



**BABCOCK UNIVERSITY**  
**HUMAN RESOURCES DEPARTMENT**  
**TEMPORARY 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	.....	.....	.....
<b>HOD/HOU</b>	.....	.....	.....

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.***