



EMPLOYEE EXIT FORM

(For completion on the resignation/termination of any staff member)

Please complete first section and forward to the Human Resources Manager, Corio
prior to termination.

Please attach letter of resignation (if applicable).

Employee Name Jonathan Harvey Date of Termination 30/4/03
 Campus CORIO Position _____
 Forwarding address REDACTED Postcode REDACTED
 Signature of Dept/ Campus Head _____ Date / /

(Signature implies that arrangements have been made for all School property to be returned prior to termination, ie computer equipment, library loans, keys etc)

HUMAN RESOURCES USE ONLY:

Areas notified (if applicable) by email:

General Office (Nola Patterson): (Fees/Staff Accounts etc)	Email date: <u>n/a</u>
Salpac (Jason Bunn): (Salary packaging)	Email date: <u>n/a</u>
Maintenance - Corio – (Ron Brandy): (Residence, Keys etc)	Email date: <u>n/a</u>
Computer Services (David Witcombe) (Notebook/ password / email address etc)	Email date: <u>n/a</u>
Access database (Corio staff only – Ildi Anderson)	Email date: <u>n/a</u>

Tick when completed (or 'n/a'):

Staff Exit Questionnaire sent (permanent staff)	<u>n/a</u>
Termination pay processed: (if applicable)	<input checked="" type="checkbox"/>
Superannuation request sent (Combined Schools Super Fund)	<input checked="" type="checkbox"/>
Terminated from CHRIS system	<input checked="" type="checkbox"/>