

# School Board of Brevard County

2700 Judge Fran Jamieson Way • Viera, FL 32940-6601

Mark J. Rendell, Ed.D., Superintendent



## REQUEST FOR APPROVAL OF DUAL EMPLOYMENT/OUTSIDE ACTIVITY

(Send all copies to Human Resources for processing)

- Initial Application  
 Renewal Application

**DATE:** \_\_\_\_\_  
**TO:** Assistant Superintendent, Human Resources Services  
**FROM:** \_\_\_\_\_  
Name of Employee \_\_\_\_\_  
School/Department Name and Number \_\_\_\_\_ Office Telephone Number \_\_\_\_\_

I HEREBY CERTIFY that my services in connection with the outside employment, business or activity referred to below will not conflict either directly or indirectly with my duties or responsibilities to the School Board of Brevard County and that the statements made herein are complete and correct to the best of my knowledge and contain no willful misstatement of fact nor omission of material fact. I understand that, if this request is approved, I must reapply for written permission if the nature of this outside employment, business, or activity changes. I further acknowledge that approval of this request by the School Board of Brevard County does not absolve me from conflicts of interest arising under Florida Statute 1001.41 and School Board Rule 1129.

\_\_\_\_\_  
Employee's Signature

### 1. Prospective Employer, Business or Outside Agency

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Telephone Number \_\_\_\_\_

### 2. Description of Duties To Be Performed (attach additional sheets if necessary)

### 3. Hours of Employment

A. Date Employment Begins \_\_\_\_\_ Ends \_\_\_\_\_  
B. Days/Times of Work \_\_\_\_\_  
C. Total Hours Per Week \_\_\_\_\_

Approved  Disapproved

\_\_\_\_\_  
Principal/Administrator/Supervisor or Designee Date

Approved  Disapproved

\_\_\_\_\_  
Superintendent or Designee Date

ORIGINAL – Human Resource Services  
COPY – Employee & School/Department

REV 06/2023cc

Human Resources Services  
Phone: (321) 633-1000, ext. 11200 • FAX: (321) 633-3525

