



Secondary Employment Statement

- Permission is hereby requested to perform the work listed below as work outside of Housing Opportunities Commission.
 - Employee Working a Second Regular Position
 - Employee Working for Another Employee
- I have no secondary employment.
- Notification of Discontinuation of Secondary Employment (List name of employer)

Employee Name:	Division:
Second Employer: (If Company or Organization)	Individual or Organization?
Employer Address:	
Type of Work:	Duration of Work:
<i>I understand that this position will not interfere with my responsibilities at HOC and that I am not to use agency vehicles, tools or materials in carrying out this work.</i>	
Employee Signature:	Date:

Supervisor Signature:	Date:	
Is there any conflict of interest at this time? In the future? If Yes, please explain		
Division Head's Signature:	Approved? (Yes/No)	Date:
Director Of Human Resources Signature:	Approved? (Yes/No)	Date: