



Additional Employment Information

Columbus County Schools requires that all employees submit written documentation to the Superintendent about any other employment (i.e., second job) that is held while employed with the district. The completion of this form serves as documentation for this requirement. The information provided below will be reviewed by the Superintendent and if there are any questions or concerns, the employee will be contacted. If information on this form prompts concerns that need to be addressed by the Board of Education for further action, such processes will be completed.

Employee Name:	
CCS Employment Site:	
Name of Business and Location of additional employment:	
Position/Title at additional employment:	
Description of additional employment:	

I understand that my primary job is the position that I have with Columbus County Schools. By signing below, I am affirming the position stated above will not interfere with my responsibilities as an employee of Columbus County Schools.

Employee's Signature: _____ Date: _____

Superintendent's Approval

☐

Approved

☐

Not Approved

Comments:

Superintendent's Signature: _____ Date: _____

A copy of this form will be maintained in the employee's personnel file.