# Request for Outside Employment

Instructions: One form is required for each outside employment.

- For current employees: notice is required before accepting outside employment to avoid conflict of interest or duties.
- For new employees: notice is required upon hire.

**Section I – Employee Name: _____**

**Section II – Outside Employment Information.** *Complete all boxes in each column where "NA" isn't listed.*

| | **Delaware County Transit Employment** | **Outside Employment** |
|---|---|---|
| Name of Employer: | Delaware County Transit | |
| Address of Employer: | NA | |
| Phone # of Employer: | NA | (  ) |
| Department Name: | | |
| Job Title: | | |
| Duties and Responsibilities: | | |
| Begin/End Date: | NA | |
| Hours per week: | | |
| Receiving Compensation | ☐ Yes | ☐ Yes ☐ No |

**Section III –Employee Statement.**

*I hereby certify that the outside employment reported above does not constitute a conflict with my Delaware County Transit duties and responsibilities. Consistent with Ohio law, I understand and agree that Delaware County Transit may deem this as a conflict of interest at which time I will be notified and may be required to end the employment. I am in receipt and understand the Ohio Ethics Policy. Should I have questions I will contact Delaware County Transit Appointing Authority or Designee.*

Employee Signature: _____ Date: _____

***Routing: Employee must complete form and submit to their Department Director, who will complete Section IV and submit to the Appointing Authority or Designee. Employee will be notified of result.***

**Section IV –Approvals.**

*In my judgment, the outside employment or activity described above is not in conflict with the employee's current duties and responsibilities.*

Manager: _____ Date: _____ ☐ Approved ☐ Not Approved

Appointing Authority/Designee:_____ Date: _____ ☐ Approved ☐ Not Approved

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