



## Employment Outside the Council

### Application for approval of outside interests or employment

<b>Council Employment</b>			
Full Name		Current Job Title	
Salary		Brief outline of duties (including driving)  If driving is involved please include how many hours per week	
Hours Worked Per Week (including times worked)			
<b>Outside Employment</b>			
Description of outside interest/employment/directorship:			
Hours Worked Per Week (including times worked)		Total number of hours worked in a week including Council employment	
Does it involve any remuneration, fee or reward?		Geographical location of activities:	
Extent of personal involvement			
Does it involve driving?  If driving is involved please include how many hours per week.		Total number of driving hours in a week including Council employment	
Is there any contact with this or any other Local Authority?			

I wish to apply for approval from South Tyneside Council of my involvement in the activity outlined above, in accordance with the Councils Employment Outside the Council Policy.			
<b>Signature:</b>		<b>Date:</b>	
<b>Is the employee in breach of the working time regulations? (see para 3 in policy)</b>	Yes/No		
<b>Is the employee in breach of the EU drivers hours and tacograph rules? (see para 3 in policy and link below)</b>	Yes/No		
<a href="https://www.gov.uk/drivers-hours/eu-rules">https://www.gov.uk/drivers-hours/eu-rules</a>			

<b>This form should be authorised by your Head of Service, or in the case of Head of Service your Directors, or in the case of your Directors by the Chief Executive.</b>			
Signature of Head of Service/ Director/ Chief Executive		Date of receipt by Head of Service/ Director/ Chief Executive	

**Form must be returned to HR.Operations@southtyneside.gov.uk following the authorisation level as set out above.**