



**Voluntary Leaving Questionnaire - Claimant**

**Claimant Information:**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_  
 ID or SSN: \_\_\_\_\_

**(Este es un documento importante. Si usted necesita un intérprete, póngase en contacto con su oficina local.)**

Under Section 601 of the Illinois Unemployment Insurance Act, an individual who quits his/her job without good cause attributable to his/her employer is ineligible for unemployment benefits. Please provide information about your separation from employment. The information you provide will be used for the purpose of determining your eligibility for benefits.

Please complete, sign and return this questionnaire to your Illinois Department of Employment Security Local Office as instructed. Failure to respond will result in a determination based on the available information. *If you need additional space, please use the other side of this document, if appropriate, or attach a separate sheet of paper.*

You will receive a notice by mail with the date and time and interview will be held regarding your separation. At the time of the interview you may provide more detailed information.

<b>Section A: Employment Information</b>					
Employer Name: _____			Employer Telephone Number: (     )     -     _____		
Length of Employment		Work Hours		Wages (Hr/Day/Etc.)	
From:     /     /	To:     /     /	From:     /     /	To:     /     /	\$     .     Per	
Type of Work (e.g. retail sales, cook, office manager, etc)			Job Duties		
<b>Section B: Reason For Leaving</b>					
What was the last day you worked?     /     /					
What was the circumstance, incident, or reason that caused you to leave your employment?					
Did you inform the employer that you were leaving?     Yes     No					
If Yes, what is the name and title of the person you informed?					
What was the date you informed that person?     /     /					
What reason did you give the employer for leaving?					
Did you have a choice to remain employed?     Yes     No					
Did you take any steps before leaving to explain or resolve the situation?     Yes     No					
If Yes, what steps did you take to explain or resolve the situation?					
If No, why didn't you attempt to explain or resolve the situation prior to leaving?					
Did you submit your resignation in writing?     Yes     No					
Did you give the employer a notice period?     Yes     No     Did you complete the notice period?     Yes     No					
If No, please explain:					
Did the incident or problem violate or change the original hiring agreement?     Yes     No					
If Yes, please explain:					
<b>Section C: Signature</b>					
Signature: _____				Date:     /     /	
Name (Printed) _____			Day time Telephone Number: (     )     -     _____		