HILLSBOROUGH Community College

NOTIFICATION OF OUTSIDE EMPLOYMENT

Employee should complete parts 1 and 2, then forward this form to his/her immediate supervisor. Supervisor should read, sign in part 3, and distribute form as indicated below.

Part 1 — Employee Information

Name:	*Colleague ID Num (Do not use SSN):*
Position Title:	*Supervisor's Name:*
Department:	*Campus:*

Part 2 — Outside Employer Information

Employer Name	*Type of Business*	
Physical Location (address)	*Dates of Employment* *From:* *To:*	*Work hours per week*
Title	*Supervisor Name*	*Supervisor Phone*

Brief Description of duties.

This is to inform you that I am employed outside of the College as described above.	*Signature:*	*Date:*

Part 3 — HCC Supervisor's Acknowledgement

Remarks	*Signature*	*Date:*

Original to: Supervisor ***Copy to: Campus/District Official, Human Resources, Employee***

0-0-011 (04/08)