



**City of Pittsburgh
Moonlighting Application**

Employees holding or considering second jobs must obtain permission from their department head or designee in order to ensure the job will not create a conflict of interest or interfere with the proper performance of duties.

Employee Name _____ Department: _____

City Position Title: _____ Employee #: _____

OUTSIDE EMPLOYMENT TYPE

SELF-EMPLOYED SECOND JOB

OTHER ACTIVITY/ENTERPRISE: _____

Outside employment is defined to mean any employment, activity or enterprise outside of an employee's normal City working hours wherein the employee is compensated. Outside employment does not include sporadic employment/occasional employment unless required to perform work related to his/her position with the City or utilize City owned/controlled facilities, equipment, etc.

Employer Name: _____

Position Title: _____

Hours worked: _____ DAY WK MO. QTR OTHER (EXPLAIN BELOW)

Other: _____

Utilization of City owned or controlled: FACILITIES EQUIPMENT INFORMATION RECORDS
 SUPPLIES UNIFORMS

Worker's Comp. Insurance provided: YES NO

NATURE OF EMPLOYMENT:

SIGNATURES:

Employee: _____

Date: _____

Department Head/Designee: _____

Date: _____

Approval: YES NO (Reasoning below):