

PERSONAL AND CONFLICT OF INTEREST DISCLOSURE STATEMENT

INSTRUCTIONS FOR COMPLETING THE PERSONAL AND CONFLICT OF INTEREST DISCLOSURE STATEMENT

PART 1

COMPLETE, SIGN AND DATE PART 1

YOU MUST SIGN AND DATE (NOT TYPE) IN THE SIGNATURE BLOCK PROVIDED.

PART 2

NOTE: IF YOU PROVIDE YOUR OWN CRIMINAL RECORDS CHECK THROUGH YOUR LOCAL POLICE SERVICE YOU ARE NOT REQUIRED TO COMPLETE PART 2.

HOME ADDRESSES

YOU MUST PROVIDE THE ADDRESSES WHERE YOU HAVE RESIDED FOR THE FULL **PAST FIVE (5) YEARS INCLUDING MONTH AND YEAR.**

TELEPHONE

YOU MUST INCLUDE YOUR CURRENT RESIDENTIAL TELEPHONE NUMBER.

VERIFICATION OF PERSONAL INFORMATION

- YOU MUST SHOW **TWO (2)** PIECES OF ACCEPTABLE ID TO THE AUTHORIZED OFFICIAL (SEE PAGE 8).
- THE AUTHORIZED OFFICIAL CONFIRMS THAT THE PHOTO ON THE ID IS YOUR IMAGE, AND VERIFIES YOUR NAME, DATE OF BIRTH AND ADDRESS INFORMATION WITH THE ID PRESENTED.
- YOU **SIGN AND DATE THE CONSENT AND RELEASE PORTION PART 2 SECTION B** ON THE PERSONAL AND CONFLICT OF INTEREST DISCLOSURE STATEMENT IN THE PRESENCE OF THE AUTHORIZED OFFICIAL.
- THE **AUTHORIZED OFFICIAL COMPLETES, SIGNS AND DATES SECTION C** OF THE FORM.
- THE AUTHORIZED OFFICIAL PHOTOCOPIES THE 2 PIECES OF ID AND CERTIFIES THE ID BY **SIGNING AND DATING THE PHOTOCOPY.**
- THE AUTHORIZED OFFICIAL RETURNS BOTH THE ORIGINAL ID AND CERTIFIED PHOTOCOPY TO YOU.
- YOU COMPLETE SECTION D OF THE PERSONAL AND CONFLICT OF INTEREST DISCLOSURE STATEMENT IN PRIVATE AND PLACE THE COMPLETED PART 2 IN A SEALED ENVELOPE MARKED "PAS".
- PART 1 AND PART 2 OF THE PERSONAL AND CONFLICT OF INTEREST DISCLOSURE STATEMENT ARE THEN SUBMITTED TO YOUR MINISTRY/AGENCY CONTACT OR THE PUBLIC APPOINTMENTS SECRETARIAT.

PERSONAL AND CONFLICT OF INTEREST DISCLOSURE STATEMENT

The Personal and Conflict of Interest Disclosure Statement consists of two parts. The personal information requested on this form is being collected and used by the Public Appointments Secretariat (PAS) and the ministry that has jurisdiction for the agency for which you are being considered in order to evaluate the suitability of your potential candidacy for appointment to an Ontario agency, board, or commission. This information will not be disclosed except as required for the above-noted purpose. Questions about the collection, use, or disclosure of personal information requested on this form should be directed to the Senior Program Consultant, Public Appointments Secretariat at:

Room 2440, Whitney Block
99 Wellesley St West
Toronto ON M7A 1W4
Tel: 416-327-2640

Important: Do not alter this form. Do not fax your completed form. An original form only will be accepted. You may submit your completed form to your ministry/agency contact or to the Public Appointments Secretariat at the above address.

NAME OF APPLICANT: _____
(last name, first name)

AGENCY, BOARD, COMMISSION _____
(agency to which you are applying)

PART 1

Conflict of Interest

A conflict of interest arises where you have a personal interest that conflicts, might conflict, or may be perceived to conflict with the interests of the agency, board, or commission, including a conflict with your duties as an appointee to the agency, board, or commission. A conflict of interest could arise in relation to personal matters including:

- directorships or other employment;
- interests in business enterprises or professional practices;
- share ownership;
- beneficial interests in trusts;
- existing professional or personal associations with the agency, board, or commission;
- professional associations or relationships with other organizations; and
- personal associations with other groups or organizations, or family relationships.

Every potential appointee must disclose any obligation, commitment, relationship or interest that could conflict or may be perceived to conflict with his or her duties to or interests of the agency, board or commission to which the applicant is seeking appointment.

1. A direct or indirect conflict with my duty as an appointee to the agency may arise because,

a) I hold the following office(s) (appointed or elected):

b) I, or any trustee or any nominee on my behalf, own or possess, directly or indirectly, the following interest(s):

2. The nature and extent of the conflicting office, duty or interest is:

3. A real or perceived conflict of interest with my duty as an appointee to the agency could arise because I receive financial remuneration (either for services performed by me as an owner or part owner, trustee, or employee or otherwise) from the following source(s):

4. Other than disclosed above, do you have any relationships or interests that could compromise, or be perceived to compromise, your ability to exercise judgment or decision-making independently and objectively with a view to the best interests of the agency?

Yes No

If yes, describe:

You may also be bound by the *Public Service of Ontario Act, 2006* and other statutes, regulations, rules, or directives that currently exist or may be established which are applicable to agencies, boards, or commissions.

Integrity and Public Accountability

Note: An affirmative answer to any of the following questions does not disqualify a potential applicant from being appointed. Each candidate's background will be considered in relation to the specific requirements of the appointment.

1. In connection with your employment or business affairs, have you, or any company in which you have a direct or indirect controlling interest, in Ontario or elsewhere:

a) been charged with (where charges are still outstanding and unresolved) or convicted of an offence under the *Criminal Code (Canada)* in respect of which a pardon has not been granted or issued under the *Criminal Records Act (Canada)*?

Yes No

b) been charged with (where charges are still outstanding and unresolved) or convicted of an offence under any other Federal statute, including but not limited to the *Income Tax Act*, in respect of which a pardon has not been granted or issued under the *Criminal Records Act (Canada)*?

Yes No

2. Have you been charged with (where charges are still outstanding and unresolved) or been disciplined by any professional association or body?

Yes No

3. Have you been involved in any issue or controversy in the past, or that may be subject to public review in the future, in which the government may have an interest?

Yes No

If yes to any of the above, please provide details below (attach additional page if required):

Biography

If you are appointed to the agency, the Public Appointments Secretariat may publish a biography that states the area of the Province in which you reside and contains general information (e.g., a summary of employment history and community involvement) provided on your application for appointment. You may also choose to attach separately or write below a short (i.e., 100 words) biography for publication purposes.

Do you agree to publication of your biography? Yes No

PART 1

I have read the above information and understand the request for disclosure. The details are accurate to the best of my knowledge. If at any time following the signing of this Personal and Conflict of Interest Disclosure Statement there occurs any material change to the information given herein regarding conflict of interest, either by way of addition or deletion, I shall forthwith file a supplementary disclosure statement with the Public Appointments Secretariat describing such change. I understand that if I am appointed to a public body prescribed under the *Public Service of Ontario Act, 2006* I have an obligation to notify my ethics executive of interests that could raise an issue under the conflict of interest rules.

Signature (required)	Date (handwritten not typed)

PART 2 - Personnel Screening Check

Applicants must receive a personnel screening clearance before they may be offered a public appointment. As such, a personnel screening check is conducted upon your written consent. A personnel screening check involves verification of personal information, a Declaration in respect of previous convictions for federal offences, and a police records check.

The Security Services and Contingency Planning Branch (SSCPB) of the Ministry of Government Services is responsible for administering the personnel screening check process. The information you provide on the Declaration and the information that is obtained by the Ontario Provincial Police (OPP) as part of the police records check will be collected by the SSCPB and the Deputy Chief of Staff of the PAS for the purpose of conducting a personnel screening clearance evaluation. All personal information collected by the SSCPB will be securely maintained within the branch in confidence; access to information will be restricted to only those employees in the SSCPB who require the information to conduct a clearance evaluation and government auditors. The SSCPB and the Deputy Chief of Staff of the PAS will use your personal information only to evaluate your suitability for the appointment to which you have applied in regard to the requirements of the position, and will not disclose any information obtained as part of a police records check to any other person.

Verification of personal information

An authorized official will verify your identity against the personal information you have provided. In addition, ministry staff may verify the accuracy of information you have provided in support of your application by contacting your previous employers, educational institutions, references, and other contacts as necessary. Only your personal information that is relevant to the individual or organization contacted will be disclosed. Additional information about you may be collected from the individuals contacted where such collection is necessary to verify the information you have supplied.

Declaration

A Declaration (Section D) is required from you disclosing any unresolved charges and/or previous convictions for offences under federal statutes (Federal Offences) for which a pardon has not been granted or issued under the *Criminal Records Act (Canada)*. The information you supply in the Declaration will be used to compare against the results of a police records check. If a discrepancy is identified between your Declaration and the results of the police records check, you may be contacted and given an opportunity to explain this information before a clearance decision is made.

Police records check

A police records check involves a search by the OPP of records maintained by the RCMP in the Canadian Police Information Centre (CPIC), and records maintained by provincial and municipal police forces, for information about you relating to: Convictions under the offence provisions of federal statutes (Federal Offences) including, but not limited to, the *Criminal Code (Canada)* and the *Controlled Drugs and Substances Act (Canada)*; where a court has made a finding of guilt in respect of a Federal Offence, but has granted you a discharge; charges that have been laid under the offence provisions of federal statutes but remain unresolved; records of judicial orders in effect made in relation to Federal Offences.

Convictions for which a pardon has been issued or granted to you under the *Criminal Records Act (Canada)* will not be collected. Records of discharges that have been removed from the CPIC system in accordance with the *Criminal Records Act (Canada)* will not be collected. Charges that have been withdrawn by the Crown, or stayed or dismissed by a Court will not be collected.

The information collected in a police records check will be used only to assess your suitability for a public appointment in relation to the requirements of the position. In the event that adverse information is identified, you may be contacted to discuss the results of the police records check before a clearance decision is made. The police records check will be conducted by the OPP using the personal information you have supplied on this form. Information you provide about your date and place of birth, gender, and legal status in Canada will be used only to verify your identity as part of the police records check, and will not be used for any other purpose. You will be required to provide your fingerprints if a search of the CPIC database reveals that there may be a charge or conviction associated with you in order for the record to be released to the SSCPB. If you provide paper based fingerprints, a reduced copy will be returned to you and the original destroyed after 30 days; digital fingerprints are not retained.

Certain public appointments may require additional personnel screening checks. Applicants to these positions will be notified by the Deputy Chief of Staff of the PAS of any further screening checks required.

Instructions for Completing Part 2 (please read carefully before completing this part)

1. You are required to provide all your applicable names and to complete all other parts of Section A. Remember to provide all addresses where you have resided within the last five (5) years, starting with your current address, and to provide your current residential telephone number.
2. You are required to sign Section B after an authorized official has verified your personal information. An authorized official may be a senior Ontario Public Service official, the chair of the agency, a notary public, a commissioner of oaths, a barrister and solicitor, or a doctor.

You are required to present two (2) pieces of identification, one of which must be government-issued and include your name, date of birth, signature, and photo. The authorized official will return your identification to you with a certified photocopy, which is to be included when you submit your completed form.

Acceptable photo ID	Acceptable non-photo ID
<ul style="list-style-type: none"> · Driver's Licence – front and back · Passport · BYID (formerly Age of Majority card) · Canadian Citizenship Card · Permanent Residency Card · Certificate of Indian Status · Possession and Acquisition Licence (<i>Firearms Act</i>) or PAL Card · Canadian National Institute of the Blind (CNIB) Identification Card · Canadian Military Employment/Canadian Military Family Identification Card 	<ul style="list-style-type: none"> · Birth Certificate · Baptismal Certificate · Hunting Licence · Outdoors Card · Canadian Blood Donor Card · Immigration Papers
<p>A recent utility bill, property tax statement, or federal income tax statement can be used to verify address if neither ID shows an address.</p>	
<p>Note: Health Cards cannot be accepted for identification purposes under the <i>Personal Health Information Protection Act, 2004</i>. Social Insurance Cards are not to be photocopied and, therefore, will also not be accepted.</p>	

3. The authorized official will complete Section C after verifying your personal information.
4. **It is important to note that Section D is confidential to you. Do not complete this section in the presence of the authorized official nor present it to the authorized official.**
5. The following procedure is required when submitting your completed Personal and Conflict of Interest Disclosure Statement:
 - Place Part 2 in an envelope, including the certified photocopy of your identification.
 - Write "PAS" on the envelope and seal it.
 - Attach the envelope to Part 1.
 - Submit entire form (Parts 1 and 2 together).

A. Applicant Information (to be completed by applicant)

Last name(s)			
First name(s) [include all first names used, no initials/abbreviations]			
Middle name(s) [no initials/abbreviations]			
Previous last name(s) [e.g., former married name, maiden name]			
Date of birth			Gender
yyyy	mm	dd	Male <input type="checkbox"/> Female <input type="checkbox"/>
Place of birth			
City/town/village		Province/state	Country
Residence(s) for the past five (5) years [Start with your current residence. Attach additional page if required.]			
Street address	City, province/state, country, postal/zip code	From mm/yy	To mm/yy
			Present
Current residential telephone number [including area code]			

B. Consent and Release (to be completed by applicant)

I have read and understand the requirements listed on this form for a personnel screening check.

- I consent to the verification of the personal information I have provided in support of this application.
- I consent to the collection and use of the personal information I have supplied in the Declaration by the Security Services and Contingency Planning Branch and the Deputy Chief of Staff of the Public Appointments Secretariat for the purpose of evaluating my application for the public appointment to which I have applied.
- I consent to and authorize the Ontario Provincial Police to conduct a police records check, as described on this form, and to provide the information collected to the Security Services and Contingency Planning Branch and the Deputy Chief of Staff of the Public Appointments Secretariat for the purpose of evaluating my application for the public appointment to which I have applied.
- I hereby authorize and consent to the release of the records and information held by the RCMP, the Ontario Provincial Police, and provincial and municipal police forces, that are required by the Ontario Provincial Police to conduct a police records check, and the Security Services and Contingency Planning Branch and the Deputy Chief of Staff of the Public Appointments Secretariat to conduct a personnel screening check.

I further declare that all the answers provided in this application, as well as all the information contained in the documents and materials submitted with it, are true and complete.

I hereby release and discharge forever Her Majesty the Queen in Right of Ontario and any or all her respective directors, employees, servants, and agents, including their successors and assigns, from any and all actions, claims and demands for damages, loss or injury howsoever arising, except as a result of negligence or wilful misconduct, which may hereafter be sustained by myself as a result of the collection, use and disclosure of information about me by the Ontario Provincial Police, in the course of conducting personnel screening checks.

Signature	Date (handwritten not typed)

C. Verification of Personal Information (to be completed by authorized official)

I confirm that the applicant's personal information including name, date of birth, and address has been verified.

Signature of authorized official	Date (handwritten not typed)

Name (last, first)
Title/Occupation/Organization /Telephone/Email address

D. Declaration (to be completed confidentially by applicant)

Please identify in the space provided below whether or not you have unresolved charges and/or convictions received in relation to the offence provisions of federal statutes including, but not limited to, the *Criminal Code (Canada)* and the *Controlled Drugs and Substances Act (Canada)*, subject to the following exceptions:

- If you have received a pardon for a previous conviction in accordance with the *Criminal Records Act (Canada)*, please do not disclose the conviction nor the fact that you have received a pardon for the conviction.
- If you have been charged with or convicted of an offence under a provincial statute (Provincial Offences), please do not disclose the charge or conviction.
- If as a young person you were subject to charges that were dealt with under the *Youth Criminal Justice Act* or its predecessors the *Young Offenders Act* or the *Juvenile Delinquents Act*, please do not disclose that information.

Please provide below details of all unresolved outstanding charges and/or convictions **OR** write “not applicable”.

Signature (required)	Date (handwritten not typed)