

**REQUEST FOR APPROVAL  
TO HOLD A SECOND JOB**

I hereby request approval to hold a second job as follows:

*Employer* \_\_\_\_\_

*Type of Work* \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Days/Hours* \_\_\_\_\_

I understand that my primary obligation is to the City and that any other employment cannot interfere with this obligation. I acknowledge that I have read and understand the City's policy regarding outside employment and that I will comply with all provisions of that policy. I agree to notify my department head if any of the above employment information changes.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

The above request to hold a second job is     Approved     Denied

If denied, state reason(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Department Head Signature

\_\_\_\_\_  
Date