



DUNN SEPARATION RECORD

COMPANY NAME: _____ LOCATION: _____

EMPLOYEE'S NAME: _____ S.S. NO.: _____

DATE OF HIRE : _____ DATE OF SEPARATION: _____ POSITION: _____

SCHEDULED WORK WEEK: _____ VACATION OR SEVERANCE PAY: _____ RATE OF PAY: _____

IF YOU WISH THAT THIS INDIVIDUAL'S ELIGIBILITY FOR UNEMPLOYMENT BENEFITS NOT BE CHALLENGED - EVEN IF THERE MAY BE CAUSE THEN PLEASE PUT AN ' X ' IN THIS BOX

PLEASE INDICATE REASON FOR SEPARATION BELOW :

LACK OF WORK

- ___ LACK OF WORK – PERMANENT
- ___ POSITION ELIMINATED
- ___ RETIREMENT
- ___ VACATION SHUTDOWN
- ___ LABOR DISPUTE
- ___ OTHER – EXPLAIN IN SPACE BELOW

VOLUNTARY QUIT

- ___ PERSONAL REASONS
- ___ OTHER EMPLOYMENT
- ___ WORKING CONDITIONS
- ___ NO REASON GIVEN
- ___ JOB ABANDONMENT
- ___ OTHER – EXPLAIN IN SPACE BELOW

DISCHARGE

- ___ ABSENCE - LIST DATES BELOW
- ___ LATENESS – LIST DATES BELOW
- ___ POOR PERFORMANCE
- ___ FAILURE TO FOLLOW INSTRUCTIONS
- ___ VIOLATION OF COMPANY POLICY
- ___ OTHER – EXPLAIN IN SPACE BELOW

PLEASE USE THIS SPACE FOR DETAILS OF SEPARATION: _____

NAME TO CONTACT FOR MORE INFO _____ PHONE _____

ADDITIONAL COMMENTS:

SIGNED _____ TITLE _____ DATE _____