



# NORTHWEST

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## MISSISSIPPI COMMUNITY COLLEGE

### APPLICATION TO ENGAGE IN OUTSIDE EMPLOYMENT FORM

July 2023 - June 2024

Date Requested: \_\_\_\_\_

Employee Name \_\_\_\_\_ Job Title \_\_\_\_\_

Employee Type \_\_\_\_\_ Faculty \_\_\_\_\_ Staff

#### Secondary Employer Info:

Secondary Employer Name \_\_\_\_\_

Nature of Work

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Start Date: \_\_\_\_\_ Days of the week: M T W TH F SAT SUN (*circle all that apply*)

Work Start Time \_\_\_\_\_ AM / PM

Work Stop Time \_\_\_\_\_ AM / PM

\_\_\_\_\_  
Employee Signature Date

**STATUS OF APPLICATION** \_\_\_\_\_ APPROVED \_\_\_\_\_ DENIED

\_\_\_\_\_  
Supervisor Signature Date

\_\_\_\_\_  
Dean/ Division Director Signature Date

\_\_\_\_\_  
Vice President Signature Date

\_\_\_\_\_  
President Signature Date