



Policy and Procedures

Human Resources

Request for Outside Employment

Instructions: Employee-Complete form and submit to your supervisor for review and signature.
 Supervisor- Review, sign and submit to the Employee Support Division, if approved.
 Employee Support Division representative-Review, sign, inform the supervisor and employee of the status and file.

PART I: Basic Information

Employee Name:	Bureau:		Division:	
Employee SS#	Office Address:			
Employee Classification:	Office Telephone #:	Fax #:		
Employee Status:	Supervisors Name:			

PART II: Type of Request

I am requesting approval to engage in outside employment. In turn, I agree to abide by all the provisions of DFA Code of Conduct, Outside Employment, of which I have been furnished a copy.

I understand that my primary responsibility is to complete the assignments, responsibilities and obligations of my position. I further understand that this outside employment clearance may be terminated by order of the Cabinet Secretary or designee if it is determined that such work is adversely affecting the efficiency, quality and effectiveness of my work with the Department.



Policy and Procedures

Human Resources

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
From							
To							
#of Hours							

NAME OF OUTSIDE EMPLOYER

ADDRESS

Describe the type of work you are (will be) engaged in:

PART III: Please complete the highlighted areas.

Title	Yes	No	Signature	Date
Supervisor				
Middle Manager				
Division Director				



Policy and Procedures

Human Resources

Office of General Counsel			
Human Resources			
Cabinet Secretary			

PART IV: Employee Signature

Employee Signature	Date
--------------------	------

PART V: Comments