Diocese of Shreveport
Catholic Schools Office

Employee Termination Record

**School Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **(Last) (First) (Middle)**

**Employment History:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Position Held (Level/Subj)** | **Hire (Month/Day/Year)** |  | **Termination (Month/Day/Year)** |
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**Circumstances of Termination** *(check one)***:**

Voluntary Resignation

Forced Resignation

Termination by Administration

**Principal’s Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_