

MAYOR MARION S. BARRY, JR.

SUMMER YOUTH EMPLOYMENT PROGRAM



TERMINATION REQUEST FORM

Enrollee Name: _____ SSN (last four digits): XXX – XX – ____ _

Host Agency: _____ Date: _____

Worksite Name: _____ Worksite Supervisor: _____

Enrollee's Position: _____

Please check the box indicating the reason for the termination.

- Falsification of documents (e.g., signing in and out for someone else)
- Insubordination (e.g., disobeying a supervisor)
- Disruptive behavior
- Excessive absences
- Possession, sale, or use of illegal drugs
- Harassment (e.g., sexual, verbal, or physical)
- Theft
- Other _____

Please provide a detailed explanation supporting the termination request.

DO NOT WRITE BELOW THIS LINE

Termination request has been ____ APPROVED ____ DENIED

Staff Signature _____ Date _____