

## **REQUEST FOR APPROVAL OF OUTSIDE EMPLOYMENT**

**TO:**

Name of supervisor

Title and Routing Symbol

and

Deputy Assistant General Counsel for Standards of Conduct (GC-77) or  
Chief Counsel for Local Site

**FROM:**

Name and Title

**DATE:**

I request approval to engage in outside employment as described below:

1. Name of prospective employer
2. Describe type of work (accountant, book editor, sales associate, teacher)
3. Proposed work days/hours (e.g., 4 hrs. on Saturdays; 1 semester from 8-12/01)
4. Proposed dates of employment (e.g., 11/00 through 1/01; six months beginning 2/01)

**APPROVED:**

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

Date

\_\_\_\_\_  
GC-77 Concurrence

Date