



KAMLOOPS  
CLASSIC  
SWIMMING

## KCS EMPLOYEE SEPARATION FORM

To be completed by immediate supervisor or Office Manager. The original will be located in the employee's file in the KCS Office.

<b>First Name:</b>	<b>Last Name:</b>
<b>Last Date worked:</b> mm/dd/yyyy	
<b>Reason for Leaving:</b> <i>Please circle</i>	
<b>Quit</b>	<b>Terminated/Fired</b>
<b>Retired</b>	<b>Laid off/Seasonal Work</b>
<b>Rehire Eligibility:</b> <i>Please circle</i>	
<b>Eligible for Rehire</b>	<b>Ineligible for Rehire</b>
<b>Company property returned:</b>	
<b>Form completed by (Print name):</b>	
<b>Form completed by (Signature):</b>	
<b>Date form completed:</b> mm/dd/yyyy	