



# City of Roswell

## Secondary Employment Request Form

Employee Name \_\_\_\_\_  
 Department \_\_\_\_\_  
 Job Title \_\_\_\_\_

**Please list current places / types of employment other than at the City of Roswell**

**Outside Employer #1**

Business Name/Location: \_\_\_\_\_  
 Approximate Hours Worked Per Week: \_\_\_\_\_  
 Nature/Scope of Work: \_\_\_\_\_

**Outside Employer #2**

Business Name/Location: \_\_\_\_\_  
 Approximate Hours Worked Per Week: \_\_\_\_\_  
 Nature/Scope of Work: \_\_\_\_\_

**Outside Employer #3**

Business Name/Location: \_\_\_\_\_  
 Approximate Hours Worked Per Week: \_\_\_\_\_  
 Nature/Scope of Work: \_\_\_\_\_

This also shall certify that the above places/types of employment will not interfere with my position at the City of Roswell. Should I become injured while working elsewhere other than at the City of Roswell, I will notify my supervisor immediately.

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

Approve \_\_\_\_ Disapprove \_\_\_\_ \_\_\_\_\_  
Supervisor Signature Date

Approve \_\_\_\_ Disapprove \_\_\_\_ \_\_\_\_\_  
Department Director Signature Date

Approve \_\_\_\_ Disapprove \_\_\_\_ \_\_\_\_\_  
City Administrator Signature Date