## Report of secondary employment

## Details of the employee

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

## Report of secondary employment

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| 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 secondary employments 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*.

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

## Employer’s decision

[ ]  The report of the secondary employment does not give rise to a decision from the employer.

Secondary employment that undermines trust

[ ]  The secondary employment reported is considered to undermine trust, and the decision of the employer is that the employee must cease the secondary employment no later than Click or press here to enter date. (the decision shall not be preceded by coordination with the trade union).

[ ]  It is considered that the secondary employment reported may undermine trust under the provisions of section 7 of the Swedish Public Employment Act, and the employee must not undertake such secondary employment. (The decision shall not be preceded by coordination with the trade union.)

Secondary employment that interferes with the performance of work duties

[ ]  The secondary employment reported is considered to interfere with the performance of work duties, and the decision of the employer is to require the employee to cease the secondary employment completely no later than Click or press here to enter date. (before a decision is made, the proposed decision must be coordinated in accordance with the local collaboration agreement on development at KTH).

[ ]  The secondary employment reported is considered to interfere with the performance of work duties, and the decision of the employer is to require the employee to cease the secondary employment in part. No later than Click or press here to enter date. , the secondary employment shall at most amount to click or press here to enter scope. (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

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

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