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

Name:_____**MSU ID:**_____**Title:**_____

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 policy 01.19, Misuse of University Assets, 01.12, Use of Computing and Network Resources, and 01.15, Wireless Communications Devices and Plans).

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 longer than one fiscal year and all authorizations will terminate June 30.

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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.