



EMPLOYEE'S REQUEST FOR INFORMATION CONTAINED IN PERSONNEL FILE

Name: _____ Phone Number: _____

This is to request copies of items from my personnel file. Items request are the following:

[Empty box for listing requested items]

[] Items to be picked up in person by the requesting employee*

[] I hereby authorize the above items to be sent to the following:

Name/Title of Institution: _____

Street Address: _____

City: _____ State: _____ Zip: _____

*Certain items must be picked up and signed for in person by the requesting employee and include: performance evaluations and any related written material, any items which are disciplinary and/or derogatory in nature, and any medical information (excluding tuberculin test information).

I understand that if any of the above copies of items are requested to be forwarded for a Cerritos Community College District employment selection process, it is my responsibility to review the information to insure that the documents are complete and sufficient for the purpose of the selection process.

Employee Sign for Pick-Up: _____ Date: _____

Human Resources Office Use

Processing completed by: _____ Date: _____
Upon completion of processing this request, this form is to be placed in the employee's personnel file.