

**CHICAGO PARK DISTRICT
REPORT OF DUAL EMPLOYMENT**

Date: ____/____/____

Name _____ SS # ____/____/____

Home Address _____
Number Street City State Zip

Location Assigned _____ Region /Department _____

Title _____ Employee I.D. # _____

Check which is applicable: Monthly _____ Hourly _____ Seasonal _____ Hours Per Week _____

Do you have other employment other than the Chicago Park District?

(Please check one) No _____ Yes _____ (Fill out information for outside employment below)

Outside employment information:

Type of Business, Profession or Trade _____ Title _____

Name of Outside Employer _____

Address _____ Telephone # (____) _____
Number Street City State Zip

Indicate below the starting and finishing time for each day and total of hours per week:

Hours of Employment	M	T	W	Th	F	S	Sun	# of Hours
From								
To								

Describe the duties of your outside employment _____

This form should be updated and completed when: 1) entering into Chicago Park District service; 2) after entering District service and becoming engaged in any dual employment; 3) anytime dual employment work schedule has changed; 4) when ending dual employment.

Please note: Outside employment should not impair the employee's efficiency or interfere with the ability to satisfactorily perform their duties. The outside employment should not impair or reflect upon the reputation of the Chicago Park District.

I hereby authorize my outside employer named above to furnish any authorized representative of the Chicago Park District any additional information pertaining to my employment.

Signature of Employee

Date

Supervisor Approval YES _____ NO _____ Signature _____