



SEPARATION NOTICE

This shall serve as official notice of my intent to terminate my employment with Ventura Unified School District.

Last First Middle Initial Social Security Number (last 4 digits)

Mailing Address City State Zip

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Primary Phone Secondary Phone Email Address

Current Job Title Location

My last day of work will be: _____
Date

Reason for Separation

Voluntary Separation

- Resignation
 To accept other Work
 To seek other Work
 Leaving the area
 To attend school F/T P/T
 Other (please specify) _____
- Retirement
Date of retirement _____
(Retirement date must be **AFTER** last day worked)

Involuntary Separation

- In lieu of disciplinary action In lieu of lay off
 Other (Please specify) _____

I hereby certify that the above information is true and correct to the best of my knowledge and that this separation notice is executed by me freely and voluntarily and of my own free will and is not given by reason of any threat, force, duress, or undue influence by any person.

Signature Date

For Office Use Only

Position Number(s) Salary Upon Separation Hire Date Years of Service

Escape Entry Neogov Entry Date to PC: _____

Payroll Benefits Department

EXIT SURVEY

As indicated in the vision statement of Ventura Unified School District, *we demand excellence of ourselves because our supportive community has entrusted us with their children*. One of the ways we can act upon that vision is to seek input from you as a departing employee regarding your experience with Ventura Unified. We hope that you will feel free to express yourself honestly and openly as the information you provide on this form is confidential and will not become part of your record.

Employee Name

Position

Department/Worksite

Supervisor

Please Answer the following:

	Yes	No
When you were hired, did your supervisor explain the job you would be doing to you?	<input type="checkbox"/>	<input type="checkbox"/>
When you were hired, did your supervisor discuss with you his/her expectations of you?	<input type="checkbox"/>	<input type="checkbox"/>
Did you receive sufficient training to meet those expectations?	<input type="checkbox"/>	<input type="checkbox"/>
Did you know how to get the information you needed to have?	<input type="checkbox"/>	<input type="checkbox"/>
Do you feel your work performance was regularly and fairly evaluated?	<input type="checkbox"/>	<input type="checkbox"/>
Was your job challenging and rewarding?	<input type="checkbox"/>	<input type="checkbox"/>
Did you feel welcomed and appreciated?	<input type="checkbox"/>	<input type="checkbox"/>
Were you satisfied with your salary?	<input type="checkbox"/>	<input type="checkbox"/>
Were you satisfied with your work schedule?	<input type="checkbox"/>	<input type="checkbox"/>
Were you satisfied with your benefits (holidays/vacation/leaves/health & welfare)?	<input type="checkbox"/>	<input type="checkbox"/>
Did your supervisor demonstrate fair and equal treatment to all staff members?	<input type="checkbox"/>	<input type="checkbox"/>
Did your supervisor resolve complaints/difficulties in a timely fashion?	<input type="checkbox"/>	<input type="checkbox"/>
Did your supervisor follow policy and procedures?	<input type="checkbox"/>	<input type="checkbox"/>
Did your supervisor keep you informed of matters important to your job?	<input type="checkbox"/>	<input type="checkbox"/>
Did your supervisor ask for your feedback and/or input?	<input type="checkbox"/>	<input type="checkbox"/>
Did your supervisor make instructions and directions clear to you?	<input type="checkbox"/>	<input type="checkbox"/>
Are you leaving for a better job?	<input type="checkbox"/>	<input type="checkbox"/>
Do you think the Ventura Unified School District is a good place to work?	<input type="checkbox"/>	<input type="checkbox"/>



What did you like best about your job?

What did you like least about your job?

If you could make any changes in Ventura Unified School District, what would they be?

Would you recommend working at Ventura Unified School District to a friend? Why or why not?

Do you have any additional comments?

I would like to discuss my separation with a Human Resources staff member.

Signature

Date

Thank you for your time and feedback. We appreciate your service to the Ventura Unified School District, and wish you all the best!

Forwarding Address (Optional):

Last

First

Middle Initial

Mailing Address

City

State

Zip

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