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| REGISTER 3 - EMPLOYEE’S PAID EMPLOYMENTOUTSIDE THE COUNCILDECLARATION FORM |

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| Employee’s Name: |
| Service Unit: |

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| DETAILS OF PROPOSED OUTSIDE EMPLOYERINCLUDING SELF EMPLOYMENT |
| Name: |
| Address: |
| Type of business |
| Type of work involved: |
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| Date outside employment to commence: |
| Date outside employment to end (if known): |
| Date of intimation to Manager: |

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| --- | --- |
| Employee’s Signature: | Date: |

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| Line Manager’s Name (please PRINT): |
| Designation:  |
| Line Manager’s Signature: | Date: |

***Examples of when form should be used:***

*An employee would like to take on a second job out with the Council e.g. working as a self-employed tradesman at weekends or waiting tables in the evening.*

*An employee wishes to take on a one of paid piece of work out with the council e.g. preparing a set of accounts for a club.*

Details of how the council will process the personal information it holds on you can be found at <https://www.westlothian.gov.uk/media/20843/Contract-of-Employment---Privacy-Notice/pdf/2018-03-21_-_Contract_of_Employment_Privacy_Notice.pdf>