



**BOARD OF STATE AND
COMMUNITY CORRECTIONS**

**VERIFICATION OF PERSONAL RELATIONSHIPS
AND HIRING OF RELATIVES**

It is the practice of the California Board of State and Community Corrections to prohibit two or more people with a personal relationship to be employed in situations where one is in the chain of command of the other; audits or evaluates the work of, or exercises fiscal control over the person with whom they have a relationship, regardless of organizational separation; or where one might be in a position to influence the promotion, work assignments, or granting of special privileges to the other. Personal relationships for this purpose include, but are not limited to, any familial relationship established by blood, adoption, marriage, or registered domestic partnership. Personal relationships may also include employees who are divorced, reside together, or have other close personal bonds (e.g., co-parents, dating, or used to date, in-laws, etc. These guidelines are established to reinforce management's commitment to fair and impartial selection, supervision, and evaluation.

CANDIDATE INFORMATION

| | |
|------------------------|------------------|
| Candidate Name (Print) | Telephone Number |
| Classification Title | Division |

DISCLOSURE

The information provided pursuant to this document will be used to determine possible relationships that conflict with the BSCC's Nepotism Guidelines and may impact hiring determination.

☐ I **do not have** a personal relationship (as defined above) with anyone currently employed with the BSCC.

☐ I **do have** a personal relationship (as defined above) with the BSCC employee(s) listed below:

| | | |
|-------------------------------|--------------|----------------|
| 1. Name of Related Individual | Relationship | Classification |
| 2. Name of Related Individual | Relationship | Classification |

Note: For additional relationships, please list on a separate sheet of paper.

SIGNATURES

POTENTIAL EMPLOYEE CERTIFICATION – IMPORTANT – PLEASE READ BEFORE SIGNING

I certify that I have read and fully understand the BSCC Nepotism Guidelines outlined above. My signature denotes that the information I have entered on this form is true and accurate to the best of my knowledge. I acknowledge that it is my responsibility to report all (current and potential) nepotism situation(s) immediately. I further understand that any false, incomplete, or incorrect statements may result in corrective action.

| | |
|------------------------|------|
| Signature of Candidate | Date |
|------------------------|------|

Note: This form shall be forwarded to the Human Resources Office during final eligibility check, where it will be maintained in the hired candidate's Official Personnel File (OPF).