

ILLINOIS DEPARTMENT OF JUVENILE JUSTICE

Conflict of Interest Self-Reporting Form

Every applicant for employment or contract consideration shall report to the Department any fact or circumstance that may give rise to or be construed as a possible conflict of interest. This shall include, but not be limited to, reporting anything that could impair the applicant's fair and impartial performance of duties should he or she be hired. Applicants shall notify the hiring manager as to actual or potential conflicts of interest based upon a close associate, relative or romantic relationship with any current employee or contractor with the Department.

DEFINITIONS:

Applicant - any individual who is seeking employment, promotion, or transfer within the Department, a contractual employee, intern, or a volunteer who will provide regular on-going service to the Department.

Close associate - means any person other than a relative with whom the individual is residing or with whom the individual has frequent business contacts, or romantic involvement.

Relative - means spouse, parent, sibling, child, grandchild, grandparent, aunt, uncle, niece, nephew, and cousin, including first line blood, step, half, foster or in law relations.

1. State the name of any relative or close associate currently working with the Department:

2. State the name of any relative or close associate who currently contracts with the Department: _____
3. Please advise if the position that you are applying for would place you under the direct or indirect supervision of a relative or close associate:

4. State the name of any relative or close associate who has bid or is bidding on any contract with the Department: _____
5. Please acknowledge that should you become related or in a close associate relationship while employed, you agree to notify a supervisor within 5 business days of the condition's existence: _____

Name: _____

Last Name	First Name	Middle
_____	_____	_____

_____	_____
Signature	Date