horizontal line

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: \_\_\_\_\_\_\_\_**