

TO: Applicant

FROM: Human Resources Officer

SUBJECT: Pre-Employment Declarations from Employee

DATE: _____

1. NEPOTISM POLICY:

The U.S. Embassy in Tunis welcomes employment referrals from Foreign Service National employees of qualified candidates for job openings at the embassy. Although there is no special preference granted to friends or family of embassy employees, we will give every consideration to all qualified employees applying for embassy jobs.

In our experience, referrals from embassy employees often include their family members and relatives. Hiring a relative into a section or unit where the employee is currently working can lead to nepotism, potential conflict of interest, favoritism, or other unfair employment practices. For this reason, and in the interest of all employees, current and future, we are now requiring the following statement from new employees and from all employees applying for competitive promotion into another section.

I am related (by blood or by marriage) to the following U.S. Embassy employees:

<u>Name of Relative</u>	<u>Nature of Relationship (brother, aunt, father's cousin, etc.)</u>	<u>Section/office of embassy in which Relative is Employed</u>	<u>Approximate Date/Year of Relative's Hire (if known)</u>

2. U.S. CITIZENSHIP OR LPR STATUS:

Are you an American citizen? YES _____ NO _____

Are you or have you ever been a Legal Permanent Resident (Green Card Holder) of the U. S.? YES ___ NO ___

If Yes, when? _____

ANY OMISSIONS, FALSE STATEMENTS, OR INACCURACIES MAY BE GROUNDS FOR DISCIPLINE OR DISMISSAL.

I certify that the above information is true and accurate,

Name _____ **Date:** _____

Employee Signature: _____