

## Report to a secondary activity

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Personnel no.: \_\_\_\_\_

Cost center: \_\_\_\_\_

### Please check:

☐ Business

e.g. Real estate agent

☐ Minijob

e.g. Facility manager  
max. 450€ / per month

☐ Teaching assignment

e.g. Lecturer at a university

☐ Other:

### Secondary activity as:

(detailed description of activity)

---

---

---

Time of admission:

---

Hours spent per month:

---

Working on weekend:

☐ yes

☐ no

☐ occasionally

Where is the secondary activity performed: \_\_\_\_\_

---

**Endorsed by supervisor**

\_\_\_\_\_  
Date, signature of applicant, name in plain writing

\_\_\_\_\_  
Signature of supervisor, name in plain writing

### To be completed by HR Manager

☐ agreed

☐ rejected\*

\_\_\_\_\_  
Date, Signature HR

\*short description