



The Arc Mercer
Nepotism Disclosure Form

This form is to be completed in accordance with the Arc Mercer Policy 3.2 (Employment of Relatives) and the related Arc Mercer Human Resources 'Staff Relationship' Policy (Nepotism).

All 'relationship(s)' must be disclosed on Application form for employment. Any application for employment that reports a 'relationship(s)', must be approved by the Executive Director before commencement of employment.

Please check as appropriate:

I am I am not

related by blood or marriage, which includes parents and children, husbands and wives, brother and sisters, brother-and sisters-in-law, mother-and fathers-in-laws, son-and daughters-in-law, uncles, aunts, nieces, nephews, and step-relatives, in the same relationships, to the below listed individual(s) who is/are also employees of **The Arc Mercer**.

I am I am not

in a personal relationship (Domestic) for example, persons residing in the same domicile, or (Social/Consensual) for example, "dating" to the below listed individuals(s) who is/are also employee of **The Arc Mercer**.

If you have indicated a relationship above, please provide the following information:

<u>Name</u>	<u>Relationship</u>	<u>Department/Work Location</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

I acknowledge the information I have provided is accurate to the best of my knowledge. In the event a relationship (as defined above) is created at a future point. I shall report the change within 5 working days of its creation to the Human Resources Department.

I understand that failure to disclose relations is grounds for discipline or dismissal.

Employee Name: _____ ID#: _____

Employee Signature: _____ Date: ____ / ____ / ____