

STAFF PERSONAL INFORMATION

Part 8: Staff Termination of Employment Notice and Exit Questionnaire

NAME	
POSITION	

STAFF TERMINATION OF EMPLOYEMENT NOTICE

You must make sure that you complete all the information below fully and accurately. Failure to do so may result in delay or loss in your last pay and other documents such as P45 and / or P60

- ! **P45 is issued after your last wages have been paid and it has copies for you, your new employer and HMRC** (Her Majesty's Revenue and Customs)
- ! **P60 is issued at the end of a financial year (after 31st March, for example if you terminate your employment with us in July this year, you will not receive your P60 until the beginning of April next year)**
- ! **Both P60 and your copy of the P45 must be kept safely for future reference. We will not be able to issue more copies, or if we do it will incur cost of £25 admin fee. It is possible that HMRC may enquire your tax payments after 10 or 20 years later.**

! **Your last wages, including all deductions made, will be paid by cheque**

Please write a 'cross' or type capital 'X' (if you are completing a digital copy) in black pen where appropriate. If you make a mistake or something with the format goes wrong press and hold down the 'control' key (Ctrl) and then press the key for the letter 'Z' (undo). Please make sure you save frequently your work

PERSONAL DETAILS

Title	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Miss	<input type="checkbox"/> Ms	<input type="checkbox"/> Other	
Surname				Forenames		
Date of birth (dd/mm/yyyy)				Position		
Current Address					Post Code	
Do you wish to collect your last pay cheque and P45 from our office?		<input type="checkbox"/> YES	<input type="checkbox"/> NO			
Forwarding Address <small>(the address which you would like your last pay cheque and P45 posted to)</small>	<i>Is the address which you would want your last pay cheque, P45 and / or P60 posted to, the same as your 'Current Address' above</i>				<input type="checkbox"/> YES	<input type="checkbox"/> NO
	If 'NO' then you must write clearly the forwarding address below					
					Post Code	

APPOINTED PERSON

If you wish us to hand in your last pay cheque and P45 to a named person, you must provide his or her name and D.O.B. and a number of an ID (such as EU ID card, EU / UK Driving Licence or Passport number). The person collecting your last pay cheque and P45 must show us the form of ID with the same number as specified in this form.

Name				D.O.B.	/	/
Form of ID	<input type="checkbox"/> Passport	<input type="checkbox"/> EU / UK Driving Licence	<input type="checkbox"/> EU ID card			
ID No						

NOTICE PERIOD AND LEAVING DATE

Leaving day / date	, / /	<i>Example: Friday, 13/03/2018</i>
Last working day / date	, / /	
Do you wish to take any outstanding holiday entitlement as part of your notice period?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
If 'No' would like to have any outstanding holiday paid with your last wages?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Is this one calendar month notice as per employment contract?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
If 'NO' then how long is the notice period you are giving the Employer?	<input type="checkbox"/> 3 weeks	<input type="checkbox"/> 2 weeks
	<input type="checkbox"/> 1 week	<input type="checkbox"/> days
		<input type="checkbox"/> as soon as possible

If the notice period for termination of employment is less than one calendar month as per your employment contract, then state the reasons for that

Should the Notice Period is less than one calendar month as per Employment Contract, Kindcare (UK) Ltd reserves the right to deduct from the employee's last wages the difference between the hourly rate for agency staff and the employees hourly rate of pay for the shortfall time of the notice period.

REFERENCE(S) FOR FUTURE EMPLOYMENT



Provision of REFERENCE(s) for future Employer(s) / Education, Immigration and other organisations

Would you be requiring reference(s)?	YES	NO
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Employees should note that:

- a) As stated in the employment contract, the Employer is not obliged to provide reference(s), nor it is a statutory requirement;
- b) Should the Employee require reference(s) for future employment or study, etc. then a prior consent from the manager is required for every reference;
- c) Kindcare (UK) Ltd do not provide 'blank reference(s)' such as 'To whom it may concern', even if and when a former Employee moves to work abroad in which instance the departing Employee should provide a future Employer(s) or education organisation with the manager's e-mail address to forward a reference request;
- d) Providing reference(s) is time consuming and hence carries a charge of £25.00. A former Employee must pay the cost of £25.00 per reference, prior to the provision of a reference.
- e) To avoid any liabilities, in some cases the Employer may not be able to provide a reference in relation to a Former Employee's work performance in which case the Employer may just confirm the period of employment and position.

COMPANY PROPERTY THAT MUST BE RETURNED (FOR OFFICE USE ONLY)

Has the Employee returned the following?	ID Badge	YES	NO	<i>If lost or damaged and / or not returned on termination of employment to deduct as follows:</i>	£10.00	<i>from your last pay</i>
	Locker key	YES	NO		£10.00	

DECLARATION

I confirm that the information provided above is complete and accurate and I understand that should that not be the case there may be a delay or loss of my last pay cheque and P45. I agree to the terms of if any, and all deductions as specified above.





















Signature of Employee		Date	
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Please complete the staff exit feedback questionnaire on the next page

EMPLOYEE 'EXIT QUESTIONNAIRE'

PURPOSE AND SCOPE OF THIS 'EXIT QUESTIONNAIRE'

- The aim of this questionnaire is to enable the Employer to gather information for improving working conditions, practices and retaining employees.
- It is considered that a departing Employee may provide more frank answers than when completing a survey whilst in employment.
- Departing employees are not obliged to complete the questionnaire below however, any information provided will be used to benefit remaining employees and service users

What is your primary reason for leaving this employment?								
Are there any other reasons for leaving this employment and what are they?								
What was <i>MOST</i> satisfying about your job?								
What was <i>LEAST</i> satisfying about your job?								
How would you rate the <i>TRAINING</i> received and was it sufficient to enable you to carry your duties successfully?								
	OUTSTANDING		GOOD		REQUIRES IMPROVEMENT		INADEQUATE	
How would you rate the <i>SUPPORT</i> received and was it sufficient to enable you to carry your duties successfully?								
	OUTSTANDING		GOOD		REQUIRES IMPROVEMENT		INADEQUATE	
How would rate the feedback received by way of <i>SUPERVISION AND APPRAISAL</i>?								
	OUTSTANDING		GOOD		REQUIRES IMPROVEMENT		INADEQUATE	
What would you improve to make our workplace better?								
What would you change to improve the quality of service provided?								
How happy were you with your pay / salary?								
	HAPPY		FAIR		SATISFACTORY		UNHAPPY	
Would you consider working again in this company in the future?								
	YES		NO					
Would you recommend working for this company to your family and friends?								
	YES		NO					

Overall, how would you rate this company?				
	OUTSTANDING	GOOD	REQUIRES IMPROVEMENT	INADEQUATE
Overall, how would you rate the service this company provide to its service users?				
	OUTSTANDING	GOOD	REQUIRES IMPROVEMENT	INADEQUATE
What does your future Employer offer that this company does not?				
Can this company do anything to encourage you to stay?				
Did anyone in this company discriminate against you, harass (i.e. sexual harassment, bullying, etc.), you or cause hostile working conditions?			If 'YES' please provide details	
	YES	NO		
Additional comments you wish to provide				
Name			Position	
	<i>Thank you for your help</i>			