***Host entity final clearance form***

UN Volunteers should use this form **only if their host entity does not have its own form**. This should be uploaded during the End of Assignment Checklist task in the Unified Volunteering Platform (UVP). If a category is not relevant, please state why in the comments.

Name of volunteer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Duty station: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Country of assignment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Entry on duty date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

UVP User Id: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ End of assignment date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Host entity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The UN Volunteer should obtain clearances from the parties below within their host entity to indicate no outstanding obligations (financial, administrative or otherwise).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| REQUIREMENTS | Date | Staff member | Staff member position | Signature of staff member | Comments (if any) |
| **Human resources / protocol**  e.g. permits, visas |  |  |  |  |  |
| **ICT** e.g. computer equipment, phones returned, access rights removed |  |  |  |  |  |
| **Finance** e.g. outstanding debts or claims settled |  |  |  |  |  |
| **Security** e.g. access cards, TRIP profile updated |  |  |  |  |  |
| **Other** (as mandated by host entity) |  |  |  |  |  |

**I am fully satisfied that the UN Volunteer named above has completed all requirements for their end of assignment checkout.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature and name of host entity representative (hiring manager, HR representative)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date and place

Contact-email/address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_