Request for Permission to Secure Employment Outside of the Normal Work Schedule Within or Outside Longwood University

Instructions: This form is to be completed and signed by the person requesting permission to secure outside employment. Then forward this form to supervisor for signature. Send completed form to Human Resources.

| Name: | | | | | | _ |
|---|---------|-------------|---------------|-------------|-------------------|---|
| Present Position: | | | | | | _ |
| Name of Prospective Employer: | | | | | | _ |
| Title of Position: | | | | | | _ |
| Working days and hours: | | | | | | _ |
| Date employment is to begin: _ | | | | | | _ |
| Duration of employment: | | | | | | _ |
| Statement of general nature of | duties: | | | | | _ |
| I understand the conditions undoutlined in Longwood Policy 52 | | n permitted | to secure out | side/second | lary employment a | S |
| Employee's Signature | | Date | | | | |
| Supervisor's Section | | | | | | |
| Approved | | | | | | |
| Disapproved | | | | | | |
| Supervisor's Signature | Date | | - | | | |
| HR Approval: | | Date | | _ | | |