

ADDITIONAL EMPLOYMENT DECLARATION

You are required to disclose any additional work you undertake or are planning to undertake either for the Trust or for another employer. The Trust will permit you to undertake this additional work providing the Trust is satisfied that this does not conflict with the interests of the organisation, performance of your duties or with the requirements of the Working Time Regulations.

Name: _____

Staff Number: _____

Job Title and Grade: _____

Department: _____

Contracted Hours: _____

I confirm that I have additional employment (other than that stated above) with this Trust or for another employer as stated below:

Employer's Name and Address: _____

Position: _____

Permanent/Temporary/Bank: _____ **Contracted Hours:** _____

Number of weekly hours worked: _____

Days of week worked – please complete fully:

DAYS OF WEEK WORKED	USUAL START TIME	USUAL FINISH TIME
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

I agree to disclose any additional work I undertake for the Trust or another employer or alterations to the above weekly working hours.

If my total working hours with the Trust and/or my second employer total more than 48 hours, over a 17 week reference period, I will complete an Opt Out Form (*available on the Trust SharePoint*). I also agree that my total working hours with the Trust and/or my second employer do not total more than an average of 60 hours per week, over a 17 week reference period.

I consent to the Trust sharing and/or requesting information both within the Trust and with any other employers in order to monitor my overall working hours.

Signed: _____ **Date:** _____

Please return this form to your Line Manager.

Line managers should retain this Additional Employment Declaration on an employee's file and be prepared to produce it for audit/inspection as required.