

GTCC

GREENSBORO | HIGH POINT | JAMESTOWN

Guilford Technical Community College

Where Futures Are Created!

Part-time Employee Separation of Employment Form

Separation Information

Location: (Please check one) Jamestown High Point Greensboro

Employee Name: _____

Position Title: _____

Colleague ID Number: _____ Dept/Div: _____

Date of Separation: _____

Type of Separation: (Please check one)

- | | | |
|--|-------------------------------------|--|
| <input type="checkbox"/> Voluntary Resignation | <input type="checkbox"/> Deceased | <input type="checkbox"/> Layoff |
| <input type="checkbox"/> Involuntary Termination | <input type="checkbox"/> Retirement | <input type="checkbox"/> Grant Expired |

Eligibility for Rehire: (Please check one) Yes No

If no, why not:

Print Name of College Representative Completing This Document

Date

Signature of Supervisor/Department Chair/Dean

Date

Please return this completed form to Human Resources within two working days of the employee's separation.