

Other Work / Business Activity Request

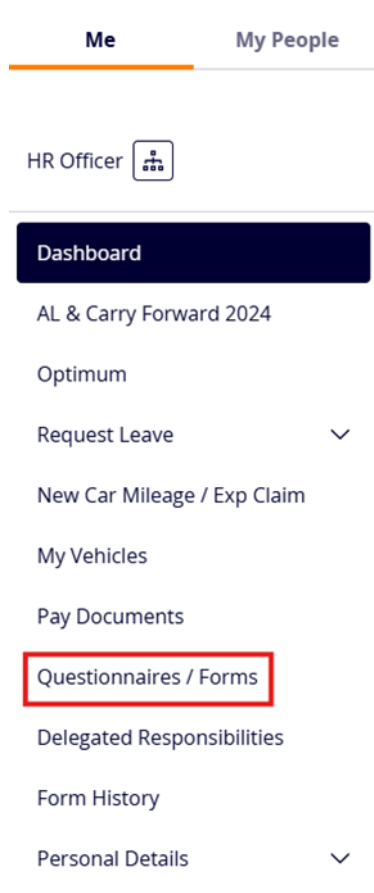
How the process works

Should you wish to engage in other work, you must also read the [Other Work](#) policy and all documents referred to within the document before making any application to engage in other work. You will be required to adhere to these.

You should complete the Other Work Application Form which is available electronically on the MyView employee portal and submitted to an Authorised Manager in your Strategic Lead area for prior approval. If there is any change to the information provided on your application form, you should immediately notify an Authorised Manager in your Strategic Lead area.

How to complete the Other Work/Business Activity Form

- Log into MyView, go to **Questionnaires / eForms** on the left-hand side menu



- Select **Other Work / Business Activity Request Form** and click **Start**



- Your **current post title** will be pre-populated. Please click with this drop down if you more than one post and need to select the other.

Other Work / Business Activity Request Form

If you are employed by the Council, you may not engage in any other work (paid or unpaid) or receive reward from another employer, third party or business activity (which includes receiving income from the Council for renting properties to Council tenants) without **prior written approval**. This includes **Volunteers of the Emergency Services**

Current Post Title

HR Officer (000000)
▼

- You will now be asked to complete details of your Other Work / Business Activity. Please enter all relevant boxes with as much detail as possible
- Once complete select Submit at the bottom right corner of form.



- Form will be sent to manager to authorise.
- You can check the progress of the form by going into Form History and Select Forms

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Form History

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Results per page:

Description	Event	Status
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SICKNESS SELF-CERTIFICATE	MyForms	✔ Authorised