

*Town of Rehoboth • Personnel Policy Manual*

**REQUEST TO VIEW PERSONNEL FORM**

Name of Employee: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Department: \_\_\_\_\_

I would like to make arrangements to view my Personnel File in the Personnel Office.

Please contact me at the above telephone number to set up a mutually convenient date and time.

Signature of Employee: \_\_\_\_\_ Date: \_\_\_\_\_