



Okolona Fire Department

Request for Approval of Secondary Employment



Okolona Fire Protection District employment requires a full-time employee to report any secondary employment to the Fire Chief in writing before the secondary employment begins. Newly hired employees must report any secondary employment prior to date of hire. Any current employees with secondary employment as of 12/03/2009 must also complete this form.

EMPLOYEE INFORMATION:

Name: _____ Position: _____

Platoon Assignment: _____ Supervisor: _____

Name of Secondary Employer: _____ Work Phone: _____

Address of Secondary Employer: _____

Are you self-employed or own interest in the company? Yes No

Secondary Work Schedule: _____ Hours per week based on the following schedule:

<i>example</i>	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
IN: 10:00am							
OUT: 2:00pm							

Nature of employer's business and description of duties to be performed (If self-employed or own interest in the company, please describe the nature of the business and your duties/role):

EMPLOYEE CERTIFICATION:

I Understand:

- The policy governing secondary employment. My secondary employment will not have any impact on and will not create any possibility of conflict with my primary employment.
- That failure to provide accurate information regarding my secondary employment approval request or failure to disclose secondary employment may be considered unacceptable personal conduct which could subject me to discipline up to and including termination.
- That secondary employment information is public and may be disclosed to third parties.

I certify that the above information is correct.

Employee Signature

Date

APPROVAL SIGNATURE

Approved:

YES NO Fire Chief: _____ Date : _____