

# Permission Request Form

(Section 2.86 of the Code of Ordinances)

I, \_\_\_\_\_, hereby request permission to

Obtain  Continue outside employment as follows:

Name of Employer (if available): \_\_\_\_\_

Type of Position: \_\_\_\_\_

Give a brief job description:  
\_\_\_\_\_  
\_\_\_\_\_

Number of hours required per day: \_\_\_\_\_ hours

Number of days required per week: \_\_\_\_\_ days

Present position with City: \_\_\_\_\_ Department: \_\_\_\_\_

Present Shift: \_\_\_\_\_ hours/day; \_\_\_\_\_  A.M./ P.M. through \_\_\_\_\_  A.M./ P.M.

**Approved**  **Disapproved** **Date:** \_\_\_\_\_

\_\_\_\_\_  
**Employee Signature** **Date**

\_\_\_\_\_  
**Department Head** **Date**

\_\_\_\_\_  
**Human Resources Director** **Date**