

Outside Employment or Service and Dual Employment

Name:	Empl ID:
Department:	Job Title:

Faculty and staff members must disclose all existing outside employment and request approval prior to starting outside employment by providing the following information.

I hereby certify that I am not engaged in outside employment or service and dual Texas State employment. I have read the UNT, UNTD or UNT System policy on Outside Employment or Service and Dual Employment and I must fully comply with the provisions of that policy.

I hereby certify that the requested outside employment or service and dual Texas State employment does not constitute a conflict of interest and will not interfere with my regular employment at UNT, UNTD or UNT System. I have read the UNT, UNTD or UNT System policy on Outside Employment or Service and Dual Employment and understand I must fully comply with the provisions of that policy.

Proposed Outside Employment or Service and Dual Employment

Employer:	
Dates of employment:	
Duties or activities:	

Texas State Agency Not a Texas State Agency

During the course of outside employment, will use be made of any university equipment, facilities or services? Yes No

a. If yes, what use will be made: _____

b. If yes, are any of the costs to be reimbursed to the university? Yes No

If yes, please explain: _____

Employee's signature

Date

All reported outside employment activity must be reviewed by the department head, chair, or dean to determine conformance of the proposed activity with the guidelines stated in UNT, UNTD or UNT System policy. Forward signed original request to the Human Resources Department.

Approved

Signature of Supervisor	Date
-------------------------	------

Disapproved

Signature of Department Head/Chair	Date
------------------------------------	------

Signature of Dean (if applicable)	Date
-----------------------------------	------

Signature of President (if applicable)	Date
--	------

Reason for Disapproval: _____