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SUPPLEMENT TO THE APPLICATION FOR OUTSIDE EMPLOYMENT, CONSULTING, OR BUSINESS ACTIVITY FOR JPL EMPLOYEES SEEKING OUTSIDE EMPLOYMENT INVOLVING CALTECH CAMPUS

Employment at the Caltech Campus in addition to your normal scheduled work week at JPL requires some information in addition to the normal Outside Business Application form. Please answer the following questions and sign this form at the bottom to acknowledge your understanding of the requirement to notify the Ethics Office if your status changes at any time during the authorization period.

APPLICANT	EMP. #	SECTION

JPL JOB TITLE

PROPOSED CAMPUS WORK TITLE	CALTECH DIVISION (Biology, CCDE, ESA, GPS, HSS, PMA)

Will the applicant continue to be a full-time employee at JPL during the period of outside employment at the Caltech Campus? YES ☐ NO ☐

What are the employee's scheduled hours per week at JPL? _____

What is the employee's status? EXEMPT ☐ NON-EXEMPT ☐

The above responses reflect the current status of the applicant. Any changes to any of the above answers will be immediately communicated to the Ethics Office for review of the effect on the approval to perform the campus assignment.

APPLICANT SIGNATURE _____ SUPERVISOR SIGNATURE _____ DATE _____

This form must be completed, signed and attached to JPL 0747 to obtain approval to pursue outside employment at Caltech Campus.