

CERRITOS COMMUNITY COLLEGE DISTRICT

EMPLOYEE'S REQUEST FOR INFORMATION CONTAINED IN PERSONNEL FILE

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

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.

____ Items to be picked up in person by the requesting employee (*see note below).

OR

____ I hereby authorize the above items be sent to the following:

| | | |
|-------------------------------------|------------|----------|
| _____ | | |
| Name/Title of Person or Institution | | |
| _____ | | |
| Street Address | | |
| _____ | | |
| City | State | Zip Code |
| _____ | | |
| Date | Print Name | |
| _____ | | |
| Signature of Employee | | |

***NOTE:** Certain items must be picked up and signed for in person by the requesting employee and these 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).

| | |
|---|-------------|
| Human Resources Office Use Only | |
| Processing completed by: _____ | Date: _____ |
| Initials | |
| Upon completion of processing this request, this form is to be placed in the employee's personnel file. | |