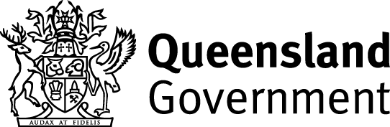
**Employment Separation Checklist**

This checklist should be completed by Chief executives, senior executives (SES), and equivalent officers who separate employment from the Queensland Public Service.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **EMPLOYEE DETAILS** | |  | | | | |
| **Surname:** | | | **Given Names:** | | | **Employee No:** |
| **Position:** | | | | | | **Phone No:** |
| **Office:** | | | | | **Date of separation:** | |
| **CHECKLIST** |  | | | | | |
| 🞏 Written advice of departure has been forwarded to the Human Resources Section.  🞏 Frequent Flyer points accrued on official business have been cancelled with the Finance Section (where applicable)  **Queensland Government Property:** The following property has been returned (where applicable):  🞏 Cabcharge Card/Taxi Vouchers 🞏 Access Card/Keys  🞏 Credit Cards 🞏 Identification Card  🞏 Stationery/Office Equipment (eg Calculator) 🞏 Car Keys, Log Books  🞏 Briefcase 🞏 Fuel Card, Toll Card  🞏 Mobile Phone and accessories 🞏 Official Diaries  🞏 Personal Digital Assistant (e.g. Blackberry) and accessories 🞏 Official Passports  🞏 Office keys (cabinets, doors, cupboards etc.)  🞏 Official documents (eg. files, correspondence [includes hard copy, electronic copy and those on portable storage devices])  Other (*specify*): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *Please list missing items* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  🞏 Computer Equipment (eg. Notebook, Roller Bag, Scanner, Modem, Fax, Printer) 🞏 Secure ID Card  **Computer Access:** The following action has been taken in relation to computer access:  🞏 Notebook start-up password has been returned to default password.  🞏 All preset passwords have been removed from documents and files.  🞏 All work related documents on a personal directory have been transferred to the general Directory.  🞏 Logon Access to the departmental network (including special drive access) has been removed.  **Finance Section** The following action has been taken (where applicable):  🞏 Outstanding travel advances acquitted 🞏 Other financial matters finalised  **Administration Section** The following action has been taken (where applicable):  🞏 Telephone lines, mobile phone numbers and/or home numbers have been cancelled. | | | | | | |
| **CERTIFICATION**  *To be signed by the chief executive, SES officer (or equivalent)* | | | |  | | |
| I hereby certify that -   * I understand my obligations under the *Criminal Code* relating to the unlawful disclosure of information or documents obtained by virtue of my public service employment including my obligations after leaving public service employment; and * I will not disclose to any person or make use of confidential information obtained by me during the course of my employment with the Queensland Public Service; and * I am aware and understand my obligations under the Queensland Lobbyists Code of Conduct; and * I have returned all official information (both hard copies and electronic copies, including those on portable storage devices) and all government property in my possession as indicated above.   **Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: / /** | | | | | | |
| **UPON COMPLETION THIS FORM IS TO BE SUBMITTED TO THE HUMAN RESOURCES SECTION.** | | | | | | |