

Form 4 – Notification to Undertake Paid Work Outside of the Council for Employees Band 12 and Below

Employee's full name: _____
Payroll number: _____
Job title: _____
Band and hours contracted per week _____
Department and section: _____

In accordance with the Council's Code of Conduct, I hereby declare the following personal interests which may conflict with the council's interests:

Brief outline of duties of your job:

Description of outside interest /contract /employment /directorships: (including hours worked)

Geographical location of activities:

Details of personal involvement:

Do the activities involve any contact with this or any other council? (if so give details)

Employee signature: _____ Date: _____

This form should be sent to your Director for notification. Please be aware of the need to comply with the Constitution (Part 5; Paragraph 5.1) in respect of paid work outside of the Council and the Council's own interests.

Department to send a copy of this completed form to the HR via HR@hartlepool.gov.uk

