

**CITY OF VENICE**  
**REQUEST FOR APPROVAL OF OUTSIDE EMPLOYMENT**



Employee name, position, department \_\_\_\_\_

I hereby request permission to work during my off-duty hours at \_\_\_\_\_  
(intended place of employment)

This work involves the following (brief summary of activities and hours):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is this prospective employer a vendor to the city or has been a vendor to the city? (Y/N) \_\_\_\_\_

If so, in what capacity?

\_\_\_\_\_  
\_\_\_\_\_

I have read and understood City of Venice Personnel Procedures & Rules section 1.36, City of Venice Code of Conduct & Ethics section 2-173 and FL Statute 112.313.

\_\_\_\_\_ Date \_\_\_\_\_  
(signature of employee)

APPROVED:

\_\_\_\_\_  
Supervisor date

\_\_\_\_\_  
Department Head date

\_\_\_\_\_  
Director of Administrative Services date

\_\_\_\_\_  
City Manager's Office date

original to Personnel File  
copy to Employee