Application for consent – secondary employment

### Chapter 13, section 11 of the central collective agreements for government employers (“Villkorsavtalen”) stipulates that an employee may not have a secondary employment that is in competition with the business or contract activities of the employer. However, the employee may request consent from the employer for such secondary employment.

## Details of the employee

|  |  |
| --- | --- |
| Name (first name and surname) | Personal ID number |
| Position | |
| Function and location | |

## Report of secondary employment

|  |
| --- |
| Employer/client/equivalent (where applicable, also indicate own connection there) |
| Scope (enter estimated time in hours per year) |
| Duration (enter start and finish date of secondary employment, or “until further notice” where no finish date available) |
| Description of secondary employment |
| Commercial or financial transactions: (here you should describe the existence, where applicable, of any commercial or financial transactions between the employer/client/equivalent for the secondary employment and KTH*)* |

### I hereby submit my request for permission to undertake secondary employment alongside my employment at the KTH Royal Institute of Technology. I give my assurance that the details above are complete and correct, and that I have read the information on secondary employment in the *Guidelines on secondary employment*.

|  |
| --- |
| Date and signature of employee  …………………………………………………………………… Name (please print) |

## Employer’s decision

The secondary employment reported is not considered to be in competition with KTH’s activities.

The secondary employment reported is considered to be in competition with KTH’s activities, and the decision of the employer is to Select an object. the employee’s request for consent to undertake secondary employment. The decision of the employer is that the employee, no later than Click or press here to enter date., must cease secondary employment that represents competition. (Before a decision is made, the proposed decision must be coordinated in accordance with the local collaboration agreement on development at KTH.)

## Reason(s) for the decision

|  |  |
| --- | --- |
|  | |
| Employer representative (authorised decision maker)     ………………………………………………………… Name (please print) | Reported by  …………………………………………………………………… Name (please print) |

|  |  |
| --- | --- |
| Those present at the decision were      ………………………………………………………… Name (please print) | Date of the decision |