

**CITY OF WILMINGTON
REGISTRY FOR OUTSIDE EMPLOYMENT**

NAME _____ POSITION _____

DEPARTMENT _____ DIVISION _____

NAME OF OUTSIDE EMPLOYER _____

ADDRESS _____

TYPE OF WORK

BEGINNING DATE OF EMPLOYMENT _____ WAGES _____

AVERAGE HOURS PER WEEK _____ DAY _____ NIGHT _____

TYPE OF FINANCIAL PROTECTION: INSURANCE () COMPENSATION LAW ()

OTHER (explain) _____

EMPLOYEE TO NOTIFY PERSONNEL DIRECTOR IF NO LONGER EMPLOYED BY FIRM

DATE _____ SIGNED _____
Applicant

REMARKS: _____

**I HAVE REVIEWED EMPLOYEE'S REQUEST FOR OUTSIDE EMPLOYMENT AND SAID
EMPLOYMENT DOES NOT VIOLATE THE PROVISIONS OF THE CONFLICT OF
INTEREST ORDINANCE.**

APPROVED () _____
Direct Supervisor

APPROVED () _____
Department Head

DISAPPROVED () _____
Date

**TO BE PLACE ON FILE WITH PERSONNEL DIRECTOR IN ACCORDANCE WITH CHAPTER 8,
ARTICLE 3, SECTION 8:33, OUTSIDE EMPLOYMENT**

THREE COPIES 1) HUMAN RESOURCES 2) EMPLOYEE 3)ORIGINATING DEPT.