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 Fax Number: (671) 300-6896

**OUTSIDE EMPLOYMENT & OTHER ACTIVITIES
 REQUEST FOR APPROVAL**

<input type="checkbox"/> New Application	<input type="checkbox"/> Renewal of Application	Date
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NAME & BADGE NO.:	BUSINESS UNIT NAME & NO.:
POSITION TITLE:	WORK SCHEDULE (SPECIFY DAYS & TIME):

OUTSIDE EMPLOYMENT AND BUSINESS ACTIVITY INFORMATION

EMPLOYER:	LOCATION:
NATURE OF WORK:	CONTACT NO.:
WORK SCHEDULE (SPECIFY DAYS & TIME):	ANTICIPATED EFFECTIVE DATE (Must not be prior approval of this request):

I have read and understood the provisions of Chapter 7.950 of the Guam Waterworks Authority's Personnel Rules and Regulations. If there should be any changes to this request, I must notify the General Manager by submitting an annual renewal application to the Human Resources Division. All requests must be approved prior to undertaking outside employment and/or business activities.

I agree to comply with the above cited rule of the GWA Personnel Rules and Regulations.

APPROVED DISAPPROVED

Employee Signature & Date: _____

Reviewed by: _____
 Supervisor/Division Head Signature & Date

 Miguel C. Bordallo, P.E.
 General Manager Date

AGM Signature & Date: _____

COMMENTS/CONDITIONS:

HR NOTES:	STAMPED RECEIVED

cc: Employee Personnel Jacket