

EMPLOYEE REQUEST FOR INFORMATION FROM PERSONNEL FILE

***Please print clearly**

NAME:	DATE:
PHONE:	EIN#:

***There is a small fee of 10¢ per copy.**

I WOULD LIKE TO REQUEST COPIES OF THE FOLLOWING ITEMS FROM MY FILE:

Please allow 24 hours for your request to be processed.

Please check the applicable box:

	District mail to my site: _____
	Mail to my home address
	I will pick up in Human Resources will-call
	Please call when ready
	Other:

Signature: _____ Date: _____

Item(s) picked up

I would like to schedule an appointment to review my personnel file.

(PLEASE ALLOW THREE DAYS FOR THIS REQUEST TO BE PROCESSED**)**

Please contact me at:

	Phone:	Cell:
	E-mail:	
	Other:	

★ IF YOU REQUEST A COPY OF YOUR ENTIRE FILE, THERE WILL BE A \$15.00 CHARGE ★