



HUMAN RESOURCES DIVISION

Conflict of Interest Declaration

Please refer to the relevant policies, procedures and forms: [Conflict of Interest Policy](#), [Secondary Employment Policy](#), [Close Personal Relationship Guidelines](#), [Gift Acceptance Procedure](#) and [Disclosure of a Reportable Gift Form](#).

Secondary employment must be approved prior to commencement of secondary employment. Requests should not be considered approved unless you have received written approval from the delegated officer.

Completed forms should be emailed to the Human Resources Division (hr-reception@uow.edu.au).

Section A: Employee Details			
Last Name	<input type="text"/>	First Name	<input type="text"/>
Employee Number	<input type="text"/>	Position	<input type="text"/>
Faculty/Division	<input type="text"/>	School/Unit	<input type="text"/>

Section B: Employee Declaration (select all those below that apply to your circumstances)	
I have read and understood the Conflict of Interest Policy, Secondary Employment Policy, Close Personal Relationship Guidelines and Gift Acceptance Procedure, and	<input type="checkbox"/>
I have no conflict of interest, or potential for a perceived conflict of interest, to declare, or	<input type="checkbox"/>
I may have a conflict of interest, or potential for a perceived conflict of interest, to declare (Section C must be completed), and/or	<input type="checkbox"/>
I am requesting approval to undertake secondary employment (Section D must be completed)	<input type="checkbox"/>
Signature <input type="text"/>	Date <input type="text"/>

Section C: Conflict of Interest		
The actual, potential or perceived conflict of interest is related to:		
Secondary Employment* <input type="checkbox"/>	Close Personal Relationships <input type="checkbox"/>	Gift(s)** <input type="checkbox"/>
Financial Interests <input type="checkbox"/>	Other conflicts <input type="checkbox"/>	
Details of close personal relationship(s), financial interest(s) and/or other conflict(s):		
<input type="text"/>		
*You must complete Section D of this form		
**You must complete and attach a Disclosure of a Reportable Gift Form		

Section D: Secondary Employment Declaration

Consultancy or employment details:

Name of organisation	<input type="text"/>		
Position	<input type="text"/>		
Nature of work	<input type="text"/>		
Time committed per week	<input type="text"/>	Expected duration	<input type="text"/>
Start Date	<input type="text"/>	End Date or Ongoing	<input type="text"/>

Additional information:

Section E: Head of Unit / Head of School Recommendation (if required by Faculty/Division)

I have reviewed this declaration and I confirm that:

- i. the conflict(s) of interest is remote and requires no further action other than to be recorded, **or**
- ii. the conflict(s) of interest has been discussed with the employee and their direct supervisor and the strategies listed below will be put in place to manage the conflict in a manner consistent with the Conflict of Interest Policy.

And if applicable,

- iii. I have considered the Secondary Employment Policy and I recommend approval of the secondary employment detailed in this application.

Alternatively, if the employee's situation:

- presents a conflict of interest and that conflict cannot be resolved; and/or
- in the case of secondary employment, will impair the employee's ability to perform all expected duties and responsibilities of their position with the University, please contact your [Recruiter](#) (+61 2 4221 4494) or [HR Business Partner or HR Advisor](#) for advice.

Recommended strategies to manage the conflict of interest, or potential for a perceived conflict of interest:

Name Position

Signature Date

Section F: Executive Dean/Director Determination

I have reviewed this application and determine that:

- i. the conflict(s) of interest is remote and requires no further action other than to be recorded, **or**
- ii. the conflict(s) of interest has been discussed with the employee and their direct supervisor and the strategies listed below will be put in place to manage the conflict in a manner consistent with the Conflict of Interest Policy.

And if applicable,

- iii. I have considered the Secondary Employment Policy and I approve the secondary employment detailed in this application.

Alternatively, if the employee's situation:

- presents a conflict of interest and that conflict cannot be resolved; and/or
- in the case of secondary employment, will impair the employee's ability to perform all expected duties and responsibilities of their position with the University, please contact your [Recruiter](#) (+61 2 4221 4494) or [HR Business Partner or HR Advisor](#) for advice.

Strategies to manage the conflict of interest, or potential for a perceived conflict of interest (if different to Head of Unit / Head of School Recommendation):

Name

Position

Signature

Date