



## REQUEST TO ENGAGE IN OUTSIDE EMPLOYMENT

Name: \_\_\_\_\_

Classification: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Department: \_\_\_\_\_

### EMPLOYMENT INFORMATION

Name of Prospective Employer: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Address of Worksite (if multiple locations, please provide address of main office):  
\_\_\_\_\_  
\_\_\_\_\_

Position: \_\_\_\_\_

Anticipated Start Date: \_\_\_\_\_ Anticipated End Date: \_\_\_\_\_

Detailed description of duties to be performed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Days/hours work to be performed: \_\_\_\_\_ Ave. hours/month: \_\_\_\_\_

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

### DEPARTMENT HEAD REVIEW/APPROVAL

Anticipated affect of additional employment based upon criteria contained in City of San Rafael Policies and Procedures, Policy No. 140.07: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Comments (if request is denied): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approved

Not approved

Revoked (Date: \_\_\_\_\_)

\_\_\_\_\_  
Department Head's Signature

\_\_\_\_\_  
Date

**PLEASE FORWARD A COMPLETED COPY TO HUMAN RESOURCES FOR THE EMPLOYEE'S PERSONNEL FILE**