

DISCLOSURE OF INTEREST

Section A – General Information

Name: _____ Employee #: _____
Last First M.I.

Bureau: _____ Division: _____

Civil Service Class / Level: _____

Working Title of Position: _____

Name / Title of Immediate Supervisor: _____

Designation of Position Responsibilities (Check where appropriate):

- | | | |
|------------------------------|------------------------------|-----------------------------|
| Auditing Responsibilities | Enforcement Responsibilities | Purchasing Responsibilities |
| Contracting Responsibilities | Examination Responsibilities | Regulatory Responsibilities |

Section B -- Disclaimer

I have received and read a copy of the Department of Labor & Economic Growth Code of Ethics. I have no personal or financial interests nor does any member of my immediate family have such interests in any business or entity for which my responsibilities as an employee of the Department of Labor & Economic Growth might conflict.

I certify that the above answers are accurate and complete.

Signature: _____ Date: _____

Section C – Disclosure of Interest

Nature of Interest(s):

How and When was Interest Acquired:

Amount or Extent of Interest:

I have received and read a copy of the Department of Labor & Economic Growth Code of Ethics. I certify that the above answers are accurate and complete.

Signature: _____ Date: _____

Bureau Remarks:

Approved: (Use only when Section C is completed.)

Bureau Director Signature

Date

OHR Director

Date

Instructions for Completing Disclosure of Interest Form

If there are NO disclosures to be reported:

1. Complete Section A – General Information
2. Complete Section B – Disclaimer. Sign form and send to Department of Labor & Economic Growth, Human Resources

If there are disclosures to be reported:

1. Complete Section A – General Information
2. Complete Section C – Disclosure of Interest. Sign form and send to Bureau Director for approval. Bureau Director forwards to Department of Labor & Economic Growth, Office of Human Resources for approval.