This form is to be completed if you are currently undertaking secondary employment whilst working for Aberystwyth University.

|  |  |
| --- | --- |
| Full Name: |  |
| Employee Number: |  |
| Department Institute: |  |
| Job Title: |  |
| Title of project or work to be undertaken: |  |
| Employer: |  |
| Please state your current contracted hours that you will be working at Aberystwyth University:  |  |
| Work pattern: |  |
| Start Date of Secondary Employment: |  |
| Type of Employment in Secondary Role:* Permanent
* Fixed Term ( please provide end date)
* Casual
 |  |
| Head of Department Comments |  |
| Head of Department sign off |  |
| Institute Manager / Institute Director sign off |  |
| Human Resources Director sign off | ApprovedDeclinedDate: |