



# Personal Declarations

## Human Resources - Talent Acquisition

ORG 7111-0001

### Section A: Code of Ethics Survey

Please indicate: ☐ Union Employee ☐ Non-Union Employee

The Chicago Transit Authority (CTA) prohibits an employee from exercising authority, supervision, or control over an employee that is a relative or a person with whom he or she is involved in a personal relationship. The following definitions apply:

**"Relative"** means a person who is related to an officer or employee as spouse or domestic partner or as any of the following, whether by blood or by adoption: parent, child, brother or sister, aunt or uncle, great aunt, great uncle, first cousin, niece or nephew, grandparent, grandchild, father-in-law, mother-in-law, son-in-law, daughter-in-law, sister-in-law, brother-in-law, half-brother or half-sister and includes the grandfather or grandmother of the person's spouse and the person's fiancé or fiancée. (Code of Ethics, Section 1.1.bb.)

**"Personal Relationship"** means a dating, intimate, or romantic relationship. Also included are relationships between unmarried individuals who share a parent-child relationship (as defined by the Illinois General Assembly) with the same child or children. (AP 1603: Fraternalization Policy.)

**RELATIVES:** Please list below the names and work area/location of any relative(s) currently working for the CTA.

☐ None. I do not have any relative(s) currently working for CTA.

Please print.

First Name:	Last Name:	Relation:	Work Location:
Will this person be reporting to you? If yes, indicate if this person will be a direct or indirect report.		<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> Direct <input type="checkbox"/> Indirect

**PERSONAL RELATIONSHIP:** Please mark the appropriate box below.

☐ No. I am not designated to supervise an employee with whom I am involved in a personal relationship.

☐ Yes. I am designated to supervise an employee with whom I am involved in a personal relationship.

### Section B: Secondary Employment Acknowledgement

Secondary Employment refers to the service or activity rendered by an active employee of the Authority to a corporation, individual, partnership, firm, or enterprise other than the Authority, including self-employment, for which some form of compensation is received.

Secondary Employer refers to a corporation, individual, partnership, firm, or enterprise for which an employee of the Authority desires to engage in secondary employment.

I understand that I must seek and gain approval for any secondary employment by submitting the enclosed CTA Form 7822 to my manager and obtaining approval. I understand that I may not engage in secondary employment prior to obtaining such approval.

If you are employed at the time of hire do you plan to continue your other employment? ☐ YES (complete Form 7822) ☐ NO

Will your secondary employment be with a unit of Federal, State, County, or Municipal Government? ☐ YES ☐ NO

Date (MM/DD/YY):

Name (Please Print):

Signature: