



Voluntary Quit – CHANGE IN CONTRACT OR TERMS OF HIRE

Please answer all questions below. Any questions left unanswered WILL NOT be considered when determining the claimant's eligibility for Unemployment Insurance.

Claimant Name: _____ Last 4 Digits of Claimant's Social Security #: _____

Employer Representative Name: _____ Telephone: _____

Employer Representative Title: _____ Date completed Questionnaire: _____

Are you authorized to provide a statement on behalf of the company? YES NO

Employer Statement

1. Claimant's last physical day of work (mm/dd/yyyy): _____

2. Date of separation (if different from last day - mm/dd/yyyy): _____

3. Did the claimant provide a notice of resignation to you? YES NO

a. If yes, who did the claimant notify? Name: _____

Title: _____

b. When was the notice given (mm/dd/yyyy)? _____

c. Did you allow the claimant to work out the notice? YES NO, i. If no, why not?

ii. If no, did you pay the claimant for the remainder of the notice? YES NO

If yes, please indicate the amount paid: \$ _____

4. What reason did the claimant give for leaving the job? Please be specific.

5. Did the contract or original terms of hire for the claimant change? YES NO

a. If yes, what were the original terms of hire?

b. What were the specific changes to the original terms of hire?

c. Why were these changes made?

d. How were these original terms provided to the claimant? IN WRITING VERBALLY

e. How did you notify the claimant of the changes? IN WRITING VERBALLY

f. When did you notify the claimant of the changes (mm/dd/yyyy)? _____

6. Please provide any additional information you feel is necessary:

I hereby certify that, to the best of my knowledge and belief, the information I have provided is true. YES NO

Signature: _____