



California Institute of Technology

Personnel File Review Request Form

Current/Former Employee or Employee Representative

Request to Inspect or Receive Copy of Personnel File

I request to: inspect receive a copy of my/an employee's personnel file.

EMPLOYEE NAME: _____

CURRENT EMPLOYEE: _____ FORMER EMPLOYEE: _____

HOME ADDRESS: _____

WORK LOCATION IF CURRENT EMPLOYEE: _____

TELEPHONE: WORK: _____ MOBILE: _____

CAMPUS IDENTIFICATION OR JPL BADGE NUMBER: _____

Employee:

Employee Representative:

Print Name

Print Name

Employee Signature

Employee Representative Signature

Date

Date

An employee representative or former employee will be asked to present a valid driver's license or other government issued identification with a photograph for identification purposes.

AUTHORIZATION OF AN EMPLOYEE REPRESENTATIVE:

By my signature below, I authorize the following person to request to inspect my personnel file, to inspect my personnel file, and to request and receive a copy of my personnel file:

NAME: _____ TELEPHONE NUMBER: _____

ADDRESS: _____

Print Employee Name

Employee Signature

Date

Please email completed forms to HR Records at HRRecords@caltech.edu.