

SAN BENITO CISD

CONFIDENTIALITY AGREEMENT TO SERVE ON AN INTERVIEW COMMITTEE FORM

Position: _____

Date: _____

Name of Committee Member: _____

Dept./Campus: _____

As a member of an Interview Committee for a vacant position, I understand that I will be in possession of Confidential Personnel Information.

All information, including but not limited to, information derived from applications, documents, correspondence, e-mail and electronic communications, telephone communications, and oral conversations, whether in or outside the interview committee meetings, shall be restricted to those members of the interview committee who are directly involved with the selection of a candidate for the position in recruitment.

In order to protect such information, I acknowledge and agree to keep all information confidential. This acknowledgment covers all applicants and all candidates considered, interviewed, or presented to the Interview Committee.

I acknowledge and understand that the information distributed and obtained by me during this interview process belongs to the District and at the conclusion of this interview process, I agree to deliver all written Confidential Personnel Information back to the Interview Committee Chair.

I understand and accept this promise of confidentiality as a condition of my appointment to and service on this Interview Committee. I understand that any violation of the conditions of this confidentiality agreement may result in immediate dismissal from the Interview Committee, as well as other appropriate actions under District policy.

Upon reading this Confidentiality Agreement, I hereby sign and agree to the conditions stated above.

Signature of Interview Committee Member

Date