

**CONFIDENTIALITY AGREEMENT**

The MSAD 55 Board appreciates your willingness to assist in the process of interviewing applicants for the position of \_\_\_\_\_. The Board is confident that your participation will contribute to our selection of the best possible candidate.

Understanding the intent and seriousness of the legal requirement to maintain strict confidentiality is most important. In this regard, 20-A, MRSA, § 6101.2, B provides that confidentiality applies to:

“...information in any form relating to an employee or applicant for employment, or to the employee’s immediate family, shall be kept confidential if it relates to the following:

- (1) All information, working papers and examinations used in the examination or evaluation of all applicants for employment.”

At least one Maine judicial opinion has substantiated that even the name of an applicant is protected, including the fact that a person has applied. Moreover, the prohibition from discussing these confidential matters does not end with the selection and appointment of the successful candidate. It is permanent and applies to all unsuccessful candidates as well.

This confidentiality form must be signed prior to participation in the interviewing process. By signing this form, you acknowledge having been provided with an orientation on the requirement for confidentiality, and that you are accepting this responsibility.

Again, thank you very much for your assistance.

I understand and agree to honor the strict requirement to maintain confidentiality regarding applicant information.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Search Committee Chair)

Adopted: May 2, 2002  
Revised: December 7, 2016