OUTSIDE WORK

OUTSIDE WORK APPROVAL APPLICATION FORM

PLEASE COMPLETE AND FORWARD TO: **HUMAN RESOURCES BRANCH**
DIVISION OF SERVICES AND RESOURCES

This form is to be used by professional staff seeking approval to undertake outside work.

STAFF MEMBER DETAILS (PLEASE USE BLOCK CAPITALS)

Staff ID: __ __ __ __ __ __ __ School/Branch: ..... Work phone: .....

Title: ..... Family name: ..... Given names (in full): .....

DETAILS OF PROPOSED OUTSIDE WORK

Description of outside work proposed *(if required, attached additional pages)*:

Activity: .....

.....

.....

Proposed clients: .....

Potential conflict of interest or commitment: .....

.....

Proposed dates from: ..... To: .....

Applicants seeking approval should provide documented evidence of their risk insurance.

AUTHORISATION

Staff Member's Declaration

In seeking this approval I verify that I have read and understand the requirements of the Work Outside the University Policy.

The outside work detailed above will be conducted in accordance with the policy and I certify that I have adequately and appropriately indemnified the University of Adelaide against any claim, loss, liability or damage arising from the work.

Name *(please print)*: .....

Signature: ..... Date: .....

Head of School/Branch Manager

The above mentioned outside work is approved: ☐ Yes ☐ No

If no, please provide a reason *(if required, attach additional pages)*: .....

.....

.....

Name *(please print)*: .....

Signature: ..... Date: .....

Once completed this form and any supporting documentation must be filed on the staff member's file.