



NORTHWEST FLORIDA STATE COLLEGE

100 College Boulevard, E. • Niceville, FL 32578-1295 • (850) 678-5111 • www.nwfsc.edu

Date:

To:

This letter is to request approval to work the outside job as indicated below other than my current role as

_____ here at Northwest Florida State College.

Name of organization: _____

Address of employer: _____

Position employed as: _____

Work schedule: _____

I understand that my job at Northwest Florida State College is my primary position and this position will not in any way interfere with my duties. I understand that if at any time my outside employment begins to affect my duties here at the College I will leave the employment of the outside employer or tender my resignation with the College.

I understand that I must submit a new request for approval at the beginning of each fiscal year per Board Policy HR 13.00. I further understand that I must notify Human Resources and my supervisor of any changes in my employment status from what I have stated above.

By way of my signature below, I attest that the outside employment position for which I am requesting approval is not a conflict of interest to my position here at the College.

Employee

Date

Supervisor

Date

Vice President

Date