



# PERSONNEL FILE REVIEW REQUEST FORM

Print Employee Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

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

*Check Only One*

- I hereby request permission to review my Personnel File
- I hereby designate \_\_\_\_\_ to be my agent and therefore authorized to inspect my Personnel File on my behalf.

Employees are entitled to review their personnel files as outlined in the Executive Security Specialists, Inc (the Company) Procedures Manual.

Upon receipt of this form, you will be contacted via telephone at the above listed numbers to schedule a mutually convenient time to meet and review the file within seven (7) days of receipt of this form by the Company.

The following conditions shall apply in accordance with Illinois Compiled Statutes 820 ILCS 40/.

1. Personnel files are kept at and can be reviewed at the Company's office located at 265 Stebbings Court, Suite 1, Bradley, Illinois, 60915.
2. All review must be completed by you before the office closes at 5:00 pm.
3. Copies will cost \$0.50 per page to cover the expense of duplicating the documents.
4. You may not remove any paperwork from the Personnel File. However, if you disagree with any information contained in the Personnel File, you may submit a written statement explaining your position on the issue at question. The Company shall attach your statement to the disputed record contained in the file. Your statement will be included whenever that disputed portion of your personnel record is released to a third party as long as the disputed record is a part of the file.

Other restrictions and privileges may apply. Please review the Company Procedures Manual for additional information.

Employee Signature: \_\_\_\_\_

***Mail this form to:***      ***Executive Security Specialists, Inc***  
***Attn Records Division***  
***265 Stebbings Court, Suite 1***  
***Bradley, Illinois, 60915.***

***This Section for Office Use Only***

***Date Request Received:*** \_\_\_\_\_

***Review Scheduled for:*** \_\_\_\_\_

***Contact Attempted:*** \_\_\_\_\_

***Contact Attempted:*** \_\_\_\_\_

***Contact Attempted:*** \_\_\_\_\_

***Contact Attempted:*** \_\_\_\_\_

***Letter Sent:*** \_\_\_\_\_