



## ENDWELL FIRE DISTRICT Request to Review Personnel File

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Board of Fire Commissioners  
Endwell Fire District  
3508 Country Club Road  
Endwell, NY 13760

Re: Request to View Personnel File

Dear Board of Fire Commissioners,

Please contact me, \_\_\_\_\_, via phone number \_\_\_\_\_  
to schedule an appointment to review my personnel file.

Sincerely,

\_\_\_\_\_  
Firefighter Signature

\_\_\_\_\_  
Date

**--- Firefighter Use Only ---**

Firefighter Name:	_____
Authorized Agent (if applicable):	_____
Relationship/Authority:	_____
Phone Number:	_____
Email Address:	_____
Request Type:	<input type="checkbox"/> Review Only <input type="checkbox"/> Review + Copies
Describe Documents Requested (if known):	_____ _____
Signature:	_____
Printed Name:	_____
Date:	_____

**--- District Use Only ---**

Request Received Date:	_____
Appointment Date:	_____
District Representative:	_____
Copies Requested:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Pages Copied:	_____
Fee Collected (\$0.25/page):	_____
View Only:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Acknowledgment Signature:	_____