



## How Outside Employment May Affect an Application Fact Sheet

### Issue:

All firms applying for verification must be controlled by one or more Veterans or Service-Disabled Veterans who possess requisite management capabilities and devote sustained and significant time to the business during normal working hours. Outside employment may affect the verification application and eligibility process if it is not adequately addressed.

### Discussion:

Veteran owner(s) must demonstrate how outside employment will/does not interfere with their ability to manage and control the applicant firm. Rather, you must explain **how** this is accomplished. Some information that should be contained within this explanation includes, but is not limited to, the following:

- Which hours during the day are devoted to the applicant firm and which hours are devoted to outside employment?
- How does the Veteran prevent and resolve scheduling conflicts between the applicant firm and outside employment?
- Describe the flexibility the outside employment offers to allow the Veteran to respond to needs of the applicant firm and its customers that may arise unexpectedly throughout the day.

- If the applicant firm has employees or owners other than the Veteran, describe how the Veteran is able to provide day-to-day management and oversight of these employees while simultaneously engaging in outside employment.

**Example:** One common example that will prohibit an applicant from receiving verified status is if the Veteran's resume shows they currently hold a position other than that in the applicant firm, and the Veteran provides a written explanation that states, "I am a good multitasker and hard worker, so I am able to manage both jobs at the same time." While this statement may be true, this explanation does not provide the level of detail needed for CVE to determine the Veteran's outside employment will not negatively impact his or her ability to manage and control the applicant firm.

Related Topics: [Full Time Control](#)  
Verification Brief

To get more information about verification application resources, please visit [Verification Assistance](#).

Visit <http://www.va.gov/osdbu> for more information about CVE and the Verification Process.

**The Center for Verification and Evaluation**

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Monday-Friday

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