

EMPLOYEE CHANGE/TERMINATION FORM



Car Wash

Jiffy Lube

Corporate

Effective Date: ___/___/___

Last Day Worked ___/___/___

Employee Name: _____ Title _____

Location: _____

PERSONAL CHANGES

New Address: Street Address: _____ Apt # _____
City: _____ State: _____ Zip: _____

New Phone: Home Phone: (____) ____ - ____ Other Phone: (____) ____ - ____

JOB CHANGES

Promotion - New Job Title: _____

Demotion - New Job Title: _____

Pay Change -- From _____ To _____

Lateral Move - New Location: _____

Leave of Absence -- From _____ To _____ Reason _____

Division Change - New Division: Car Wash Jiffy Lube Corporate

Work Status Change -- New Status: Full-Time Part-Time Active Inactive

ASE Certifications -- Attach Copy of Certification

NYSIL -- # _____ expiration date: _____

TERMINATION

Type:

Resignation Discharge Other _____

Reason: (Attach Documentation I.e. counseling form)

Other Employment Personal Conduct/Performance School Attendance

Eligible for Re-Hire: Yes No

For Administrative use only:

____ Term Letter (HR)

____ Cobra Event (HR)

____ Company Property (HR)

____ Payroll Coordinator

Comments:

Location Manager Signature

Date

Human Resources Assistant

Date

District Manager

Date

Payroll Coordinator

Date

Human Resource Manager

Date