

(This form is required when an apprentice is being released from employment with a training agent)

Exit Survey and Release Form

* Indicates a Required Field

This form can be completed and submitted electronically at: <http://area2app.com/online-exit-survey-and-release-form/>

Participating Employer and Date:*

_____/_____/_____
PLEASE PRINT DATE

Company Representative* / Email:

_____/_____
PLEASE PRINT: LAST NAME, FIRST NAME EMAIL

Apprentice Being Released/Release Date:*

_____/_____/_____
PLEASE PRINT: LAST NAME, FIRST NAME DATE of RELEASE

Method of Release*

Laid Off Terminated Apprentice Resigned

Other – Please Explain:

Apprentice Evaluation

Did Apprentice give at least two weeks of notice? (if applicable) Yes No

The apprentice understands verbal communication.*

The apprentice follows company safety procedures.*

The apprentice takes pride in doing the job right.*

The apprentice follows directions from supervisors.*

The apprentice demonstrates an eagerness to learn.*

The apprentice maintains a neat and tidy work area.*

The apprentice shows up on time and ready for work.*

The apprentice demonstrates willingness to put forth extra effort.* We would be willing to invest in this apprentice's training in the future.* I have reviewed this survey with the apprentice. *

	Satisfactory	Needs Improvement	Unacceptable	No Comment
Did Apprentice give at least two weeks of notice? (if applicable) Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The apprentice understands verbal communication.*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The apprentice follows company safety procedures.*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The apprentice takes pride in doing the job right.*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The apprentice follows directions from supervisors.*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The apprentice demonstrates an eagerness to learn.*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The apprentice maintains a neat and tidy work area.*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The apprentice shows up on time and ready for work.*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The apprentice demonstrates willingness to put forth extra effort.* We would be willing to invest in this apprentice's training in the future.* I have reviewed this survey with the apprentice. *	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Apprentice knowledge – If the apprentice is lacking in his/her knowledge of plumbing for the period of training they are in, please help us improve our program by explaining here:

PLEASE PRINT

If you have additional comments you would like to make regarding this apprentice, please feel free to do so below:

PLEASE PRINT

The employer remains financially responsible for all fees incurred by the above named apprentice until the exit survey is received by Area II Plumbers JATC.

The month this Exit Survey/Release form is received, will be billed as the final Apprentice Fee on your next invoice. Please review the next invoice for the "Final Apprentice Fee" comment.

The month after that, the apprentice should no longer be listed. If there are any discrepancies, please contact us.