

Employment Clearance Form

(Form to be attached to Personal Record)



EMPLOYEE DATA

Employee ID		Employee Name	
Department/Project Area		Job Title	
Employment Date		Last Day of Employment	
Home Contact		Email	

TYPE OF SEPARATION

Resignation	<input type="checkbox"/>	Termination	<input type="checkbox"/>	Annual Leave	<input type="checkbox"/>
Contract Completion	<input type="checkbox"/>	Non Retention (Probationary)	<input type="checkbox"/>	Lay Off	<input type="checkbox"/>

EMPLOYEE OVERALL PERFORMANCE (In case of resignation, termination, contract completion, Lay Off)

Attendance		Behaviour	
Warning/Violation		Working Skills	
Leave Record		Working Period	

CLEARANCE DOCUMENTS CHECKLIST

Emirates ID	<input type="checkbox"/>	Not Applicable	CNIA Pass	<input type="checkbox"/>	Not Applicable
Labour Card	<input type="checkbox"/>	Not Applicable	Insurance Card	<input type="checkbox"/>	Not Applicable
Training Card	<input type="checkbox"/>	Not Applicable	Smart Pay Card	<input type="checkbox"/>	Not Applicable

SITE CLEARANCE

Title	Date	Signature	Title	Date	Signature
Supervisor			Store Incharge		
Site Accountant			Site Incharge		
Camp Boss			Site Admin		
Site Manager			Projects Manager		

HEAD OFFICE CLEARANCE

Title	Date	Signature	Title	Date	Signature
Accounts			HR/Admin		