

FOR DOA USE ONLY

HRD JACKET NO \_\_\_\_\_

CONTROL NO.: \_\_\_\_\_

PROCESSED BY: \_\_\_\_\_

## REQUEST FOR APPROVAL OF OUTSIDE EMPLOYMENT AND BUSINESS ACTIVITIES

<input type="checkbox"/> New Application	<input type="checkbox"/> Renewal	Date:
Name of Employee	Department	SS No:
Position Title	Work Schedule (Specify Days and Time):	

### OUTSIDE EMPLOYMENT AND BUSINESS ACTIVITY INFORMATION

Employer:	Location:
Nature of Work:	Contact No.:
Work Schedule (Specify Days and Time):	Desired Employment Date (Must not be prior to approval of this request):

*I have read and understood the provisions of Chapter 7.950 of the Department of Administration's Personnel Rules and Regulations. If there should be any changes to this request, I must notify the Director, Department of Administration.*

\_\_\_\_\_  
(EMPLOYEE SIGNATURE)

<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED  _____ DIVISION HEAD/SUPERVISOR'S SIGNATURE / DATE	REMARKS:
<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED  _____ DEPARTMENT HEAD SIGNATURE / DATE	REMARKS:

cc: Human Resources Division - DOA