others (please specify) : _____

(Date)

(Name of Approving Authority)

(Title/Department)

** Please delete as appropriate*