

PULASKI COUNTY
REQUEST FOR APPROVAL OF OUTSIDE EMPLOYMENT
(See instructions on back)

Employee Name _____

Department / Division _____

Email _____

Telephone _____

I am requesting approval for outside employment (including self-employment). The nature of my secondary employment will be as follows:

Employer/DBA _____

Address _____

My duties will be as follows:

I verify that I will not conduct the duties of my secondary employment during my County work hours.

Employee Signature

Date

SUPERVISORY AUTHORIZATION

I have reviewed the above request for employee outside employment for any conflict of interest with services or responsibilities of Pulaski County Government. Based upon my review this request is

Approved

Disapproved

Elected Official / Department Director's Signature

Date

REQUEST FOR APPROVAL OF OUTSIDE EMPLOYMENT INSTRUCTIONS

Employee:

Prior to beginning your outside employment, complete the top section of the form identifying your proposed employer and a description of the duties you will be performing. If you are going to be self-employed, list the name under which you will be working or your "doing business as" (DBA) identity. Sign and date the form and submit the form to your supervisor. You must have your Elected Official/Department Director's approval prior to beginning work.

Elected Official/Department Director:

After review of the completed request, check the appropriate box indicating approval or disapproval. If the request is denied, attach a statement explaining the denial. Sign and date the form. Give a copy to the requesting employee and keep a copy in your department files.

(See reverse side for Request for Approval of Outside Employment form.)