

## Personnel File Review/Request Form

Employee/Former Employee ID Number : \_\_\_\_\_

Employee/Former Employee Name : \_\_\_\_\_

Home address : \_\_\_\_\_  
\_\_\_\_\_

Telephone : \_\_\_\_\_ (work/home)  
\_\_\_\_\_ (mobile)

Email address : \_\_\_\_\_

Employment status :  Current  Former

I am requesting to : Review my personnel file