

Sample Form for Declaration of Interest

(For School Staff)

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

Part A: To be completed by the employee

I have carefully read and understand the policy formulated by the school in respect of conflict of interest.

- I declare that my family members and I do not have any direct or indirect financial interests in any company or organisation which has business dealings with the school.
- I declare that I have the following interests. Details are:

The company/organisation involved: _____

Its relationship with the school: _____

The financial interest involved (please specify the nature and value): _____

Declarant: Post _____ Name _____

Signature _____ Date _____

** All new employees are required to complete this form and update the information at least once every year or if and when necessary.*

Part B: To be completed by the school

The follow action(s) is/are recommended:

In connection with the interest declared in Part A

- Request the declarant to surrender the interest or terminate the relationship declared
- Rearrange his/her post or duty
- Terminate his/her contract of employment

Examined by: Post _____ Name _____

Signature _____ Date _____

Part C: To be completed by Head of School

- I agree with the recommendation mentioned in Part B
- I disagree with the recommendation mentioned in Part B

The following action is suggested _____

Name of School Head _____

Signature _____ Date _____

Part D: To be completed by the declarant

- The recommendation mentioned in Part B / C is adopted
- The recommendation mentioned in Part B/C is not adopted, the reason being:

Name of declarant _____

Signature _____ Date _____