

SECONDARY EMPLOYMENT REQUEST

NAME: \_\_\_\_\_ SSN: \_\_\_\_\_

POSITION: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_

SECONDARY EMPLOYER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE#: \_\_\_\_\_

\_\_\_\_\_ HOURS / WK: \_\_\_\_\_

NATURE OF EMPLOYMENT: \_\_\_\_\_

JOB TITLE / DESCRIPTION: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Will this secondary job in any way be considered a conflict of interest to your primary job with the City? Yes  No

If yes please explain: \_\_\_\_\_

\_\_\_\_\_

This employment will be conducted outside of my normal hours of employment with the City of Richmond. It is understood that the requirements of my City position come first and if any conflict should arise, or there is any violation of the outside employment policy, the secondary employment will be stopped.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

Date Received by Supervisor: \_\_\_\_\_

Reviewed By:

\_\_\_\_\_  
Department / Agency Head

\_\_\_\_\_  
Date

**Secondary Employment**                      **Approved**                      **Disapproved**  
                        

\_\_\_\_\_  
**Chief Administrative Officer**

\_\_\_\_\_  
**Date**

Copy of this request must be submitted to Employee's Personnel File in Human Resources.