



APPLICATION FOR VIEWING OF PERSONAL/REPORTS FILE

SECTION 1 (to be completed by the applicant)

DETAILS OF APPLICANT

Surname: Name:
I.D. Card no.: Grade:
School where serving:
Address:
.....
Mobile (Optional) Home Tel:
E-mail address:

SECTION 2

DECLARATION

I, the undersigned (*insert your full name and surname*) _____ employed as (*insert post/position*) within the Ministry for Education and Employment, hereby request an appointment for the viewing of my personal file.

Employees Signature ID no. Date:

Authorised person's signature ID no. Date:

Kindly fill-in and send to: **Ministry for Education & Employment**
Office of the Director General
Strategy & Support Department
Great Siege Road
Floriana VLT 2000

Information Protected – Personal Information provided on your application form is protected and used in accordance with the provisions of the Data Protection Act.