

CITY OF GAYLORD
OUTSIDE EMPLOYMENT APPLICATION/AUTHORIZATION

- INITIAL APPLICATION - Submit at least 10 days prior to beginning outside employment.
- CHANGE IN EMPLOYMENT - Submit at least 10 days prior to changing outside employment.

Name of Applicant

Name of Prospective Employer

Telephone No.

Address (Street, City, State, ZIP)

Principal Business of Employer

Outside Employment Duties (In Detail)

No. of Hours To Be Worked

Date Employment to Begin

SUPERVISORY EVALUATION

Are you satisfied that the employee's outside employment will not:

- 1. Conflict with the employee's work hours with the City of Gaylord. Yes No
- 2. Conflict with the satisfactory performance of the employee's duties and responsibilities with the City of Gaylord. Yes No
- 3. In any way produce a conflict of interest situation. Yes No

Remarks:

The applicant's request for outside employment has been approved disapproved.

Authorized Signature

Date