



**DISCLOSURE of FAMILY MEMBER on APPLICATIONS FOR EMPLOYMENT
(Employment of Relatives, Policy Number _____)**

Bergen Community College employees and potential employees must complete this form and obtain approval if their Family Member applies for employment by Bergen Community College.

Applicant Name: _____ **BCC Title:** _____
Projected Start Date: _____ **Contact Phone:** _____
BCC Department or Office: _____

Family Member Name: _____ **BCC Title:** _____
Hire or Projected Start Date: _____ **Contact Phone:** _____
BCC Department or Office: _____ **Relationship to Employee:** _____
Supervisor's Name & Title: _____ **Work Phone:** _____

Would the BCC employee directly supervise a family member's position? Yes ___ No ___

Would the BCC employee have authority over a unit in which a family member works? Yes ___ No ___

Describe the reporting line between your Family Member's position and your position: _____

Describe any involvement you have had in obtaining authorization for, describing, recruiting or supervising the Family Member's position: _____

I hereby certify that to the best of my knowledge the above is a true, correct and complete statement. I acknowledge receipt of the notice below.

Date

Signature of Disclosing Party

Employee must forward to BCC's Department of Human Resources for review by the Vice President of Human Resources and Organizational Effectiveness. Final approval will be determined by the BCC President.

Reviewed by VP of Human Resources

Date: _____

Forwarded to General Counsel? ___ Yes ___ No

Date: _____

(HR must forward to General Counsel those forms where the employee's position either directly supervises or has authority over the unit in which the family member works.)

Notice: Thank you for your disclosure. Family member employment is not prohibited by BCC Policy. However, BCC Policy restricts Family Member employment where an employee's position has authority to take official action affecting the family member's employment. Employment may still be possible if authority may be removed and re-delegated. **"Family Member"** is defined in BCC Policy No. _____. Other provisions of the Nepotism Policy may apply, including granting unwarranted benefits or treatment, and taking or withholding official action in order to affect a matter in which the employee or the employee's family member has a personal or financial interest. Contact the BCC Department of Human Resource.