



Human Resources  
282 Champions Way  
PO Box 3062410  
Tallahassee, FL 32306-2410  
Phone: 850-644-6034  
Fax: 850-645-4670

## FLORIDA STATE UNIVERSITY STATEMENT CONCERNING OUTSIDE EMPLOYMENT A&P/USPS/OPS

- It is understood that this employment will not interfere with my regular work and is consistent with the laws and regulations of the State of Florida, the Board of Governors, and Florida State University, and will not involve a conflict of interest or use of any of my official connection with the University.
- I understand I am required to disclose to Florida State University any other employment information for which I am being paid wages.
- I understand I must submit a new request for approval when any changes occur in my outside employment information.

Employee Name	Employee ID
Title	Mail Code
Department	

If you do not have outside employment, complete Section 1.

If you do have outside employment, complete Section 2.

**Section 1:** ☐ I do not have outside employment.

Employee Signature	Date
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**STOP HERE if you DO NOT have outside employment.**

**Section 2:** ☐ I have outside employment with another State Agency/University.

☐ I have outside employment with an employer other than a State Agency/University.

Scheduled Florida State University workdays & hours:

Total hours per week:

### OUTSIDE EMPLOYMENT INFORMATION

Name of employer		
Address of employer		
Nature of employment		
Start date of employment		*Termination date
Outside workdays and hours		
Total hours per week		

*I certify to the above and hereby request permission to engage in outside employment.*

Employee Signature	Date	
Supervisor Signature	Approved	Date
Supervisor Name		
Chairman/Dept. Head Signature	Approved	Date
Chairman/Dept. Head Name		
President/Provost/Vice President/Dean Signature	Approved	Date
President/Provost/Vice President/Dean Name		
AVP/Chief Human Resources Officer Signature	Noted	Date

After all necessary approvals are received, **the original must be sent to The Office of Human Resources.** The original will be retained by Human Resources and placed in the employee's personnel file. A noted copy will be returned to the department.