



Human Resources
282 Champions Way
PO Box 3062410
Tallahassee, FL 32306-2410
Phone: 850-644-6034
Fax: 850-645-4670

FLORIDA STATE UNIVERSITY STATEMENT CONCERNING OUTSIDE EMPLOYMENT A&P/USPS/OPS

- It is understood that this employment will not interfere with my regular work and is consistent with the laws and regulations of the State of Florida, the Board of Governors, and Florida State University, and will not involve a conflict of interest or use of any of my official connection with the University.
- I understand I am required to disclose to Florida State University any other employment information for which I am being paid wages.
- I understand I must submit a new request for approval when any changes occur in my outside employment information.

Employee Name	Employee ID
Title	Mail Code
Department	

If you do not have outside employment, complete Section 1.

If you do have outside employment, complete Section 2.

Section 1: ☐ I do not have outside employment.

Employee Signature	Date
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STOP HERE if you DO NOT have outside employment.

Section 2: ☐ I have outside employment with another State Agency/University.

☐ I have outside employment with an employer other than a State Agency/University.

Scheduled Florida State University workdays & hours:

Total hours per week:

OUTSIDE EMPLOYMENT INFORMATION

Name of employer		
Address of employer		
Nature of employment		
Start date of employment		*Termination date
Outside workdays and hours		
Total hours per week		

I certify to the above and hereby request permission to engage in outside employment.

Employee Signature	Date
Supervisor Signature	Approved Date
Supervisor Name	
Chairman/Dept. Head Signature	Approved Date
Chairman/Dept. Head Name	
President/Provost/Vice President/Dean Signature	Approved Date
President/Provost/Vice President/Dean Name	
After all approvals are complete, please submit the form to Renisha Gibbs, Associate Vice President for Human Resources, through Docusign for review and consideration. Please add hr-recordsrequest@fsu.edu with "receives a copy" when setting the signing order to ensure a completed copy is sent to the electronic personnel file. A completed copy can also be returned to the department using Docusign.	
AVP/Chief Human Resources Officer Signature	Noted Date