HUMAN RESOURCES

Georgia Building Authority / State Properties Commission / Georgia State Financing & Investment Commission

Secondary Employment Acknowledge Request

Employee Information

Name:

Title: Division:

Agency:

☐ **State Properties Commission** ☐ **Georgia State Financing & Investment Commission** ☐ **Georgia Building Authority**

Acknowledgement (Complete this section **ONLY** if you DO NOT have, nor are you requesting approval for secondary employment)

☐ I do not have secondary employment, nor am I requesting approval for secondary employment. I, certify that the information provided is true and accurate, furthermore I consider the selected agency my primary employer.

Signature: Date:

Secondary Employer Information (Complete this section **ONLY** if you have or are requesting approval for secondary employment)

I, the above named staff member am requesting permission to engage in secondary employment with the following employer:

Employer's Name:

Type of Business:

Address:

Supervisor's Name: Phone#:

Work Schedule and Hours:

Briefly describe the duties and responsibilities of your secondary job:

_____

_____

I, certify that the information provided is true and accurate, furthermore I consider GSFIC my primary employer and my secondary employment does not constitute, nor could be perceived as a conflict of interest with GSFIC.

Signature: Date:

Supervisor Certification (Complete this section **ONLY** if the employee is requesting approval for secondary employment)

I, certify that I have reviewed the policy and the request with the employee. (Forward completed form to HR)

Signature: Date:

Human Resources: ☐ Approved ☐ Denied (Copy for Employee)

HR Signature: Date:

If denied, list reason here:

_____