



**CLEARANCE SHEET FOR DEPARTING EMPLOYEES**

Name of Employee \_\_\_\_\_ Date of Hire \_\_\_\_\_  
Location \_\_\_\_\_ Last Day Worked \_\_\_\_\_

Was a letter of resignation submitted? Yes \_\_\_\_\_ No \_\_\_\_\_ n/a \_\_\_\_\_

Was the proper notice given? Yes \_\_\_\_\_ No \_\_\_\_\_ n/a \_\_\_\_\_  
Comments: \_\_\_\_\_

Was the Exit Interview Questionnaire form given to the employee?  
Yes \_\_\_\_\_ No \_\_\_\_\_ n/a \_\_\_\_\_

Please enter comments about the employee's performance, attendance, cooperation and initiative:  
Performance: \_\_\_\_\_  
Attendance: \_\_\_\_\_  
Cooperation: \_\_\_\_\_  
Initiative: \_\_\_\_\_

Is the employee eligible for rehire? Yes \_\_\_\_\_ No \_\_\_\_\_  
If no, site reason(s): \_\_\_\_\_

Employees must return ALL property belonging to the Catholic Charities of the Diocese of Palm Beach. This includes but is not limited to ID Card, Employee Handbook, Cell Phone and Keys. Were these belongs gathered from the departing employee and returned to the Human Resources Office at the Pastoral Center? Yes \_\_\_\_\_ No \_\_\_\_\_ (if not, please do so as soon as possible).

Program Administrator's Signature \_\_\_\_\_ Date \_\_\_\_\_

Division Director's Signature \_\_\_\_\_ Date \_\_\_\_\_

***Please return this form with the above property to the Human Resources Department.***

Original: 1/13/03