

**CUESTA COLLEGE
HUMAN RESOURCES
CERTIFICATION OF CONFIDENTIALITY REQUIREMENT**

Position:

Date:

Selection Committee Members:

CONFIDENTIALITY GUIDELINES

Applications for District employment are to be considered confidential material. Authorized access to and use of applications is restricted to selection committee members and certain college administrators and Human Resources staff. Applicants who ask are entitled to see their application during interviews. Applications are not returned to the applicant. The candidate is not entitled to see any pre-employment clearances or inquiries. Committee members shall not reveal the names of the persons that have applied for employment with the District nor reveal any applicant's rating within the pool of applicants. Deliberations are kept confidential in the committee.

The proper handling of this matter of confidentiality is of utmost importance in safeguarding the rights of applicants who are entitled to confidential treatment. **Caution:** Any application material printed by any member of the selection committee must be given the same protection to ensure confidentiality that was given to paper application and screening. All printed application material must be shredded. For questions or concerns, consult with Human Resources. Any concerns regarding the qualifications or adverse information regarding a specific candidate should be addressed directly to the committee chairperson.

This is to acknowledge that I understand the confidentiality mandate pursuant to participation on this selection committee.

Specifically, I understand that all information pertaining to candidates as well as committee discussion is to be kept confidential throughout and subsequent to candidate hiring.

Unauthorized disclosure of user name and password for this committee is prohibited and may result in disciplinary action.

Print Name

Signature

Date