County College of Morris

Reporting Form for Outside Employment

Check One: ☐ Faculty ☐ Non-Faculty

Instructions: Employees of the college shall annually report all continuous outside employment to their supervisor. College faculty shall annually report all continuous outside employment to the Dean of their division. "Continuous outside employment" means outside employment or business activity which requires that the employee render services, furnish goods or devote time to a business, professional practice, or to another employer or client, on a reoccurring basis. Continuing outside employment does not include an isolated commitment to serve as a guest lecturer or a singular instance of providing service or labor.

Name: _____ **Position:** _____

I am now engaged or plan to be engaged in outside employment as follows:

Outside Employer: _____
Address: _____
_____
City, State, Zip _____

Description of work performed:

Dates and times when outside employment will be performed:

Sunday	_____	To	_____
Monday	_____	To	_____
Tuesday	_____	To	_____
Wednesday	_____	To	_____
Thursday	_____	To	_____
Friday	_____	To	_____
Saturday	_____	To	_____

Other Schedule:

List any licenses or governmental authorization necessary to perform the outside employment:

1. _____
2. _____
3. _____
4. _____

_____ _____
Employee Signature Date

_____ _____
Dean/Supervisor Signature Date
(forward to Human Resources)