



## Declaration of Outside Employment

**Employee Name:** \_\_\_\_\_  
(Please print clearly)

**Department:** \_\_\_\_\_

**Position Title:** \_\_\_\_\_

In accordance with Section 18, "Outside Employment or Business Activity" of the Village's Personnel Rules and Regulations manual, I hereby request approval of my outside employment as listed below. I understand that approval may be cancelled at any time by the Village Manager upon ten (10) days written notice, due to violations of the provisions of Section 18.02.

**Company Name:** \_\_\_\_\_

**Company Address:** \_\_\_\_\_  
\_\_\_\_\_

**Position Held:** \_\_\_\_\_

**Employment Start Date:** \_\_\_\_\_

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

\_\_\_\_\_  
Date

***Please submit completed form to your supervisor or department head.***

Check appropriate box and sign:

Approved       Denied

\_\_\_\_\_  
Department Director Signature

\_\_\_\_\_  
Date

Approved       Denied

\_\_\_\_\_  
Village Manager

\_\_\_\_\_  
Date

***Please route completed form to Human Resources to be placed in employee's personnel file.***