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| **PERSONAL FILE : DOCUMENT/FOLDER TRACKING RECORD** | | | | | | | |
| **Name:** |  | | | | **Employee No:** | |  |
| **FOLDER No** | | | **CONTENTS** | | | | |
| **1** | | | Contract & Other Employment Acknowledgements | | | | |
| **2** | | | Personal Documents | | | | |
| **3** | | | Bank & Payroll | | | | |
| **4** | | | Personal Details Form & Pre-Employment Documents | | | | |
| **5** | | | Leave Application | | | | |
| **6** | | | Dependents | | | | |
| **7** | | | Disciplinary / Report File | | | | |
| **Document/Folder** | | **Removed By:** | | **Date Taken** | | **Date Returned** | |
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