



# Termination of Student Employment

## Employee Information

Name: \_\_\_\_\_ Banner ID: \_\_\_\_\_  
Department: \_\_\_\_\_ Last Working Date: \_\_\_\_\_  
Position/Duties: \_\_\_\_\_

## Reason for Termination

### Voluntary Resignation

- ☐ Accepted another job
- ☐ Relocated
- ☐ Transferred/Graduating
- ☐ Job Dissatisfaction
- ☐ Disability
- ☐ Course Load too Heavy
- ☐ Other (Explain)

### Involuntary Termination

- ☐ Attendance/Punctuality
- ☐ Misconduct/Attitude
- ☐ Poor Job Performance
- ☐ Insubordination
- ☐ Lack of Available Work
- ☐ Earned Award/Lack of Funds
- ☐ Mutual Agreement
- ☐ Failed to Report to Work
- ☐ Less than 6.0 Units
- ☐ Drug/Alcohol Use
- ☐ Other (Explain)

Explain: \_\_\_\_\_

## Two-Week's Notice

Did student give two-week's notice?    Yes    No

Did student quit without contacting your department?    Yes    No

## Rehire Status

Would you rehire student?    Yes    No

Please give explanation:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date