

---

## **Declaration of Secondary Work Activity**

### **Personal Details:**

Full Name: .....

Primary work details:

Job Title:.....

Department:.....

Directorate:.....

Hours of work per week: .....

Pattern of hours.....

(e.g. 24/7 shifts, 8.30am – 5.00pm)

Days Worked:.....

---

### **Other Work Details**

I have other employment/work or I am considering other employment/work, the details of which are below:

Type of work:

(Circle as appropriate)

Paid - Unpaid - Voluntary - Casual

Organisation/Company/Agency:.....

Job Title:.....

Description of work

undertaken:.....

.....  
Location work carried out.....

Hours per week:..... Pattern

of hours:.....

(e.g. 24/7 shifts, 8.30am – 5.00pm)

Annual Leave Entitlement:.....days / hours

Date Commenced:.....

(If already in secondary employment)

**Declaration of Secondary Work Activity**

I declare that the above information is correct and that Secondary Employment in this instance will not have a detrimental effect on my ability to carry out my primary work contract for NHS Shetland. I will inform my Line Manager if there are any changes to the above.

I understand that false information given with regard to this policy could be treated as Gross Misconduct or fraudulent and dealt with accordingly under the Disciplinary/Counter Fraud Policy.

To prevent and detect fraud, I consent to the disclosure of relevant information from this form to and by NHS Counter Fraud Service.  
I have read and understand the NHS Shetland's Secondary Employment Policy, and I agree to comply with its requirements.

**Employee**

Signed:.....

Print Name:.....

Date:.....

**Manager**

Approved / Declined by .....

*\*delete as appropriate.                      Signature*

Print Name .....

Job Title .....

Date.....

**If not approved state reason for refusal below:**

*Please note this declaration is not an opt-out from the Working Time Agreement Policy.  
Please forward to the Human Resources Department for the Personnel file.  
Staff and Managers should retain a copy for their records as necessary.*