

Human Resources
Personnel File Review - Request Form

Name

Location

Phone

Date

Are you a current employee? Yes _____

No _____

If No, please check one:

Retired _____

Terminated _____

Resigned _____

Other: _____

Please list 3 available dates and times

_____	_____
_____	_____
_____	_____

A Human Resources Representative will contact you to confirm a date.
Note: During the school year, teachers are to come after school.

Employee Signature

Human Resources Signature

Date