**Cambridge Public Schools**

**Office of Human Resources**

**Anti-Nepotism, Non-Discrimination, and Confidentiality Agreement**

**Hiring Process for the Position of**: Director, Visual and Performing Arts

**Anti-Nepotism**

According to the Equal Employment Opportunity Commission, nepotism is the policy of showing favoritism to relatives or other close friends over other applicants. Such action shall include but not be limited to the following areas: advertising, recruiting, interviewing, employing, upgrading, demoting, transferring, and the selection for training of an individual. If you believe there is, or could be, a perceived conflict please do not sign this form and immediately notify the Executive Director for Human Resources or the Affirmative Action Officer. Failure to alert of a potential conflict can be construed as an attempt by the individual(s) involved to subvert the process and violate equal employment opportunity. In signing this form you agree that there is not a conflict.

**Non-Discrimination Policy**

The Cambridge Public Schools is an Affirmative Action/Equal Opportunity employer. The Cambridge Public Schools does not discriminate on the basis of race, color, gender, age, religion, creed, national origin, ancestry, age, disability, veteran’s status, sexual orientation or marital status. This policy applies to all areas of employment including recruitment, hiring, training, promotion, transfer, termination, layoff, compensation, benefits, and all other conditions and privileges of employment in accordance with applicable federal, state, and local laws.

**Confidentiality Agreement**

I understand that my participation in this hiring process is privileged and strictly confidential in nature, and that employment-related materials are confidential and privileged in nature and not to be taken into my personal possession but returned to the hiring chair for appropriate disposal. I agree to keep confidential any information I may gain from access to employment application documents, materials, discussions, or any other means relating to this hiring process. I further agree not to discuss or disclose the names or status of any candidate nor the content of hiring/search committee discussions. I recognize that my failure to maintain confidentiality may result in personal legal liability, and, if I am an employee of the Cambridge Public Schools may also result in disciplinary action up through and including termination of employment.

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 **Signature**

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 **Name (Please Print)**

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 **Date**