# Appendix 1 – External Activity and Outside Employment Declaration and Application Form



**External Activity/Outside Employment**  
Application Form

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| **SURNAME:** |  | **First Name:** |  |
| **Position:** |  | **Date:** |  |
| **Directorate/ College/Division:** |  | | |

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| **OUTSIDE EMPLOYMENT APPLICATION:** | | |
| 1/ | Please provide detail of the proposed outside employment, including proposed timing and length of employment. Your approver will use the information you provide to assess the risk of a conflict of interest and your capacity to combine your JCU duties and outside employment. |
|  | |
| 2/ | Will advertisement be used to seek work? No € Yes € *Note: no JCU branding is to be used* |
| 3/ | Will University resources be used? No € Yes € *justification to be provided below:* |

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| **EXTERNAL PROFESSIONAL ACTIVITY DECLARATION** | |
| 4/ | The name of any company or other body in which you held office as director or otherwise: |
| 5/ | The name of any association or trade or professional organisation of which you are or were a member: |
| 6/ | Do you have any financial or private affiliation, partnership or engagement with a foreign government, political organisation, agency, university, company or individual which might impact on or influence your duties and obligations to the University?  No € Yes € *provide details below:* |
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| **CONFLICT OF INTEREST** | |
| 7/ If a Conflict has been identified, a Conflict of Interest declaration must be attached (please tick appropriate boxes): |
| **Actual** conflict of interest € **Not applicable** €  **Perceived** conflict of interest € D**eclaration: attached** € **not attached** €  **Potential** conflict of interest € |

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| **APPROVAL** | |
| 8/ Particulars of my relevant outside employment and/or external activity are above. I undertake to advise the University should a situation arise where an approved activity creates conflicts, or may reasonably be thought to conflict, with my duties at JCU. |

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| **Signature of person making application:** |  | **Date:** | **/ /** |
| **Approved** € **Not Approved** €  **Signature of Head of Work Unit:** |  | **Date:** | **/ /** |

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| **Notification** | |
| **Signature (Deputy Vice Chancellor):** | **Date / /** |

### Notes:

Once completed, the Form(s) are to be forwarded to HR for recording on staff files and the Conflict of Interest Register as required.

### Definitions:

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| **Conflict of interest** | Arises when a staff member’s personal interests conflict with their primary obligation to act in the interests of the University. A conflict of interest may be actual, perceived or potential. It can be pecuniary (involving financial gain or loss), or non-pecuniary |
| **External professional activities (paid or unpaid)** | Refers to activities within the professional expertise of staff that are outside their terms of employment and that do not involve their acting as an agent for, or on behalf of, the University |
| **Outside Employment (paid or unpaid)** | Where a staff member may be hired or otherwise contracted to provide a fee of service, whether paid or unpaid, to an outside agency. |

### References:

[Conflict of Interest Policy](https://www.jcu.edu.au/policy/hr-staff-development/conflict-of-interest-policy)

[Staff External Professional Activities and Outside Employment Procedure](https://www.jcu.edu.au/policy/procedures/procedurespdfs/staff-external-professional-activities-and-outside-employment)