



## Application for Approval to Accept Outside Employment

Name: _____		Date: _____	
<b>City Employment Information</b>			
Department:	Position:	Employee No:	
<b>Proposed Outside Employment</b>		Self Employed	
		Other	
Employer:		Address:	
Describe nature of employment, duties, special conditions:			
Estimated number of hours per week:		Days of the week:	
Start Date:	Completion Date:	From: _____ am pm	To: _____ am pm
<p>I understand and agree to abide by the provisions of the City of Mesquite Outside Employment Policy. 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.</p>			
_____ <i>Employee's Signature</i>			
<p><b>Recommended</b></p> <p>_____ <i>Department Director</i></p> <p>_____ <i>City Manager</i></p> <p><input type="checkbox"/> <i>Approved</i></p> <p><input type="checkbox"/> <i>Not Approved</i></p> <p>Original/Employee's File – Personnel Dept. cc: Employee's Department Director</p>		<p>If not approved, indicate reason(s).</p> <p>If approved with special conditions, indicate conditions.</p>	