

University of North Carolina School of the Arts

PREEMPLOYMENT NEPOTISM CERTIFICATE

The Nepotism Certificate must be reviewed by Human Resources prior to any employee assignment or employment offer.

PROPOSED PLACEMENT

Name:

First

Middle

Last

Being Considered for:

Position Number

Classification Title

The person proposed for placement listed above is related to:

Name:

First

Middle

Last

Position:

Position Number

Classification Title

Relationship (specify):

When both positions are EPA, explain why no other candidate for the position possesses qualifications superior to those of the Immediate Family member:

This placement will not result in an Immediate Family member (as defined by UNCOSA's Nepotism Policy) supervising or having any influence over the other's employment, evaluation, transfer, promotion, salary administration, or other related management or personnel considerations.

Signature:

Department Head or Authorized Department Representative

Date

Return complete form to: Human Resources

CERTIFICATION REVIEW (to be completed by Human Resources)

Signature:

Human Resources

Title

Date