

## External Request for Copy of Employment File Form

External requests for copies of an employment file will be filled within 21 working days of this completed form being received in the [Human Resources Department](#).

A signed [Employee Release Form](#) from the employee (or former employee) must accompany all requests before any document will be scanned.

As a standard, copies of the employment file will be delivered via encrypted email to ensure security.

<b>Section 1: External Request Information</b>	
External Party Name:	
Contact Name:	Phone Number:
Contact Email:	
(Former) Employee Last Name:	(Former) Employee First Name:
I require a physical copy of the file.	Yes
If a physical copy is required, additional printing and shipping fees may be applied. You will be contacted to discuss any fees that may be applied.	No
<b>Section 2: Acknowledgement and Release</b>	
<p>By signing this form, I acknowledge that I have requested for Mohawk College to duplicate all items within the above-named individual's employment file and to provide me with these copies. By signing this I agree to submit payment upon receipt of the invoice from Mohawk College for physical copies. In addition, I release Mohawk College of any responsibility regarding confidentiality relating to these documents.</p>	
Signed:	on this date
Contact Signature	DD-MM-YYYY