



# DeKalb Technical College

## FAMILY RELATIONSHIP DISCLOSURE STATEMENT

NAME: \_\_\_\_\_  
 ORGANIZATIONAL UNIT: Adult Literacy Services  
 JOB SEEKING: \_\_\_\_\_

Family relationships referred to in DeKalb Technical College (DTC)'s Nepotism policy are defined as:

- Spouse;
- Child/Grandchild (includes biological, adopted or foster child, step child, legal ward)
- Sister/Brother (includes step/half relationships);
- Parent/Grandparent (includes step relationships);
- Niece/Nephew
- Immediate in-law (i.e., mother-in-law, father-in-law, sister-in-law, brother-in-law, daughter-in-law or son-in-law); or,

*DTC's policy applies to consultants, independent contractors and all College employees, including but not limited to full-time, part-time, adjunct faculty, temporary or hourly employees.*

I understand that as a requirement for employment with DeKalb Technical College, it is my responsibility to advise my Vice President and the Office of Human Resources of any family relationships that exist now or of the potential hire of family relationship in the future.

I also understand that **FAILURE** to provide this information will result in voluntary forfeiture of my employment.

Based on the definition of family relationships, I provide the following names of individuals whom I have a family relationship with at Dekalb Technical College:

Name _____	Relationship _____	Program _____
Name _____	Relationship _____	Program _____
Name _____	Relationship _____	Program _____
Name _____	Relationship _____	Program _____

Signature of Applicant \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed for compliance with DTC Nepotism Policy:  
 Vice President \_\_\_\_\_ Date \_\_\_\_\_

cc: Recruitment File