**SAMPLE SELF-DECLARATION QUESTIONS:**

To ensure organizations have knowledge on past transgressions on conduct, organizations have initiated the practice of putting the initial onus of disclosing misconduct information on the candidate. Listed below are sample self-declaration questions to be included in the candidate application form. The samples are from two organizations, one from the INGO sector and one from the public sector**.**

**SAMPLE 1:**

REQUIRED: Have you ever been found by a previous employer to have violated an organizational policy? If so, which one? Please respond Yes or No. If the answer is Yes, please indicate the policy that was violated.

REQUIRED: Have you ever been terminated, been asked to resign, or mutually parted ways with an employer due to your violation of a company policy? Yes, No

**SAMPLE 2:**

**NOTE TO APPLICANTS:** This application form is solely for use in evaluating your qualifications for employment. This is not an employment contract. Please answer all applicable questions completely and accurately. Knowingly giving false or misleading information on this form and/or during the application process may be sufficient grounds for terminating your eligibility for employment, or, if discovered after employment, terminating your employment with the organization.

**Personal data section of candidate application form:**

Completion of the personal data section is mandatory (your application will be considered incomplete without this form). This sheet will be separated from your application prior to review by the screening committee. This information will only be used for lawful reasons related to employment decisions made by XX.

Q: Have you ever been dismissed or asked to resign from employment for misconduct or unsatisfactory service? If yes, please explain.

**Certification section of candidate application form:**

I hereby certify that all entries and attachments are true and complete, and I agree and understand that any falsification of information herein, regardless of time of discovery, may cause forfeiture on my part of any employment in the service of XXXX. I understand that all information on this application is subject to verification and I consent to criminal history background checks. I also consent that you may contact references, former employers and educational institutions listed regarding this application. I further authorize the XXX to rely upon and use as it sees fit, any information received from such contacts. Information contained on this application may be disseminated to other agencies, nongovernmental organizations or systems on a need-to-know basis for good cause shown as determined by the agency head or designee.