



P O Box 638
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Fayetteville, TN 37334

931-433-7182 [O]
931-438-0074 [F]
SCHRA.us

Memorandum of Request

TO: _____
(Program Director)

FROM: _____
(Employee)

DATE: _____

SUBJECT: Outside Employment Request

As provided in the Agency Policies and Procedures Manual, Section 209.1 under the Employment, please consider this as my written request for approval of employment outside of this Agency to work at

Name & Address of Employer

Shift or Hours of work

Position / Job Duties

I do not believe this outside employment will interfere with the efficient and proper discharge of my duties; nor will it be done during Agency hours; nor constitute a conflict of interest of South Central Human Resource Agency programs.

Your approval of the above is requested.

Approval: _____
Signature Date

cc: Personnel file