**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.** |