

**EMPLOYMENT REQUIREMENTS AND RESTRICTIONS  
CONFLICT OF INTEREST**

**DBD  
(EXHIBIT)**

**NONSCHOOL EMPLOYMENT DISCLOSURE**

Board policy **DBD(LOCAL)** requires an employee to disclose in writing certain types of non-school employment.

Please complete this form and submit to your immediate supervisor if you are currently employed or expect to be employed by a person or organization other than the District, and:

- You are providing private tutoring to one or more District students for pay; or
- You are engaged in employment that may create a potential conflict of interest with the proper discharge of your assigned duties and responsibilities or with the best interest of the District.

Employee name: \_\_\_\_\_

Department and position with the District: \_\_\_\_\_

Date tutoring or outside employment began or will begin: \_\_\_\_\_

Type of tutoring or outside employment (describe): \_\_\_\_\_

Employee Signature: \_\_\_\_\_

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

Approved: \_\_\_\_\_

Position in the District: \_\_\_\_\_

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

Human Resources:

Approved

Not Approved