



UNIVERSITY OF SOUTHERN QUEENSLAND

Request to Access Employee File (Supervisor)

Please forward completed form to:

David Fawcett e-mail: David.Fawcett@usq.edu.au Phone: 07 4631 2247	or	Corporate Records e-mail: Derek.Turner@usq.edu.au Phone: 07 4631 1760
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EMPLOYEE ID NUMBER

SCHOOL/SECTION

SURNAME

GIVEN NAMES

DATE OF BIRTH

SUPERVISOR NAME:

SIGNATURE – SUPERVISOR

DATE

DETAILS OF REQUEST (Please tick required boxes)		Length of time to process request
<input type="checkbox"/>	View employee file	1 day
<input type="checkbox"/>	Require photocopy of documents (as approved by Human Resources)	

Actioned by:

Date:

Comments:

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