

**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)** Department

Employees Signature Date

Approved Denied

If denied, state reason(s):

Department Head Signature Date

City Manager Signature Date