



City of Hendersonville
Tennessee

REQUEST TO VIEW PERSONNEL FILE

Date: _____

I request to view the personnel file of the following city employee:

Reason for viewing file:

Info Requested (Check all that apply):

_____ Application

_____ Performance Evaluations

_____ Disciplinary Actions

_____ Personal (Insurance Enrollments, etc.)

_____ Salary Information

Name of Requestor: _____

Address: _____

Phone Number(s): _____

I understand that a copy of this request will be sent to the employee involved. If the employee is a police officer, an appointment will be made for me to view this file in three business days.

Signature