

**STATE OF ARKANSAS**  
Department of Finance and Administration  
**EMPLOYMENT OF FAMILY MEMBERS**

F-4

The Regulations administering Governor's Executive Order 98-04 prohibit the hiring of spouses and immediate family members of members of the General Assembly, Constitutional Officers, and state employees without the prior written approval of the State Agency Director or designee. Pursuant to Arkansas Code Annotated § 21-8-402(4), Immediate Family Member means an individual's spouse, children of that individual or his or her spouse, or brothers, sisters, or parents of the individual or his or her spouse. Arkansas Code Annotated § 21-8-304 prohibits public officials and state employees from using their positions to secure special privileges or exemptions for themselves or family members that are not available to others. Governor's Policy Directive No. 8 prohibits relatives from working in any capacity where one relative might supervise another.

Therefore, in order to avoid either a possible violation of A.C.A. § 21-8-304 and the above-referenced policies or the appearance of a conflict of interest, prior to the hiring of an immediate family member, documentation must be submitted to the Agency Director or designee certifying that customary hiring procedures were followed by the hiring official including, but not limited to, the requirement that the applicant meets the qualifications necessary to perform the duties of the position for which the applicant is being considered. The Agency Director or designee will review the certification and approve or disapprove the employment.

Agency, Institution, Constitutional Officer:

Applicant's Name:

Social Security Number:

Name of Hiring Official:

Is the applicant related to the (a) applicant's supervisor or (b) applicant's hiring official?  Yes  No

If yes, then what is the relationship?

Will the position for which the applicant is applying (a) be supervised by, or (b) have supervisory responsibility over any position held by any relative indicated on F3 Employee Disclosure & Certification Form?  Yes  No

Applicant's Address:

Position Applicant Applied For:

Position No:

Pay Grade:

Annual Salary \$

*I hereby certify that the above named applicant meets the education and experience qualifications (including knowledge, abilities, and skills) required to perform the duties of the position for which they are being considered.*

**Signature:**

Department Head

Phone Number

Approved

Disapproved

Institution/Agency Director or Designee

Date