



City of Santa Ana
Human Resources Department

REQUEST TO ENGAGE IN OUTSIDE EMPLOYMENT FORM
For Part-time Employee Use Only

All part-time employees engaged or wishing to engage in outside employment with another public agency (e.g., city, county, school, special district) must immediately notify their supervisor by completing and submitting this form. Failure to disclose or misrepresent outside employment may result in immediate dismissal from part-time employment.

Employee Name: _____

Department: _____

Job Title: _____

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

Agency: _____

Address: _____

Phone: _____

Occupation / Profession: _____

Job Title: _____

Projected Hours per Month: _____

Brief Statement of Duties and Responsibilities:

I understand that this request is subject for review and approval by the Human Resources Department. I also understand that if my request is approved, this form is valid for twelve months and I must submit a new form in twelve months if I wish to continue outside employment.

Employee Signature

Date

Human Resources Use Only:

____ APPROVED ____ DENIED

Comments:

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