



City of Alameda • California

APPLICATION TO ENGAGE IN OUTSIDE EMPLOYMENT

<u>Employee Name</u>	<u>Department</u>	<u>Job Title</u>
<u>Home Address</u>		

1. Type of work you wish to perform while off duty from your position with the City of Alameda:

2. How many hours per week, on the average, do you intend working while off duty?

As you are aware, City employees may engage in outside employment which does not interfere with, or constitute a conflict of interest with, their City employment. Employees must provide notification of outside employment by submitting an official City form approved by their Department Head, to the Human Resources Department for forwarding to the City Manager. Employees may not engage in outside employment during regular working hours, nor while wearing a City uniform, emblem, badge or identification card. Any such outside work is subject to authorization of the City Manager.

_____ Employee Signature	_____ Department Head
_____ Date	_____ Date
_____ Human Resources	_____ City Manager
_____ Date	_____ Date