Use this form to notify and seek approval for Outside Employment or a Conflict of Interest. Form to be completed with your Manager.

Employee/Applicant details:

Full Name: ____________________________  Employee Number: ____________________________

Position Title: ____________________________

Application Type:

☐ Outside Employment  ☐ Conflict of Interest

Outside Employment ONLY:

Please confirm you have read and understood Council’s Outside Employment Policy, before proceeding.  ☐ Yes

Name of Outside Employer: ____________________________

Position description/Primary Duties:

Days and hours you expect to work:

Period of outside employment (including commencement date):

Additional Information (if required):

Does this outside employment involve a conflict of interest?

☐ Yes (complete Conflict of Interest Section)  ☐ No (go to signature section)
Conflict of Interest Section ONLY:

Please confirm that you have read and understood the Conflict of Interest Policy and Conflict of Interest Policy Directive, before proceeding. □ Yes

Details of Conflict of Interest.
The nature or perceived conflict of interest is as follows (provide details of how your employment is or may be affected by the declared conflict of interest):

Conflict of Interest Resolution or Management Plan.
The proposed action taken to resolve and/or manage the declared conflict of interest is as follows:

Employee/Applicant Signature

Declaration.
By signing below, you confirm your actions will be in compliance with the agreed resolution/management plan and Council Policies and Code of Conduct at all times.

Signature: __________________________ Date: ______________

Employee Notes.
Completed form will be submitted to the CEO for approval and you will be notified of the outcome.

Manager Section:

Manager Name: ____________________________________________
Position Title: _____________________________________________
Signature: __________________________ Date: ______________

Manager Instructions.
Complete Outside Employment/Conflict of Interest form in HR Kiosk, you are required to scan and attach this completed form.

Privacy statement
Moreton Bay Regional Council is collecting your personal information for the purpose of assessing your Outside Employment and/or Conflict of Interest Declaration request. The collection of this information is authorised under Local Government Act 2009. Your information will not be given to any other person or agency unless you have given us permission or we are required by law.