



**SECONDARY (OUTSIDE) EMPLOYMENT REQUEST**

NAME: \_\_\_\_\_ POSITION \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

OUTSIDE EMPLOYER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE#: \_\_\_\_\_

\_\_\_\_\_ HOURS / WK: \_\_\_\_\_

NATURE OF OUTSIDE EMPLOYMENT:  
\_\_\_\_\_

JOB TITLE / DESCRIPTION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will this secondary job in any way be considered a conflict of interest to your primary job with the City?

Yes  No

If yes please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This employment will be conducted outside of my normal hours of employment with the City of Petersburg. It is understood that the requirements of my City position come first and if any conflict should arise, or there is any violation of the outside employment policy, the secondary employment will be stopped.

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

\_\_\_\_\_  
Date

**Date Received by Supervisor:** \_\_\_\_\_

Secondary Employment      Approved       Disapproved

\_\_\_\_\_  
Department / Agency Head

\_\_\_\_\_  
Date

If disapproved the copy is returned to the employee. If approved a copy of this request must be submitted to the Department of Human Resources for placement in the employee personnel file.