



**THE PRINCE GEORGE'S COUNTY GOVERNMENT  
OFFICE OF ETHICS AND ACCOUNTABILITY**



Angela D. Alsobrooks  
County Executive

Robin Barnes-Shell  
Executive Director

**REQUEST FOR APPROVAL OF EMPLOYMENT OUTSIDE OF  
THE COUNTY SERVICE**

**(All Fields Are Required)**

**Contact Information**

Name	Email
Phone	Address

**Current County Position Details**

Position/Title	Department/Division
Supervisor	Department Head
Office Location	Work Schedule
Position Description	Function Details of Department/Division

**Proposed Outside Employer**

Entity Name	Outside Employer Phone
Supervisor Name	Supervisor Title
Address	

**Outside Employment Details**

Nature of Business	Position Details
Hours per Week	Work Schedule
Length of Employment	Special Requirements
Does the entity do any business with, or is it regulated by, your Department/Agency?	
Business Description	

**Department Head Recommendation**

Approve

Deny

(NOTE: if approve or deny is left unchecked, form will not be accepted by OEA)

Comments

Signature of Department Head and Date:

Print Name and Title:

Telephone:

**How to Transmit to OEA:**

Once the Secondary Employment Form is completed, please transmit the signed form to the Office of Ethics & Accountability using one of the following methods:

- 1) Email attachment to [ethics@co.pg.md.us](mailto:ethics@co.pg.md.us), or
- 2) Submit form through OEA's Web Portal using instructions on OEA's web page, or
- 3) Mail form to 9201 Basil Court, Suite 155, Largo, Maryland 20774, or
- 4) Fax to 301-883-3450