



REQUEST TO ENGAGE IN OUTSIDE EMPLOYMENT

Name: _____

Classification: _____

Supervisor: _____

Department: _____

EMPLOYMENT INFORMATION

Name of Outside 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

ACKNOWLEDGEMENT OF NOTIFICATION

Employees represented by the SRFA who engage in outside employment, including self-employment, within the City of San Rafael, with duties that are related to the San Rafael Fire Department must also submit a *Request to Engage in Outside Employment* (Attachment B). Examples would include Fire Extinguisher and/or Systems sales, design, installation and/or maintenance and inspection, vegetation management, EMS provider.

Comments (if request is denied): _____

Approved

Not approved

Revoked (Date: _____)

Fire Chief's Signature

Date

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