

PRE-HIRE ETHICS QUESTIONNAIRE

Montclair State University

Instructions: Every applicant for a job with Montclair State University is required to complete this form in order for us to screen for possible conflicts of interest under the State's ethics laws.

Name of applicant: _____

Position applied for: _____

Office applied to: _____

1) Are you related to any employee or official employed with Montclair State or serving on any board or commission associated with the University? ____Yes ____No

If you checked "yes," please provide the following information:

a) Name of the relative: _____

b) Relationship (spouse, parent, child, sibling, aunt, uncle, niece, nephew, first cousin, grandparent, grandchild, son-in-law, daughter-in-law, step-parent, step-child, step-brother, step-sister, half-brother, or half-sister): _____

c) Position held by relative: _____

2) Are you currently employed with, or have you been employed in the last year with, any private-sector entity that does or did business with the University? ____Yes ____No

If you checked "yes," provide the name and address of the private-sector employer entity you worked for that does/did business with the University.

3) In the last year, have you had any involvement on a specific work or business matter with the University? ____Yes ____No

If you checked "yes," please describe the specific matter on which you worked.

4) Are you currently engaged in any other job, business, or part-time public/private office that is not otherwise disclosed on your job application or resume? ____Yes ____No

If you checked "yes," please note the secondary activity, providing the name of the position held and the entity with which you perform the activity.

5) Do you currently have a contractual relationship with any New Jersey State agency? ____Yes ____No

If you checked "yes," please provide the nature of the contract and the name of the agency in which you have the contract.

6) Are any members of your immediate family employed by a New Jersey casino or an applicant for a N.J. casino license? ("Immediate family" refers to a spouse, child, parent, or sibling residing in your household.) ____Yes ____No

If answer is "yes," provide the information requested:

Family relationship: _____ Name: _____

Name of casino: _____

Certification:

I certify that the information I have provided above is truthful to the best of my knowledge. I understand that if I have intentionally falsified or omitted an important fact on this form that is discovered prior to or after my acceptance of a job offer, my employment application might be rejected or I might be terminated from employment if I have already been hired.

Applicant's name (please print): _____

Applicant's signature: _____

Dated: _____

Copy to: University ethics liaison officer