



CARROLL COUNTY ETHICS COMMISSION
 225 N. Center Street, Room 113
 Westminster, Maryland 21157
 (410) 386-2061

OUTSIDE EMPLOYMENT REQUEST

 Application Date

Employee Name: _____ Phone Number: _____

Department/Bureau: _____

County Position Title: _____

County Position Duties: _____

***Attach copy of Job Description**

I hereby request approval for the following "outside" employment:

 Outside Employer Name and Address: *(If self-employed, please provide home address)*

 Outside Position Title:

 Outside Position Duties:

Starting Date: _____

Length of Employment: _____

Approved Disapproved

 SUPERVISOR'S SIGNATURE

 DATE

 DIRECTOR'S SIGNATURE

 DATE

 DIRECTOR, DEPARTMENT OF HUMAN RESOURCES

 DATE

 ETHICS ADMINISTRATOR

 DATE

NOTE: If the outside employment circumstances change in any respect from what is approved, please submit a new request.