*Please tick as appropriate ⌧ or fill in:*

Reporting of a Secondary Job



|  |  |
| --- | --- |
| **Name** |       |
| **Job title** |       |
| **Degree of employment** |       hours per week |
| **Organisational unit** |       |

**1. Type of secondary job**

|  |
| --- |
| [ ]  No gainful secondary employment |
| [ ]  I intend to exercise the following secondary employment/ I exercise the following secondary employment, respectively: |
| [ ]  Activity in management, in the executive board, supervisory or governing board ofa for-profit legal entity (must be declared)[ ]  Gainful secondary employment (revenue exceeding € 730 per year acc. to Income Tax Act) |

|  |  |  |
| --- | --- | --- |
| [ ]  **Employed** |  | [ ]  **Self-employed** |
|  |  |  |
| Name and address of employer |  | Name and address of company |
|       |  |       |
|       |  |       |
|       |  |       |

**2. Type of activity (specific description):**

**3. Secondary employment data**

**Start/duration of employment/activity**:

**Place of employment/Place of activity:**

**Degree of employment:**       hours per week

**4. Acknowledgement of employee:**

*I confirm that the exercise of secondary employment does not impede the fulfilment of my work activities and obligations and gives rise to no suspicion of conflict of interest or incompatibility. Furthermore, I undertake to carry out the above-mentioned secondary employment outside office hours and to report any change in situation to the OU Personnel without delay.*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|

|  |  |  |
| --- | --- | --- |
|       |  |  |
| ***Date*** |  | ***Signature*** |

 |

**5. Statement of Head of the organisational unit**

[ ]  Secondary employment is permitted

*The exercise of the above-mentioned secondary employment does not impede the employee in the* *fulfilment of her\*his official tasks, gives rise to no suspicion of conflict of interest or incompatibility, and poses no risk to the fulfilment of any other important work interests.*

[ ]  The following reasons are against the secondary employment

Reason:

|  |  |  |
| --- | --- | --- |
|       |  |  |
| ***Date*** |  | ***Signature of Head of the organisational unit*** |
|  |  |       |
|  |  | ***Name in block letters*** |

**6. only for global financed staff**

[ ]  **if the organisational unit belongs to a faculty**

Statement of the Dean of the Faculty of *Please select*

[ ]  **If it belongs to one of the service areas**

Statement oft the Rector or the Vice Rector responsible for *Please select*

[ ] Secondary employment is permitted

*The exercise of the above-mentioned secondary employment does not impede the employee in the* *fulfilment of her\*his official tasks, gives rise to no suspicion of conflict of interest or incompatibility, and poses no risk to the fulfilment of any other important work interests.*

[ ]  The following reasons are against the secondary employment

Reason:

|  |  |  |
| --- | --- | --- |
|       |  |  |
| ***Date*** |  | ***Signature of Dean or Vice Rektor, Rector*** |
|  |  |       |
|  |  | ***Name in block letters*** |

**7. Decision of Rector or Vice Rector for Human Resources and Finance**

[ ] Seen and acknowledged [ ] The secondary employment is not permitted.

The following reasons are against the secondary employment:

|  |  |  |
| --- | --- | --- |
|       |  |  |
| ***Date*** |  | ***Signature of Rector or Vice Rector*** |

The employee was informed of the decision on .