

**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. 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:

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

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

Reason for Disengagement:.....

Are you on Educational Sponsorship & Service Bond? Yes No

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) | | | | |

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 |
|---------------------------|-----------------|-----------|-------|
| Bursary (Including Banks) | | | |
| BUTH | | | |
| Estate Unit | | | |
| Security Services | | | |
| Library | | | |
| ICT | | | |
| I.D. Card | | | |
| Payroll | | | |
| HR | | | |

Employee's Signature: _____ Date: _____

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