



Aisha Braveboy
County Executive

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



Todd M. Turner
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 conduct business with Prince George's County (e.g., contracts, grants, funding, or other financial transactions), or is the entity regulated, licensed, overseen, or otherwise subject to the authority of your Department, Agency, Board, or Commission?	
Business Description	

Department Head Recommendation

☐

Approve

☐

Deny

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

Comments

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Signature of Department Head and Date:

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Print Name and Title:

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Telephone:

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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, 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