

SAMPLE
RESTRICTED (STAFF)
Declaration of Interest for Applicant

Part A – Declaration (To be completed by Applicant and return prior to the interview)

To : The Baseball Association of Hong Kong, China

☐ Please put a “✓” as appropriate box

* Please delete as appropriate

☐ I, _____ (Name), apply for the _____ (Job Position), hereby declare that I have read and understood the lists of the members of the Executive Committee (EC), Recruitment and Selection Committee, Interview Panel, and subvented / non-subvented staff provided by The Baseball Association of Hong Kong, China (Name of NSA) and declare that I have no interest to declare.

☐ I _____ (Name), apply for the _____ (Job Position), hereby declare that I have read and understood the lists of the members of officers including the Executive Committee (EC), Recruitment and Selection Committee, Interview Panel, and subvented / non-subvented staff provided by The Baseball Association of Hong Kong, China (Name of NSA) and would like to declare my relationship(s) with the following officer(s)¹ :-

Direct relative ¹	
	Name and post of officer(s) with whom I have personal interest
	My relationship with the person(s)

Other relationship ²	
	Name and post of officer(s) with whom I have personal interest
	My relationship with the officer(s)
	My contact with the person(s) (Frequency of contact and the usual occasions of contact, etc.)

Note:

¹ For the purpose of this declaration, “direct relative” include –

- (a) - the officer’s spouse;
- (b) - the officer’s brother or sister, or
- the spouse of the officer’s brother or sister;
- (c) - the brother or sister of the officer’s spouse, or
- the spouse of the brother or sister of the officer’s spouse;
- (d) - the children of the officer,
- the children of the officer’s spouse,
- the spouse of the children of the officer, or
- the spouse of the children of the officer’s spouse;
- (e) - the children of the officer’s brother or sister; or
- (f) - the children of the brother or sister of the officer’s spouse.

- ² Relative outside the scope of “direct relative” as defined under Note 1 above, partner living in a regular union as if man and wife, fiancé, fiancée, friend, former classmate, former spouse, etc.

Declaration:

I hereby declare that

- I understand that I am obliged to declare all relationship(s) involving conflict of interest with the personnel of Executive Committee (EC), Recruitment and Selection Committee, Interview Panel, and staff be it real or perceived.
- Although I know the above-mentioned person(s), I ensure that my interactions with them do not compromise the integrity of my duties if I am being employed.
- I understand that if any information is untrue and The Baseball Association of Hong Kong, China (Name of NSA) may terminate my employment even I am being employed.

Name of Applicant: _____

Identity Card No. (first four digits): _____

Signature: _____

Date: _____

Part B – Acknowledgement *(To be completed by Handling Officer)*

To : Chairman of Recruitment Panel

Acknowledgement of Declaration

The information contained in the above declaration form of _____ (Name of applicant) is noted. It has been decided that :-

- ☐ No action to be taken.
- ☐ The officer(s) _____ (Name & Post) should refrain from performing or getting involved in performing the recruitment exercise / interviews / evaluations*, which may give rise to a conflict.
- ☐ Others (please specify) : _____

Name and Post of Handling Officer: _____

Signature: _____

Date: _____