



City of Santa Ana
Human Resources Department

REQUEST TO ENGAGE IN OUTSIDE EMPLOYMENT FORM
Per City of Santa Ana Municipal Code Section 9-16

This form is for current City of Santa Ana employees wishing to request permission to engage in outside employment.

Employee Name: _____

Department: _____

Job Title: _____

Requesting permission to engage in outside employment with the following entity:

Employer: _____

Phone #: _____

Address: _____

Occupation/Profession: _____

Job Title: _____

Hours per Month: _____

Duties: _____

I understand that this request cannot be granted for a period in excess of one (1) year. The proposed employment will in no way conflict with City employment.

Employee Signature

Date

REQUEST APPROVED: I have evaluated all factors relative to this request and determine that this employment will not interfere in any way with the proper performance of the employee's duties and is not inconsistent, incompatible, or in conflict with his / her duties as a City employee.

REQUEST DENIED: Reason: _____

Department Head or Designee Name

Department Head or Designee Signature

Date

Human Resources Use Only:

____ APPROVED ____ DENIED

Comments: _____

REVIEWED BY	Name	Signature	Date
Senior HR Analyst			
Executive Dir. of HR or Designee			