

VITERBO UNIVERSITY
Permission for Outside Employment
To use this form:

1. Discuss your outside employment opportunity with your supervisor.
2. Complete this form, as indicated, and send it to the Respective Vice President's Office.
3. A copy will be returned to you and one to your supervisor.

NOTE: The date of employment should not exceed the current academic year.
Name:

Dates of Outside Employment:

Outside Employer: (Name)

(Address)

Briefly describe the employment opportunity:

Is the employer or the work to be done in conflict with the mission or education philosophy of Viterbo?

How many hours per week will you commit to the outside employment?

Will the outside employment hinder or impair the performance of your professional duties at Viterbo?

Signature of Requester: _____ Date of Request: _____

Supervisor's Signature: _____ Approve _____ Not Approve

Date: _____

Academic Vice President's Signature:

_____ Effective Date: _____