CRAVEN COUNTY SCHOOLS
HUMAN RESOURCE SERVICES DIVISION

Request for Personnel File Review Form

Date of Request:

Current Employee: ☐ YES ☐ NO

Dates previously Employed:

Employee Name:

Employee Signature:

Phone Number:

Date of Review:

Witness name:

Witness Signature:

Employee ID:

Comments: (Please indicate if you are requesting specific documents)

Please email form to wanda.dunsworth@cravenk12.org or drop off at

Craven County Schools Central Services
ATTN: Human Resource Services
3600 Trent Rd – New Bern NC