

*City of Auburn Hills***OUTSIDE OR SECONDARY EMPLOYMENT APPLICATION**

EMPLOYEE: \_\_\_\_\_ DATE: \_\_\_\_\_

POSITION: \_\_\_\_\_ DEPT: \_\_\_\_\_

I request permission to be employed outside of and in addition to my employment with the City of Auburn Hills as provided in Policy No. 30-15 of the Personnel Policy and Procedure Manual of the City of Auburn Hills. I understand that this outside or secondary employment shall not be performed during nor be in conflict with my hours of work with the City of Auburn Hills.

NAME OF OUTSIDE OR SECONDARY EMPLOYER: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_ PHONE: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

TYPE OF BUSINESS: \_\_\_\_\_

POSITION TITLE: \_\_\_\_\_

DUTIES: \_\_\_\_\_

International or Local Union, Association, or Society Membership Required? ( ) yes ( ) no

PRINCIPAL LOCATION OF EMPLOYMENT: \_\_\_\_\_

AVAILABLE TO CITY FOR CALL BACK EMERGENCIES? \_\_\_\_\_

\* Outside employment will not be an acceptable reason for declining overtime or emergency call back response.

ESTIMATED HOURS OF EMPLOYMENT: Daily: \_\_\_\_\_ Weekly: \_\_\_\_\_ Monthly: \_\_\_\_\_

ESTIMATED DATE OF HIRE: \_\_\_\_\_ EST. DATE OF TERMINATION: \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**OFFICE USE ONLY**

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

**APPROVALS**

Department Director: \_\_\_\_\_ Date: \_\_\_\_\_

City Manager/Designee: \_\_\_\_\_ Date: \_\_\_\_\_

Approval expires one year from date issued, or: \_\_\_\_\_