

Application for Permission to Engage in Employment (Practice of Profession, Consulting or Business) Outside of Mississippi State University

Name: _____ Social Security Number: _____

Department: _____ Division: _____

Mail Stop: _____ Department Phone Number: _____

Consulting _____ Business _____ Expert Witness (Attach brief summary of request) _____

Permission is requested to accept employment (practice of profession, consulting or business) outside of Mississippi State University. I understand that this application must receive all required University approvals prior to my engaging in outside employment or holding public office either by election or appointment. I certify that:

- Such business activities are of such character as not to damage the prestige or image of Mississippi State University;
- Involvement in the business in no way constitutes a breach of ethics (i.e., real or perceived conflict of interest with the mission(s) of the department/unit(s) in which I am employed and does not compete with a similar business or profession over which I have direct supervision);
- Such business activities will not, under any circumstances, interfere with my regular duties and responsibilities as a member of a department/unit within the University; and,
- The business activities will not involve unauthorized use of University property (see Use of University Property, HRM Policy #60-417).

Details of employment are as follows:

Name of Employer:	Address of Employer:
Nature of Work:	
Period of Request (From:)	(To:)
Location of Principal Activity:	

Note: Requests will not be approved for a period of longer than one fiscal year and all authorizations will terminate June 30.

Signature of Employee Date

Approvals:

Department/Unit Head	Date	Dean/Director	Date
Department/Unit Head	Date	Vice President	Date
Dean/Director	Date	Vice President	Date
Dean/Director	Date		

When completed, the original form must be forwarded through campus mail to the Department of Human Resources Management, Mail Stop 9603 or delivered to 150 McArthur Hall. A copy must be maintained in the department.