Leaver's analysis form (monthly or annual as appropriate)

Name	Dept/ section	Job title	Full time/ part time/ shift	Permanent/ casual	Date of employment	Age*	Sex*	Ethnic origin*	Reason for leaving*	Comments

* Codes can be used in these columns eg:

Age

under 18 ..... A
18-21 ..... B
22-30 C
31-40 ..... D
41-50 ..... E
51-60 ..... F
over 61 ..... G

SAMPLE