

Name: _____ Date: ____/____/____ SSN: _____ - _____ - _____

Journeyman Apprentice Helper Tradesman

EMPLOYMENT SEPARATION FOR REASON(S) CHECKED BELOW

(More Than One Can Be Checked)

- Reduction in force**
- Absenteeism**
(Complete Work Record)
- Insubordination**
(Comments Required)
- Resignation**
- Tardiness**
(Complete Work Record)
- Not for rehire - ALL projects**
(Owner Representative must sign)
- Not for rehire - THIS project**
- Non-compliance of company policy**
(Comments Required)
- Unsatisfactory work performance**
(Comments Required)
- Violation of safety rules**
(Comments Required)

WORK RECORD				
Week Ending				
Hours Available				
Hours Worked				
Days Late				

COMMENTS (State Reason): _____

Firm: _____ Supervisor: _____ Title: _____

Project: _____ Job Phone: _____

Supervisor's Signature: _____ Employee Signature: _____