



Department of Human Resources
REQUEST FOR ACCESS TO PERSONNEL FILE

Directions: Complete each section of this form and submit it to the Human Resources Department (faxes accepted at 201-251-4987). You will be contacted by an HR representative within two (2) business days to discuss scheduling. You may be asked to provide valid photo identification at your appointment in order to view your file.

Last Name		First Name		MI	Employment Status: <input type="checkbox"/> Active <input type="checkbox"/> Retired <input type="checkbox"/> Terminated		Employee Type <input type="checkbox"/> Faculty <input type="checkbox"/> Staff	
Email Address			Phone		Campus:			School/Department:
1 st Preferred Date/Time: (AM/PM)					2 nd Preferred Date/Time: (AM/PM)			

Please check the type of service(s) you are requesting:

- View my College Personnel File
- Please check if a Bergen Community College Association Representative will be present.

Name of representative: _____

- Other: Please describe: _____

I verify that the above information is correct and that I am the employee requesting the file. I understand that I will only be allowed to review the file at the Human Resources Office at the Paramus campus in the presence of a Human Resources representative.

Signature: _____ Date: _____

For HR Office use ONLY:

Approved by:	HR Rep:	HR Title:
_____	_____	_____
Approved Appt Date/Time:		File checked out by: _____
		File Checked in by: _____