

## Pre-Interview Conflict of Interest Declaration

## SS COI.2

This form must be completed by all panel members (including the Chair) prior to interview to confirm that they have reviewed the list of candidate names to consider any real or perceived conflicts of interest. A Conflict of Interest in recruitment is considered specifically against the following definitions:

- Applicants who may be a family member or close personal relationship.
- Applicants with whom you may have a financial/business relationship.
- Applicants with whom you may have had a grievance, or they with you.

Any personal information panel members may have about candidates (e.g. where an applicant works with a panel member) should be kept strictly confidential and should not be shared with other panel members.

**The Pre-Interview Conflict of Interest form must be completed by each panel member and emailed immediately on receipt of panel papers to HRConnect so that panel membership may be confirmed and / or mitigations put in place.**

**Competition IRC: IRC305560**

**Competition Name: NICSHR Resourcing G7**

### SECTION 1: DECLARATION

**In accordance with NICS Recruitment policy, on receipt of the list of candidates scheduled for interview, I confirm that I have reviewed and considered any real or perceived conflict of interest and declare that:**

**I am not aware of any conflicts**

**I am aware of a conflict and give details at Section 2 below**

**I am also aware that I should inform HRConnect immediately if I identify a conflict of interest at any stage in the recruitment process.**

**Name: Catherine  
Shannon**

Date: 23/09/24

**SECTION 2: DETAILS OF THE CONFLICT OF INTEREST**

**TO BE COMPLETED ONLY BY PANEL MEMBER RAISING THE CONFLICT OF INTEREST**

\* Name: Catherine Shannon

\* Payroll No: Section 40 (2)

\* Date: 23/09/2024

**SECTION 3: NICSHR/P&OD COMPETITION LEAD TO REVIEW CONFLICT OF INTEREST**

**TO BE COMPLETED BY NICS COMPETITION LEAD TO PROVIDE INSTRUCTION TO HRCONNECT ON HOW TO PROCEED**

Please provide instruction to HRConnect below:

**HRC Recruiter, please confirm receipt of instructions above.**

**Authorising Name:**  
**NICS Competition Lead:**  
**Date:**  
**HRC Recruiter:**  
**Date:**

Please email this form immediately to [recruitment@hrconnect.nigov.net](mailto:recruitment@hrconnect.nigov.net) and to the named HRConnect Recruiter. Sending to the mailbox ensures you receive an automatic acknowledgement of your form, so you can be sure it has been received and there is an audit trail. Forms should not be posted or delivered by hand.

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**Competition Name: NICS HR Resourcing Grade 7**

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**Name: Colette Heaney**

**Date: 21/09/2024**

**SECTION 2: DETAILS OF THE CONFLICT OF INTEREST**

**TO BE COMPLETED ONLY BY PANEL MEMBER RAISING THE CONFLICT OF INTEREST**

**\* Name:**

**\* Payroll No:**

**\* Date:**

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**Date:**

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**Name: Michael Cooke**

**Date: 23/09/2024**

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**TO BE COMPLETED ONLY BY PANEL MEMBER RAISING THE CONFLICT OF INTEREST**

**\* Name:**

**\* Payroll No:**

**\* Date:**

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