



## **OUTSIDE/DUAL EMPLOYMENT FORM**

<b>Employee Name:</b>	<b>Employee Title:</b>
<b>Department:</b>	

<p>1. Do you anticipate having a job in addition to your present employment with the Cook County Assessor's Office?</p> <p style="text-align: right;"><input type="checkbox"/> YES      <input type="checkbox"/> NO</p>
<p>2. If yes to number 1 above:</p> <p>When will you start? _____</p> <p>Name of Employer: _____ Phone: _____</p> <p>Address: _____ City: _____</p> <p>What is your job? _____</p>

3. Complete the box below, indicating start time, total hours per day and total hours per week for your CCAO job and your outside employment.

	CCAO Employment		
	Start	Stop	Hours
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			
Total Hours			

	Outside Employment		
	Start	Stop	Hours
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			
Total Hours			

I hereby certify that the above information is true and complete and authorize my outside employer named above to furnish any authorized representative of the Cook County Assessor's Office with any additional information pertaining to my employment. I will complete a new Outside/Dual Employment Form on each anniversary of the date this request has been approved.

**I submit that I have read the Article I, Sections 15 and 17 of the Employee Handbook, that I have no conflict of interest; and that any falsification of this report may result in Discipline.**

<p>_____ <b>Employee Signature</b></p>	<p>_____ <b>Date</b></p>
<p>APPROVALS:    <input type="checkbox"/> YES      <input type="checkbox"/> NO</p> <p>                  <input type="checkbox"/> YES      <input type="checkbox"/> NO</p> <p>                  <input type="checkbox"/> YES      <input type="checkbox"/> NO</p> <p><input type="checkbox"/> Copy to Employee</p>	<p>Chief Administrative Officer: _____</p> <p>Chief Legal Officer: _____</p> <p>Chief Deputy Assessor: _____</p> <p><input type="checkbox"/> Copy to Personnel File</p>