



HUMAN RESOURCES
Employee Services and Recruitment Unit

REQUEST FOR INFORMATION

/ /200

To Employee Services and Recruitment Unit

Please supply me with the following:

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NB: IF AN AUTHORISED COPY OF A PAYMENT SUMMARY IS BEING REQUESTED, PLEASE NOTE A CHARGE OF \$5.00 MAY APPLY, IF APPLICABLE A RECEIPT FROM CASHIERS **MUST BE ATTACHED TO THIS REQUEST.**

Fund 100000 Cost Centre 1445 Account 401354

Please note: No commitment will be made to provide this information in a period less than five (5) working days.

Signed:

Print Name:

School/Area: (even if former member of staff)

Staff No:

Please tick:

Phone to be collected: Phone No:.....

Send to: Address:.....

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Postcode: