



CARROLL COUNTY ETHICS COMMISSION  
225 N. Center Street, Room 113  
Westminster, Maryland 21157  
(410) 386-2094

**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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
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.**