



**Outside Employment Notification Form**

The work of GoTriangle takes priority over employment interests of the employees. All outside employment for salaries, wages, or commission and self-employment must be reported to the employee's Department Head before such work is to begin.

Date: \_\_\_\_\_

Name: \_\_\_\_\_

GoTriangle Position: \_\_\_\_\_

Do you currently have outside employment? Yes No

**Outside Employment**

Employer: \_\_\_\_\_

Job Position: \_\_\_\_\_

Date Hired: \_\_\_\_\_

Days to work: \_\_\_\_\_

Hours to work: \_\_\_\_\_

***To be completed by employee's supervisor:***

Does outside employment present a conflict with current GoTriangle position? Yes No

Is outside employment approved? Yes No

Supervisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_