



BABCOCK UNIVERSITY

HUMAN RESOURCES DEPARTMENT

EMPLOYEE DISENGAGEMENT FORM

Babcock University greatly appreciates all the valuable contributions you have made during the entire period of your employment. We wish you the best in your future pursuit, having made invaluable contributions towards excellence during your service year.

In order to ensure a smooth disengagement, you are required to obtain all the needed clearance as soon as possible.

Name of Staff:
(Surname) (Other Names)

School/Division: Department:

Employment Status: Position:

Official email:..... Personal email:.....

Date Work Began: Total Years of Service at BU.....

Date Disengaged: Phone No.:.....

Reason for Disengagement: Retirement/ Resignation...../ Termination/ Dismissal...../

Health Issues/ Others.....

If others, precise reason(s)

Would you consider another BU position?: Yes No

Describe your experience in Babcock University:.....

How best may we improve in our service delivery?:

How best may we improve BU employee experience?:.....

Are you on Educational Sponsorship & Service Bond? Yes ☐ No ☐

If Yes, kindly provide Guarantor details:

Are you a Guarantor for Educational Sponsorship & Service Bond? Yes ☐ No ☐

PREVIOUS DEPARTMENTS SERVED (Attach List if necessary)

	Department	Position Occupied	Employment Status	Period
i)
ii)

EMPLOYEE'S PRESENT DEPARTMENT CLEARANCE

	Name of Supervisor	Signature	Date
Job Handover
Keys & Password
Office Properties
HOD/HOU
Remarks from Head of Division:.....			

GENERAL DEPARTMENTAL CLEARANCE

	Name of HOD/HOU	Signature	Date
BU Staff School
BU Hugh School
BUTH
Estate Unit
Security Services
Library
ICT <i>(Including Internet Authentication)</i>
I.D. Card
Bursary ICT Unit
Payroll <i>(Including Rent Refund)</i>
Bursary <i>(Including Banks)</i>
HR
Employee's Signature: _____		Date: _____	

This Clearance Form must be submitted to HR Department before entitlement (if any) would be given.