



West Virginia Military Authority

REQUEST FOR PRIOR APPROVAL OF OUTSIDE EMPLOYMENT/SELF EMPLOYMENT

Name: _____ Employee ID: xxx-xx-_____

Title: _____ Department : _____

Approval is requested for permission to engage in the following outside employment activity or self employment:

Employing firm, Person or Agency _____

Address: _____

City: _____ State: _____ Zip: _____

Briefly describe the work to be performed:

Approximate amount of time to be spent in outside employment/self employment per week:
_____ Proposed employment will begin : _____ and continue
through: _____

West Virginia Ethics Commission Declaration (If one or more of the following statements is answered 'Yes', then the employee must submit the request to the Ethics Commission prior to consideration by the Adjutant General)

No Yes The secondary employment is with a person or business over which the employee directly, or indirectly through subordinates, exercises regulatory authority in his or her primary state employment.

No Yes The employee will receive private pay for providing information or services that his or her public position requires to be provided to the public at no cost.

No Yes The employee could access or use confidential information or services for the benefit of the outside employer

No Yes The employee will use state time, supplies or equipment to perform work for the secondary employer.

The above information or statements are declared to be true, complete and accurate:

Employee Signature Date

Supervisor Recommendation

Approve Deny _____
Supervisors' Signature Date

Division Head/Program Manager Recommendation

Approved Denied _____
Division Head/Program Manager Signature Date

Director's Decision

Approved Denied _____
Phillip Cantrell Date