



Employee Clearance Form for Restaurant

Employee Basic Info

- Name: _____
- Position: _____
- Employment Period: From _____ To _____
- Department: _____

Clearance Requirements

- Uniform Return: Yes No
- Equipment Handover:
 - Knives
 - Manuals
 - Other: _____
- Financial Dues:
 - Tips Collected: Yes No Amount: _____
 - Cash Register Balancing: Yes No

Final Acknowledgments

- Department Manager Signature: _____ Date: _____
- HR Signature: _____ Date: _____