

**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 I will comply with all provisions of that policy. I agree to notify my department head if any of the above employment information changes.

\_\_\_\_\_  
Employees Full Name (PRINTED CLEARLY)

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

Date

Approved

Denied

If denied, state reason(s):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Department Head Signature

Date

\_\_\_\_\_

City Manager Signature

Date