

Village of Mount Prospect
Mount Prospect,
Illinois



OUTSIDE EMPLOYMENT REQUEST

I _____ am requesting approval for outside employment with the
 Print Name
below organization:

Organization

Employment Status (F/T or P/T)

Type of Industry

Days of the week to be worked

Job Title

Hours to be worked per day

Supervisor

Address of Business

Salary – Hourly Rate/Annual Income

Phone Number

I am aware of the fact that approval of this request will be based on the fact that said employment will not interfere with my effectiveness, physical well-being, or be in conflict of interest with my current position with the Village of Mount Prospect.

Employee Signature

Date

Director Approval

Date

Village Manager Approval

Date