

Employee Exit Form

For Employees of Warwickshire County Council

This is an essential disclosure that is required from an employee when they leave the organisation in order to permit the future release of details relating to their employment e.g. for references, as well as providing information relating to a forwarding address, if appropriate. **This form is not required for those moving internally e.g. between service areas.**

For assistance with this form or the process for which this form is part, or to submit the completed form, please contact; HR and Payroll Direct, Warwickshire County Council, Shire Hall, Market Place, Warwick, CV34 4RL.

Via the [HR Service Desk](#) portal or Tel: 01926 738444

FOR OFFICE USE ONLY	DATE	HRMS ID		DATE	HRMS ID	Comments & Documents
Received			Verification			
Input			Filed			

Employee Details

Forename(s)			
Surname		Title (e.g. Mr, Mrs)	
Employee Number			

Forwarding Address

Please provide new / forwarding contact details, where appropriate.			
Address		Post Code	
		Tel. No.	
Date the address is applicable			

Third Party Disclosures Consent Declaration

This form complies with the requirements of the Data Protection Act 1998 – The Employment Practices Data Protection Code. Failure to complete this form will prevent Warwickshire County Council from providing a reference or giving employee data to a third party. Completing this declaration below acknowledges the above statement and provides your consent to Warwickshire County Council providing a third party disclosure and / or reference covering your period of employment with Warwickshire County Council.			
Signature*		Date	

*If this form is emailed from a valid individual WCC account then a signature will not be required