



**CONFIDENTIALITY STATEMENT/AGREEMENT**  
**City of Vallejo Human Resources**

Our Standard: In searching for qualified candidates, staff and outside agency subject matter experts participating on recruitment panels, (or otherwise engaged in the recruitment, selection and review of candidates) shall make every effort to ensure that any significant personal or professional relationships they may have with a candidate do not interfere with the objective evaluation of all potential candidates and that candidate identity and the results or outcome from any recruitment efforts remain confidential.

Recruitment Title: Police Chief

Exam Date: 9/3/19

Panel Member: MAT MUSTARD

Agency: Vallejo Police

Department: Vallejo Police

Contact Number: [REDACTED] Email: [REDACTED]

Do you know a family member, relative, or friend who has applied for the recruitment named above?

Yes ☐ No ☒

If yes, what is their name and your relationship to the applicant?

\_\_\_\_\_

Are you acquainted with one or more individuals who applied for this recruitment (e.g., colleague, co-worker, casual acquaintance)?

Yes ☐ No ☒

If yes, what is their name? How are you acquainted?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Depending on the nature of the relationship, and based on discussion with the Recruitment Analyst, the panel member may:

- Voluntarily recuse themselves from participation on the panel entirely;
- Voluntarily recuse themselves from scoring or discussion of the particular candidate with whom there is a potential real or perceived conflict of interest;
- Continue to serve on the panel, but with full disclosure of the relationship to the Recruitment Analyst and the other members of the panel

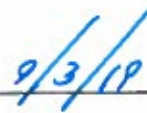
**My signature below indicates that I have acknowledged any potential conflicts of interest, and that I agree to the following confidentiality statement:**

*"The content and subsequent results of the oral interview and ratings/scoring are all confidential. As a panel member, you may not reveal to anyone the questions, correct responses, candidate identification, qualification, or rating. Adherence to these rules is crucial for maintaining the integrity of the recruitment process and to increase the legal defensibility in the event of appeals."*

Additionally, California and Federal Law Prohibits pre-employment inquiry in several areas. The following areas must not be included as a factor in any scoring criteria or decision-making. Please be certain that you avoid any questions related to race, color, religion, national origin, ancestry, marital status, gender, sexual orientation, age, disability, and child care or family issues.



Panel Member Signature



Date