



The University of Sydney

Application for appointment to access staff file

Appointments must be made with Human Resources Service Centre (HRSC) to view your staff file. This form should be submitted to the HRSC Manager at least one week prior to the time of the appointment to view the file.

Conditions of Access to staff files:

- ◆ I will only be able to view the file under the supervision of a member of HRSC;
- ◆ I may be charged for copies of material held on the file;
- ◆ I may not remove, add to or annotate the file or its contents;
- ◆ Incidental material relating to other staff that may be on my file will not be made available to me;

Name: _____

Address: _____

Staff number: _____

I wish to access the staff file held on me by the University.

Signature: _____

Date: _____

HRSC Team Member use only:

Appointment date and time: _____

Staff member supervising access: _____

Date access provided: _____

This form is to be placed on the applicant's staff file.