**Working Time Regulations – Declaration**

In order to avoid offers of employment in contravention of the Working Time Regulations, any job offer made by the Council is subject to candidates making a truthful declaration about any other work or employment that they undertake, and management satisfaction that the Working Time Regulations can be complied with.

**All relevant sections of this form are to be completed by the employee.**

**PLEASE USE BLOCK CAPITALS**

|  |  |  |  |
| --- | --- | --- | --- |
| **SURNAME:**  |  | **FORENAME:** |  |

|  |
| --- |
| **INFORMATION ABOUT ADDITIONAL WORK OR EMPLOYMENT** |

Do you currently have any other work or employment that you intend to continue with alongside employment with the Council?

*(Check the appropriate box)*

[ ]  Yes

[ ]  No

If yes, please use the space below to describe the work or employment:

|  |
| --- |
|  |

What does the work or employment consist of?

|  |
| --- |
|  |

Is the work or employment paid or unpaid?

*(Check appropriate box)*

[ ]  Paid

[ ]  Unpaid

How many hours per week (on average) does the work or employment take up?

|  |
| --- |
|  |

Does the work have fixed hours?

*(Check appropriate box)*

[ ]  Yes

[ ]  No

If yes, what are the hours?

|  |
| --- |
|  |

|  |
| --- |
| **DECLARATION** |

I declare that the statements I have made in this form are truthful and I understand that if I am employed with the Council I shall have a continuing obligation to inform my manager of any other work or employment that I propose to take up at any time. I understand that if my statements on this form are not truthful or if I fail to inform my manager of any other work or employment that I take up, this may be considered gross misconduct and may result in dismissal.

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_