



People, Culture, and Technology Services Division Employment Office

CONFIDENTIAL STATEMENT FORM SCREENING/INTERVIEWING SELECTION COMMITTEE

I understand that I will be **forever** personally responsible for any unauthorized disclosure of information. All of my actions related to this process are subject to the laws and regulations relating to equal and fair employment practices. Specifically, I agree not to release information to any non-authorized person regarding:

1. Materials turned in by the applicant or evaluations made by the committee members about applicants.
2. Verbal discussions by or about applicants or committee members during or following the selection process.
3. Any other information that relates to the selection process.

Failure to maintain confidentiality could result in violation of Federal or State regulations and incur liability on behalf of the district. If I am asked questions about the process, I will refer them to the People, Culture, and Technology Services Employment Department.

Conversations outside of the convened committee meetings regarding candidates or potential candidates, interview questions, or the process generally or specifically by any committee member(s) constitute a breach of confidentiality and will result in the automatic termination of the member(s) from the committee, and may result in the entire search process being canceled.

I agree to comply with Equal Opportunity Employment assuring compliance with the selection process. I understand that the Equal Employment Opportunity (EEO) Representative may stop the screening or interviewing process at any time based on alleged discrimination against one or more candidates, or if deviation from District employment procedures has occurred. The selection process will not resume until the People, Culture, and Technology Services -Legal Services & EEO Office reviews the allegations and recommends appropriate remedies (Title 5, California Code of Regulations, Section 53024(b)).

By signing below, I attest that as of this date, I have not breached any confidence or acted in any way that would be a violation of the laws and regulations relating to this employment process. I agree to abide by the requirements outlined on this form.

_____ Signature of Committee Member/ Chairperson	_____ Printed Name	_____ Date
_____ Signature of Committee Member, EEO Rep	_____ Printed Name	_____ Date
_____ Signature of Committee Member	_____ Printed Name	_____ Date



People, Culture, and Technology Services Division Employment Department

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Job Title & Location of position being screened/interviewed