



CORPORATE OFFICE TEAM MEMBER EMPLOYMENT RECORDS REVIEW REQUEST

NAME	ADDRESS	CITY/STATE/ZIP	TODAY'S DATE
UNIT / DEPARTMENT		BIRTH DATE	EMPLID
LAST DAY WORKED (IF FORMER TEAM MEMBER)		HOME PHONE NUMBER	CELL PHONE NUMBER
TEAM LEADER / FIRST ASSISTANT			

Meijer maintains team member employment records which are considered confidential Meijer property. Active team members may access and print some of their own documents contained within MYINFO at no charge.

If you are unable to access desired documents within MYINFO, complete the form below. Please allow up to four weeks to process your request.

Check the documents you wish to review from your employment records:

Employment Application
New Hire Agreements
Interview Guides
W2 Information
W4 Information
Weekly Wage History

Job Offer Letter
Change of Status
Licenses and Permits
Performance Reviews
Discipline

Other _____

Meijer reserves the right to charge 25¢ for each page copied.

Former team members will be notified of the amount payable for copying charges. After receiving money, the documents will be mailed to you at the address provided above.

Active team members will be contacted once the file is collected to set up a meeting to review records with their First Assistant on their own time.

SIGNATURE (Required)

Please send request to the location below:

Meijer - HR Generalist Dept.
2350 3 Mile Road NW Grand Rapids, MI 49544

Corporate Use Only:

Records Sent (Date) _____

Number of Pages _____

After reasonable search, the following documents could not be located: _____
