



Application for Approval to Accept Outside Employment

Name: _____ Date: _____

City Employment Information

Department:	Position:	Employee No:
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Proposed Outside Employment	Self Employed
	Other

Employer:	Address:
Telephone #:	

Type of Business/Activity of Outside Employer:

Describe nature of employment, duties performed, or special conditions, with Outside Employer:

Estimated number of hours per week:	Days of the week:
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Start Date:	Completion Date:	From:	am pm	To:	am pm
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I request permission to accept the above stated outside employment. I acknowledge and agree to abide by the provisions of the City of Mesquite Outside Employment Policy and that my primary employment is with the City of Mesquite and that my job with the City at all time takes precedence on any outside employment. I understand that my outside employment must not impair my efficiency; will not be incompatible with my position at the City; and will not constitute a conflict of interest, or the appearance of a conflict. I further understand that failure on my part to comply may result in some form of disciplinary action, withdrawal of approval, and possibly be grounds for dismissal.

Employee's Signature

Recommended

Department Director Date

City Manager Date

Approved

Not Approved

Original: Employee's File – Personnel Dept.
cc: Employee's Department Director

If not approved, indicate reason(s).
If approved with special conditions, indicate conditions.